

**Instructor of Record  
Tested Experience-Based Qualifications  
for Academic Programs**

Each academic unit has the responsibility to ensure that credentials of instructor of record satisfy Higher Learning Commissions criteria for determining qualified faculty, NDSU's Minimum Qualifications for Instructional Faculty Policy, and any applicable accreditation standards for the academic program. Instructor of record faculty credentials and approvals apply to all NDSU credit-bearing and developmental courses.

In general, instructors will be qualified based on academic qualifications as defined in [Policy 309](#). In some cases, instructors who do not meet the minimum academic qualifications but possess substantial tested experience may be appointed to teach courses. In these cases, **academic units (chairs/heads/program directors working with program faculty) must document minimum tested experience-based qualifications for their programs.**

**Program Name:** \_\_\_\_\_

<b>Course Level</b>	<b>Tested Experience-Based Qualifications</b>
<i>Example: XXX 100-299 courses</i>	<i>BS degree, Certification in YYY, and at least 3 years of documented excellent in teaching similar courses as demonstrated by teaching awards and/or teaching reviews.</i>
<i>Example: Undergraduate</i>	<i>BS degree and at least 10 years work experience in field to be taught as demonstrated by completion of XXX certificate or WWW license.</i>
<i>Example: Graduate</i>	<i>MS degree, Certification in ZZZ, 15 years work experience in field, and appropriate scholarship.</i>

**APPROVALS:**

Chair/Head/Program Director	Date
Dean/Director	Date
Provost/Vice Provost	Date