



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

Candidate Level Requirements and Actions Section 4 Worksheet

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

IV.A. Instructors/Faculty/Staff:

- ___ 1a. Provide evidence that the institution has a sufficient number of qualified instructors/faculty to give individualized instructional service to each student.
- ___ 1b. Provide the faculty-to-student ratios for each course.
- ___ 1c. Provide resumes for each faculty member.
- ___ 2a. Provide in a table with the names and qualifications of each instructor/faculty member (an academic/educational degree that is at least one higher than the degree awarded by the program in which he/she teaches and/or the appropriate specialized credentials).
- ___ 2b. List the courses taught by each instructor/faculty.
- ___ 2c. List other professional experiences that qualify him/her for the position including any special training they have received in distance learning.
- ___ 3. Explain how the institution maintains files containing the individual credentials of instructors/faculty and how the institution validates individual resumes and transcripts. (As a minimum, the institution must have an original transcript in its files for the person's highest level degree earned.)
- ___ 4. Describe how faculty are carefully screened for appointment, and are properly and continuously trained with respect to institution policies, learner needs, distance learning andragogy, instructional approaches and techniques, and the use of appropriate instructional technology.
- ___ 5. Demonstrate that the institution has clear, consistent procedures to evaluate faculty performance. Provide sample evaluations.
- ___ 6. Explain any training programs provided the faculty/instructors.

- ___ 7. If outside instructors/faculty, consultants, technical advisors, subject matter specialists, or other such individuals are used, explain the criteria for hiring them, identify who supervises them, and how they are supervised.
- ___ 8. Explain how instructors/faculty assists in developing and updating instructional materials, especially course content.
- ___ 9. Explain how instructors/faculty are used in the distance study portion of a course, i.e., in assignment/lesson and exam grading, consultation with students, academic counseling, online instruction, course revision, development of study guides, etc.
- ___ 10. Describe the institution's organizational guides for instructors/faculty.
- ___ 11. Describe any professional development plan for the instructors and faculty.
- ___ 12. Provide data on instructor/faculty turnover for the last three years and explain why this turnover occurred.
- ___ 13. Provide evidence that each faculty member possesses an academic/educational degree that is one higher than the degree awarded by the program in which he/she teaches.
- ___ 14. Explain any exceptions that were made and documented for professionals whose experience and reputation qualified them for appointment as part-time or adjunct faculty members.
- ___ 15. Describe the policies and procedures for preventing and/or resolving complaints and/or conflict or interests against faculty and state where they are published and made available to all students.
- ___ 16. Document that all faculty involved with doctoral students have doctoral/terminal degrees in relevant field of study from other appropriately institutions.
- ___ 17. Explain how the dissertation committee consists of at least three members, and that all committee members demonstrated appropriate scholarship, experience or practice in the subject area. (In lieu of a dissertation, doctoral degree programs may require a project where such a project is consistent with accepted practice at other appropriately certified institutions.)
- ___ 18. Explain how the dissertation committee includes at least two members who earned their doctoral degrees from appropriately certified institutions other than the awarding institution.
- ___ 19. At the point of the dissertation, explain how students have the option of nominating their dissertation members or major professors, and how the institution makes the final decisions.

IV.B. Professional Growth:

- ___ 1. Identify professional organizations with which the instructors/faculty and staff are affiliated, and explain their involvement with each.
- ___ 2. List the names of instructors/faculty and staff and the relevant professional meetings they have attended during the past two years.
- ___ 3. Explain how the staff is active in CPCA activities. List any meetings attended, courses completed, etc.

- ___ 4. State what training and self-development efforts are sponsored or are encouraged by institution's management for the professional development of instructors/faculty and staff.
- ___ 5. Describe any in-house training programs for instructors/faculty and staff.