Title: Teaching Assignment Validation Form

Office of Origin: Office of Academic Affairs

Description: Screenshots of the online Teaching Assignment Validation Form.
Teaching Assignment Validation Form

In order to be accredited, UNH is now required to document what qualifies each instructor (full-time, part-time instructor, etc.) for each course they teach. 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/credentials, 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 from:

Department *
Please choose a drop down from:

Faculty Information

Faculty Type *
- New
- Current
- Returning

Banner ID (If Known)

Faculty Member’s Name (Official) *
First Name: Last Name:

Per Faculty Handbook Section 022

Academic Title *

SECTION ONE: Academic Degree

Highest Degree Earned *
example: PHD, MS

Major Academic Field 1

Institution 1

Month/Year attained 1

Other Graduate Degree Earned
example: PHD, MS

Major Academic Field 2

Institution 2

Month/Year attained 2

Upload Transcript 1
Choose File

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
Sub-PH3, PhD/MA for 100-200 level courses, MA for 100/200/300/400 level courses (described)

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

Academic Sub-field course level

100 200

300 400

500 600

Check all that apply

Academic Sub-field

Save and Proceed Later