



## TESTED EXPERIENCE STATEMENT

Per [BL-ACA-C10/Minimum Qualifications for Academic Appointees with Instructional Responsibilities](#), the primary qualification for instructional appointees are degrees earned from accredited academic institutions in a field or subject area relevant to the courses taught. The default standard is a terminal degree, or a degree at least one level higher than the degree for which a course being taught can be counted. Examples include a master’s degree to teach an undergraduate course, or a doctoral degree to teach at the graduate level.

Instructors not holding a relevant degree can be otherwise deemed qualified by tested experience if they are judged to meet well-defined unit/departmental policy and procedures that have been determined by the relevant faculty and approved by the relevant school or college and the Vice Provost for Faculty and Academic Affairs.

The unit/departmental faculty shall have a policy clearly defining the criteria and procedures for assessing tested experience. Tested experience is typically not based exclusively on teaching experience in the relevant field or discipline.

Some factors of tested experience that may be considered relevant include, but are not limited to:

- Substantial graduate-level academic coursework and/or methodological training in a discipline appropriate to the field of instruction
- A record of research, creative activity, scholarship, or achievement appropriate to the field of instruction
- Related research experience in industry and/or the private sector
- Practical experience in the art, business, legal, or political sector
- Relevant clinical experience
- Relevant certifications or additional credentials
- Demonstrated competency or fluency in a relevant skill or skill set

**Instructor’s Name:** \_\_\_\_\_

**University ID#:** \_\_\_\_\_

**Department/Program/School:** \_\_\_\_\_

**I affirm that the individual above, under our policy on Tested Experience, is qualified to teach at the following level(s): select all that apply:**

- MTE (experience to teach undergraduate-level courses)**
- DTE (experience to teach graduate-level courses)**

**Department/Unit Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_