**UW-Whitewater Instructor Qualification Process**

[Per Faculty Personnel Rules,Chapter 3, Section H](https://www.uww.edu/facsenate/relevant-policies/faculty-personnel-rules#sectionH)

**Undergraduate-Level Courses**

* Instructors must hold a Master’s degree or higher in the discipline or subfield of the course.
* If the degree is in a different field, the instructor must have at least 18 graduate credit hours in the relevant discipline or subfield
* *Tested/Equivalent Experience* may substitute for an earned degree or parts of it, evaluated case-by-case.
	+ Approval is required from the department chair and dean.
	+ Must reflect real-world experience equivalent to the required degree.
	+ Teaching experience alone is insufficient; other relevant experience must be considered.
	+ Experience must meet minimum qualifications for the position/course and be documented by the hiring authority.

**Graduate-Level Courses**

* Instructors must hold the terminal degree appropriate to the discipline and have a record of research, scholarship, or achievement relevant to the graduate program.
* Equivalent Experience may also qualify instructors for graduate-level teaching. If the instructor does not hold a terminal degree, [an approved graduate exception form](https://my.uww.edu/graduateexceptions) is required per the Graduate Faculty Constitution.

**Example Memo to the Provost**

*Written on Department Letterhead*

To: Provost

From: **[Department Chair Name**], Chair, **[Department Name]**

CC: College Dean

Date: **[Insert Date]**

Subject: Justification for Instructor Appointment – **[Instructor Name]**

I am writing to affirm that  **[Instructor Name]** has adequate credentials to teach **[Course Title and Number]** in **[Term]**. Over the course of **[Term]**, **[Instructor Name]** will instruct the equivalent of **[number of credits]**.

**[Instructor Name]** currently holds **[education credentials] from [accredited institution]. [Instructor Name]** has over **[number of years]** of experience in **[industry/field]**, including **[specific roles or achievements]**. **[Any additional information supporting the hire such as:** *They have published extensively, led major projects, and presented at national conferences (include these details/titles). Their expertise aligns closely with the learning outcomes of the course.***]**

Approval from Dean **[Name]** has been granted and is included in this email. Attached are their CV and supporting materials.