NORTHERN New Mexico College



Evaluation of Instructor/Candidate Credentials

(Regardless of what form is filled out, approval signatures <u>MUST</u> be completed on Page 2)
Name of Course, Number and Section:
Name of Instructor/Candidate:
Term: () Spring () Fall Year:
1. Does the instructor/candidate have official transcript in our records for his/her highest degree?YesNo
 (a) (For General Education Courses or non-occupational* courses), does the Instructor/ candidate have a master's degree or higher in the discipline or subfield that he/she is teaching? Yes (List the degree/major/field below) No
(b) (If No, does the instructor/candidate have a master's degree or higher in ANY discipline and at least 18 graduate credit hours in the discipline or subfield in which they teach?
Yes (List the 18 course credits)No

(c) If No, proceed to the Tested Experience Evaluation (page 2) and respond to the question:
 Has the instructor/candidate passed the tested experience evaluation?
 Yes No

Criteria to approve/not approve an instructor/candidate from teaching a course:

- 1. If the answer to question (1) is No, then the instructor/candidate cannot teach the proposed course.
- 2. If the answer to questions (1) and (2) are Yes, then the instructor/candidate can teach the proposed course.
- 3. If the answer to question (1) is Yes and the answer to question (2) is No, but the answer to the question (2.b) is Yes, then the candidate can teach the proposed course.
- 4. If the answers to questions 2.a, and 2.c are No, then the instructor/candidate cannot teach the proposed course.
- 5. If the answers to questions 2.a, b and c are No, then the instructor/candidate cannot teach the proposed course.

Is the instructor/candidate approved to teach the course? _____ Approved _____ Not Approved

Tested Experience Evaluation Form

This form is be used to evaluate instructors who do not have the minimum academic credentials/degree, but have experience in the field

- Does the instructor/candidate have more than 5 years of supervised experience in the industry or field of the course that he/she will be teaching? If Yes, please provide evidence (*letter from current or previous employer*), or record of research, scholarship, or achievement.
 Yes _____ No
- 2. Does the instructor/candidate have a certification and/or licensure by a recognized certifying or licensing state, industry, or national agency in the field or industry that he/she will be teaching? If Yes, please provide evidence (original documentation that credential or license was granted).

____Yes ____No

3. Can the instructor/candidate demonstrate on the job training in the industry or be an expert in the field (including academia, different from teaching alone) of the course that he/she will be teaching? If Yes, please provide evidence *(letter from current or previous employer),* or record of research, scholarship, or achievement.

____Yes ____No

Please provide a rationale to recommend/not to recommend the instructor/candidate to teach the course. At least one of the three previous answers MUST be Yes to approve.

Is the instructor/candic	late approved to teach the course? Approved	Not Approved
	SIGNATURES OF APPROVAL (Signatures below <u>MUST</u> be completed)	
Faculty Member: (Evaluator)	Print Name and Signature	-
Supervisor:	Print Name and Signature	-
Provost		

Print Name and Signature

Approved by the Faculty Senate on November 3, 2017