

INSTRUCTIONAL STAFF LISTING (ISL)

FOR FULL-TIME AND PART-TIME FACULTY

Instructions: For current programs, please provide information for all faculty teaching in each academic discipline using the appropriate guidelines (I – IV) enumerated below.

- I. **ANNUAL REPORTS:** include credit courses taught during the two semesters or three quarters (exclude summer terms) of the calendar year to which the Annual Report applies.
- II. **SELF-STUDIES:** include courses taught during the term (semester or quarter) in which the self-study is due along with those taught during the preceding two semesters or three quarters (exclude summer terms).
- III. **APPLICANT INSTITUTIONS:** include courses taught during the term (semester or quarter) in which the application is submitted along with those taught during the preceding two semesters or three quarters (exclude summer terms).
- IV. **NEW PROGRAM (Substantive Change):** include the requested information on the courses that will be taught as part of the new program or major.

If an institution has twenty (20) or more full-time faculty, they should be grouped by departments or disciplines. Arrange faculty alphabetically by last name. If a faculty member is teaching in two or more discipline areas or departments, list the faculty member under the discipline in which the heaviest teaching load occurs.

Column One. State the name of the faculty member (last name, first name, and middle initial) and indicate full-time (FT) or part-time (PT) status. In categorizing faculty as either full-time or part-time, please use the following definitions: **Undergraduate**—those who are qualified and contracted to teach the equivalent of 12-15 hours per semester, or 24-30 hours per academic year at the undergraduate level. (Do not include administrators such as President, Provost, Vice President, who are considered part-time faculty.) **Graduate**—those who are qualified and contracted to teach the equivalent of 9-12 hours per semester, or 18-24 hours per academic year at the graduate level. (Again, do not include administrators such as President, Provost, Vice President.) Also in this column, indicate those professors who have oversight responsibility for each major/degree program including general education. Include the Head Librarian in this column as well.

Column Two. List all degrees and disciplines (including concentration or major); institution which awarded the degree and year awarded; and the **total number of graduate semester hours in each teaching discipline in which courses have been taken.**

Column Three. Using information from the catalog, list the course prefix and number along with the course title and hours of credit for all courses taught by each professor for the semesters/quarters that apply as determined from Roman numerals I – IV above. If applicable (and if not obvious), use a (U) or (G) to identify undergraduate and graduate courses. Two-year institutions should indicate whether the courses are transfer (T) or non-transfer (N).

Column Four. List additional qualifications or experiences, honors or awards, professional licensure(s)/certifications or any other relevant documentation to justify each faculty member's teaching assignment.

It is the responsibility of the institution to keep on file for all full-time and part-time faculty members' documentation of academic preparation such as official transcripts, and (if appropriate for demonstrating competency) official documentation of professional and work experience, technical and performance competency, records of publications, and certifications and other qualifications. In cases where experience, certifications, or special training are offered in lieu of formal academic preparation, please have available other pertinent materials for each case.