



## Faculty Action Plan Form

*My plan for meeting minimum qualifications set by the Higher Learning Commission.*

Date \_\_\_\_\_

Minimum Teacher Qualification Action Plan for teaching \_\_\_\_\_ *(subject matter)*

Faculty member \_\_\_\_\_ CIHS School District \_\_\_\_\_

**DIRECTIONS** – Choose Option 1, 2, or 3. Within the option, map out the action plan and timeline for compliance of the HLC.

**Option 1) I have met the HLC expectations:**

- a) Master’s degree in the field in which you teach
- b) Master’s degree *not in the field* in which you teach *and* 18 graduate credits in the field in which you teach

**Option 2) Master’s degree is not in the discipline in which you teach AND (choose a, b, or c):**

- a) Completion date of minimum graduate credits will be: \_\_\_\_\_

I need \_\_\_\_ more graduate credits in the field in which I teach (totaling 18):  
*(English, English, Speech, etc.)*

Subject	Credits	Date to Complete	Subject	Credits	Date to Complete

Observations & Feedback:

**OR** *(continue on page 2)*

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*Continued Option 2) Master's degree is not in the discipline in which you teach AND (choose a, b, or c)*

**OR**

b) I have an active (or am in the process of earning), relevant, industry recognized credential

Relevant, Industry Recognized Credential <i>(CPA licensure, CQM, TESOL certification, FAA certifications, etc.)</i>	Date Received/ Date Renewed	Official Document is on File at UMC
Observations & Feedback:		

**OR**

c) Demonstration of equivalent relevant experience *(choose one):*

Dates	(i) Other advanced level "faculty-like" work <i>(e.g. curriculum dev, textbook authoring)</i>	Documentation is on File at UMC
Dates	(ii) Service as an Extension Reviewer	Documentation is on File at UMC
Dates	(iii) Disciplinary service outside the classroom <i>(e.g. national judging)</i>	Documentation is on File at UMC
Dates	(iv) Peer-reviewed research and/or publications	Documentation is on File at UMC
Dates	(v) Advanced professional experience <i>(this section is for items that do not fall under i – iv)</i>	Documentation is on File at UMC
Observations & Feedback:		

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**Option 3) I am working towards a master's degree in the discipline in which I teach:**

Degree <i>(M.A., M.S., etc.)</i>	Master's degree in the field in which you teach. <i>(English, Mathematics, etc.)</i>			Date to be Completed	
Subject	Credits	Date to Complete	Subject	Credits	Date to Complete

Observations & Feedback:

Sign \_\_\_\_\_ Date \_\_\_\_\_  
*CIHS Faculty*

Sign \_\_\_\_\_ Date \_\_\_\_\_  
*High School Principal*

Sign \_\_\_\_\_ Date \_\_\_\_\_  
*CIHS Coordinator*

Sign \_\_\_\_\_ Date \_\_\_\_\_  
*Division Head for Business, Arts, & Education*