



HLC Accreditation Evidence Document

Title: Teaching Assignment Validation Form

Office of Origin: Office of Academic Affairs

Description: Screenshots of the online Teaching Assignment Validation Form.

Date: 2018

Teaching Assignment Validation Form

In order to be accredited, UNM is now required to document what qualifies each instructor (faculty, part-time instructor, etc.) to teach every course s/he teaches. There are three alternative ways to demonstrate qualification: via an advanced degree if in an area specifically related to the area of instruction; or via 18 hours of graduate coursework related to the course of instruction; or via "other qualifications" such as research/scholarly work in the subject area, related work or professional experience/licensure, certifications, honors, awards, other demonstrated competencies and achievements. External accrediting agencies require this reporting.

Department Information

Contact Name *

First Name

Last Name

Contact Email *

College *

Please choose a drop down item

Department *

Please choose a drop down item

Faculty Information

Faculty Type *

New Current Returning

Banner ID (If Known)

Faculty Member's Name (formal) *

First Name

Last Name

Academic Title *

Per Faculty Handbook Section B2

SECTION ONE: Academic Degree

Highest Degree Earned *

e.g. PhD, MS

Major Academic Field 1

Institution 1

Month/Year attained 1

Other Graduate Degree Earned

e.g. PhD, MS

Major Academic Field 2

Institution 2

Month/Year attained 2

Upload Transcript 1

Choose File No file chosen

Redact SSN, DOB year

Upload Transcript 2

Choose File No file chosen

Redact SSN, DOB year

Comments (if any)

Is the highest degree earned a terminal degree or at least one degree step above all courses to be taught?* *

Yes

No

(i.e. PhD/JD/MFA for 500-600 level courses, MA for 100/200/300/400 level courses)

Is highest degree earned in specific discipline or subfield of courses to be taught?* *

Yes

No

If "yes" for both questions, proceed to SECTION FOUR.

If "no", proceed to SECTION TWO to confirm academic coursework related to the field (courses to be taught).

SECTION FOUR: Course Level

Check all relevant course levels the faculty is qualified to teach and applicable sub-field(s).

Academic field course level

100-200 300 400 500 600

Check all that apply

Academic Sub-field course level

100-200 300 400 500 600

Check all that apply

Academic field

Academic Sub-field

[Save and Resume Later](#)

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