



## 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

<b>Contact Name *</b>	<b>Contact Email *</b>
<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>
<b>College *</b>	<b>Department *</b>
<input type="text"/>	<input type="text"/>
<small>Please choose a drop down item</small>	<small>Please choose a drop down item</small>

## Faculty Information

<b>Faculty Type *</b>	<b>Banner ID (If Known)</b>
<input type="radio"/> New <input type="radio"/> Current <input type="radio"/> Returning	<input type="text"/>
<b>Faculty Member's Name (formal) *</b>	<b>Academic Title *</b>
<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>
	<small>Per Faculty Handbook Section B2</small>

## SECTION ONE: Academic Degree

<b>Highest Degree Earned *</b>	<b>Major Academic Field 1</b>
<input type="text"/>	<input type="text"/>
<small>e.g. PhD, MS</small>	
<b>Institution 1</b>	<b>Month/Year attained 1</b>
<input type="text"/>	<input type="text"/> <input type="text"/>
<b>Other Graduate Degree Earned</b>	<b>Major Academic Field 2</b>
<input type="text"/>	<input type="text"/>
<small>e.g. PhD, MS</small>	
<b>Institution 2</b>	<b>Month/Year attained 2</b>
<input type="text"/>	<input type="text"/> <input type="text"/>

<b>Upload Transcript 1</b>	<b>Upload Transcript 2</b>
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<small>Redact SSN, DOB year</small>	<small>Redact SSN, DOB year</small>

**Comments (if any)**

<b>Is the highest degree earned a terminal degree or at least one degree step above all courses to be taught?* *</b>	<b>Is highest degree earned in specific discipline or subfield of courses to be taught? *</b>
<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No
<small>(i.e. PhD/JD/MFA for 500-600 level courses, MA for 100/200/300/400 level courses)</small>	

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).

<b>Academic field course level</b>	<b>Academic Sub-field course level</b>
<input type="checkbox"/> 100-200 <input type="checkbox"/> 300 <input type="checkbox"/> 400 <input type="checkbox"/> 500 <input type="checkbox"/> 600	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300 <input type="checkbox"/> 400 <input type="checkbox"/> 500 <input type="checkbox"/> 600
<small>Check all that apply</small>	<small>Check all that apply</small>
<b>Academic field</b>	<b>Academic Sub-field</b>
<input type="text"/>	<input type="text"/>

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