

Lecturer Qualification Form Effective Spring 2025

- Employees previously considered Adjunct faculty will now be referred to as Lecturer I, II, III, and IV
- **Lecturer Qualifications and Rank:**
 - Effective Spring 2025, Lecturers ranks are based on the following:

Please Mark Rank	Rank	Experience
	Lecturer 1	Earned master's degree (minimum) or Tested Experience
	Lecturer 2	Earned Doctorate or terminal degree OR Earned master's degree and five (5) years teaching in Higher Education
	Lecturer 3	Earned Doctorate or terminal degree and five (5) years teaching in Higher Education OR Earned master's degree and ten (10) years teaching in Higher Education
	Lecturer 4	Earned Doctorate or terminal degree and ten (10) years teaching in Higher Education OR Earned master's degree and fifteen (15) years teaching in Higher Education

Lecturer Information	
Last Name & Banner ID #	
First Name	
Academic Department	
Academic College	
Highest Degree Earned	
Major	
Date of Hire at USI	

Previous Higher Education Teaching Experience:

Institution of Higher Education	Number of Semesters Taught

Faculty Credentials Level:

Please Mark	Level of Education	Other Requirements
	Doctorate or terminal degree in discipline	None
	Doctorate with 18 hours of graduate work completed in discipline	None
	Master's in Discipline	None
	Master's with 18 hours of completed graduate work in discipline	None
	Master's without 18 hours of completed graduate work in discipline	Tested Experience Required
	Bachelor's in discipline	Tested Experience Required
	Bachelor's not in discipline	Tested Experience Required

IF TESTED EXPERIENCE IS REQUIRED:

Level of tested experience required for type and level of courses to be taught is shown below. Attach all documentation of tested experience or other plan for achieving qualifications.

Mark all that Apply	Course Level	Tested Experience
	Introductory UG courses	A national or state-issued license or certification in the field and/or 5+ years of relevant work in the field.
	Any UG level Course	A national or state-issued license or certification in the field and/or 10+ years of relevant work in the field.
	Skill/Activity Based Courses	5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area.
	Any UG level Course	Hired prior to July 1, 2016 and does not hold a master's degree in the field or 18 completed graduate hours in the teaching discipline must have a documented plan for completion by the relevant chair and dean.
	Any UG level Course	Faculty who work in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for faculty credentials
	Any UG level Course	Faculty who do not meet any of the above guidelines must show/demonstrate discipline-based expertise through scholarly activities, including but not limited to: Publications, professional engagement, consulting continuing education, etc.
	Master's Level Courses	Graduate faculty holding a master's degree in an appropriate discipline with national or state issued license, or certification in the field and 2+ years of relevant work experience.
	Master's Level Skill/Activity based Courses	Graduate faculty teaching master's level skill/activity based courses must hold a master's degree in an appropriate discipline with 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area.
	Any GR level courses	Graduate faculty working in programs that hold national accreditation or have state board mandates and must meet either the accreditation or state board expectations for faculty credentials.
	Any GR level courses	Graduate faculty who do not meet the guidelines 1-3 above must show/demonstrate national or international discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, honors, awards, continuing education, etc.
	Dissertation Committee Member	Graduate faculty holding a master's degree in an appropriate discipline with national or state issued license, or certification in the field and 2+ years of relevant work experience.

Approvals:

Department Chair Signature	Department Chair Printed Name	Date
Academic Dean Signature	Academic Dean Printed Name	Date
College Graduate Council Chair Signature*	College Graduate Council Chair Printed Name	Date
Graduate Dean Signature*	Graduate Dean Printed Name	Date
Provost Signature*	Provost Printed Name	Date

*Needs signed only for lecturers teaching graduate courses.