



Annual Faculty Qualifications Check Sheet

(Turn this in with your annual IFR)

Requirements for FTE faculty over a rolling 5 calendar year period:

(For complete definitions see [Faculty Qualifications Policy](#))

Scholarly Academic - [3 PRJs + 1 AEs Tier 1 or 2] or [2PRJs + 2 AEs Tier 1]

Practice Academic - [1 PRJ + 3 PEs] or [5 PEs]

Scholarly Practitioner - 2 AEs Tier 1 or 2 and sustained engagement in 1 PE

Instructional Practitioner - Sustained engagement in 3 PEs

Instructions

1. List any citations for this calendar year and confirm the outlet is listed in the CoBT Journal List.
2. Check off (may use numbers, if more than 1) each AE and PE that you participated in *this calendar year*.
3. Be sure everything in this document is contained in Watermark Faculty Success (formerly known as Digital Measures) and shows up on your annual IFR report printed from Faculty Success.

Name _____

Calendar Year _____

Peer Reviewed Journal Publication in CoBT Journal List (list citation(s) below)

Tier 1 Academic Engagement Activities (AEs)

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- Peer reviewed journal article in CoBT Journal List
 - Publication of an academic or practitioner book in the teaching area
 - Creation and publication of a tutorial (i.e., like Lynda)
 - Publication of research monographs
 - Refereed publication of case for classroom teaching in research journal
 - Paper presentations or published proceedings at academic meetings
 - Editorship or associate editorship for an academic journal in CoBT Journal List
 - Editorial board service for an academic journal in the CoBT Journal List
 - Program chair for an entire conference
 - External grant awards that support the mission of the college
 - New professional certifications in teaching area
 - Mentorship of student research that results in presentation at a conference or workshop

Tier 2 Academic Engagement Activities

- Research seminar presentations
- Non-peer reviewed published case study with teaching note on a discipline-related topic
- Invited presentations
- Reviewer for a journal on the CoBT Journal List
- Reviewer for a conference
- Elected or appointed officer or board member for a regional, national, or international academic organization
- Significant participation in academic organizations or associations
- Authored articles in newspapers
- Interviews for media broadcasts

Practitioner Engagement Activities (PEAs)

- Consulting activities that are material in terms of time and substance
- Mentorship of student consulting activities
- Article, book, or manual for practitioner audiences
- Faculty externships/professional development seminars
- Development and presentation of executive education programs
- Sustained professional work
- Significant participation in business professional associations, professional standard-setting bodies, or policymaking bodies
- Relevant and active service on boards
- Participation in events and activities that directly engage the faculty member with organizations
- Mentorship of community-based engagement teaching and learning experience

Explanation, if needed

Circle One:

I believe I am qualified over the last five years as SA PA SP IP

Signed _____

Date _____

I have reviewed this faculty member's information and agree.

Supervisor Printed Name: _____

Signed _____

Date _____