

Policy Name: Tested Experience for Faculty	Date Approved: 4/11/2023
Policy Category(ies): Academic	Date Effective: 4/11/2023
Policy Number:	Date Last Revised: 4/11/2023
Approval Authority: Provost	Date Last Reviewed: 4/11/2023
Responsible Office or Official: Provost	Recommended Review Cycle: 5 Years

I. Purpose/Policy Statement

The Higher Learning Commission's Criteria for Accreditation and Assumed Practices requires institutions to hold clear policies and consistent procedures demonstrating faculty members who deliver college-level content are appropriately qualified to do so. "Tested experience may substitute for an earned credential or portions thereof. Assumed Practice B.2. allows an institution to determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching" (September 2020 Official HLC Guidelines).

II. Procedures

Missouri Western's criteria for tested experience will adhere to the following:

1. Those without an appropriate graduate degree must provide evidence in some combination of the following:
 - a. Tested experience in practice-oriented disciplines, such as board or licensure exams
 - b. Industry certifications
 - c. Recognition of language competency by appropriate agency
 - d. Wide critical and public acclaim, peer review, or publication of expertise, ability, and talent in creative arts
 - e. Documentation of effective coaching at a college-level institution
 - f. Three or more years of professional training and/or experience in areas specifically related to the courses taught. This may apply to such areas as music, art, photography, equine, accounting, and other applied fields. In such cases the individual meets the tested experience for specifically designated courses.
2. Before hiring, each faculty candidate must be evaluated to ensure that credentials meet aforementioned minimum stated criteria.
 - a. The department will request evidence/documentation from potential faculty candidates.
 - b. The supervising dean will examine the evidence/documentation to verify relevancy to the position and make a recommendation to the Vice President for Academic Affairs.
 - c. The Vice President for Academic Affairs will make a hiring decision, based on the recommendation of the chair and supervising dean.
 - d. A designated office assistant will keep an updated list of evidence for HLC, dean, and department to track trends and ensure consistency.

Program Student Credit Hour (SCH) of faculty meeting tested experience criteria must be less than 15%.