**Wichita State University Documentation of Faculty Credentials for Lecturers**

(Adjunct Faculty appointed through ePAF)

This form documents that lecturers meet HLC qualifications for teaching. This form must be completed for all lecturers listed as instructors of record. *The academic department is responsible for completing and submitting this form to Academic Affairs, Box 13.*

**Section 1:** Employee Name:

Last FirstMiddle Initial

myWSU ID: If no WSU ID check box: ⃣

College: Department:

**Section 2: Earned Degree Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Earned Degree  (Highest First) | Discipline | Institution | Year Degree Received |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: Course number(s) and course(s) to be taught (e.g., CHEM 211, General Chemistry I):**

**Section 4: Basis for Qualification, select**  Graduate degree (Masters or PhD) in discipline.

**Or**

Graduate degree in related field (Masters) with at least 18 graduate credit hours in discipline.

**\*Requires Justification & Justification Narrative:**

(1) Professional licensure or certification

(2) Related work experience

(3) Specialized Training

(4) Research and publications

(5) Honor, awards, or special recognition

(6) Documented teaching excellence in discipline

(7) Other

**Or**

\*Graduate degree in a related field (Masters) with additional qualifications in left box to indicate the most relevant qualification by number.

**Or**

\*No graduate degree but has additional qualifications. Indicate the most relevant qualification in the left box by number.

**\*Justification Narrative: To be completed by the Department Chair.**

Department Chair Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date: \_\_\_\_\_\_\_Reviewed CV: ⃣