

Draft Process for Documenting Minimum Teacher Qualifications for [insert Course Title]

College in the Schools, University of Minnesota – Twin Cities

For discussion purposes among academic departments, Faculty Coordinators, high schools, and College in the Schools

Applicants are eligible to apply to teach a University of Minnesota, Twin Cities course through CIS if they satisfy all of the minimum qualifications from Group A and additional requirements from Group B as needed.

Group A: Minimum Qualifications

Required Documentation

Degree or Degree & Experience	One (1) of the following five (5) options: 1. Graduate degree in the field(s) of [insert acceptable field(s)]. or 2. Graduate degree in education in [insert acceptable field(s)], if coursework “was inclusive of graduate-level content in the discipline and methods courses specifically for teaching of that discipline.” ¹ or 3. Graduate degree in any field (including general education degrees such as M.Ed. or MAT) plus eighteen (18) graduate credit hours in field(s) of [insert acceptable field(s)]; or 4. Graduate degree in any field and six (6) Group B options; or 5. Bachelor's degree in [insert acceptable field(s)] that includes significant undergraduate coursework in [insert acceptable field(s)]; plus (X) graduate credits [insert acceptable field(s)]; and (X) options from Group B.	Official transcripts If using Group B options as a way to qualify, teachers will also need to provide documentation and description in the form of a [portfolio, annotated CV, other?].
Teaching experience	Three (3) years of teaching experience [insert qualifiers such as field or fields, “high school seniors”, “advanced level”, etc.]	[Insert required documentation such as annotated CV]
Proficiency	[Describe proficiency if it applies to the course; for example, language proficiency “ACTLF test of German proficiency passed at XYZ level”, or demonstrated proficiency in using a particular type of pedagogy such as “ability to use performance-based assessments.”]	Faculty observation of candidate, faculty interview with candidate, and/or documented performance on assessment [insert assessment name if it applies, such as ACTFL or department-created assessment]
Other	[Insert other minimum requirements]	[Insert required documentation]

¹ Higher Learning Commission

Documenting selected experiences from Group B: [These instructions will be adjusted for each cohort depending on the expectations of the department and faculty coordinator.]

Note to current teachers or applicants: Group B should **not** be viewed as a checklist. You will be expected to document relevant details (such as dates and titles of presentations) and provide copies of publications, workshop agendas, conference programs, etc. You will also be asked to describe how—through your combination of education, professional development, and experience—you have met the following outcomes of advanced study within a field:²

- knowledge of a disciplinary core,
- in-depth knowledge of one or more specific areas of inquiry, and
- ability to communicate about the field.

Group B Options: Unless otherwise noted, each option below may be used to meet one Group B requirement. [A department may decide to eliminate some of the Group B options.]

<p>1. Graduate-level credits in the field [indicate particular disciplines that would work, and other criteria—for example, grade expectations--if relevant]. These need not have been taken as part of a graduate degree program.</p>	<p>Three (3) credits satisfy one Group B requirement; may be used to meet all Group B requirements.</p>
<p>2. Graduate-level credits in education in the field(s) [indicate particular disciplines that would work, and other criteria—for example, grade expectations--if relevant]. These need not have been taken as part of a graduate degree program.</p>	<p>Three (3) credits satisfy one Group B requirement; may be used to meet up to (X) Group B requirements.</p>
<p>3. Discipline-specific professional development in the fields of [insert acceptable field(s)], for example, [insert types of appropriate activities such as CIS workshops, discipline-specific Advanced Placement trainings and International Baccalaureate workshops, Gilda Lehrman Institute workshops, Minnesota Writing Project Institutes, MOOCs from particular institutions or on particular topics, etc.] or other workshops, trainings, conferences, or seminars of similar rigor.</p>	<p>[X] hours satisfy one Group B requirement; may be used to satisfy up to [X] Group B requirements</p>
<p>4. Published textbook, journal article or essay, or similar scholarly or creative work in the field of [insert field(s)]</p>	<p>May be used to meet up to [X] Group B requirements, for substantially different articles or essays.</p>
<p>5. Experience requiring regular use of [indicate the types of discipline- or course-specific skills] in the performance of professional responsibilities such as [insert specific examples]. May include paid employment or volunteer work.</p>	<p>May be used to meet up to [X] Group B requirements depending on the length and relevance of experience to [insert acceptable field(s)].</p>
<p>6. Participation in a discipline-specific community of practice, or significant personal practice to develop particular skills or understandings</p>	

² University of Minnesota Graduate Program Goals Project. <http://grad2.umn.edu/goals/developing-program-goals.html>. Accessed 2/17/2016.

7. Fellowships or awards from school, district, state, regional, national or international organizations for recognition of high school or undergraduate teaching in [insert the field(s)]	
8. Participation in nationally normed assessment activity related to [insert field(s)] such as Advanced Placement test grading	
9. National Board Certification in [insert the certification discipline or subject and level]	
10. Additional [X] years of successful and effective teaching experience in a course leading to undergraduate credit in [insert the field(s) or subject(s)] including dual credit, Advanced Placement, International Baccalaureate, or teaching undergraduates on a college/university campus	May be used to meet up to [X] Group B requirements
11. Passing score (or better) on GRE, National Board of Professional Teaching Standards, or other relevant subject matter tests related to [indicate field(s)]	
12. Discipline-specific leadership role in a secondary or postsecondary institution, such as department chair, or in professional organization such as [insert names of appropriate organizations]	
13. Presentations at relevant local, state, regional, or national workshops or conferences such as [insert the names of appropriate events]	
14. Content or pedagogy trainer or coach; student teacher supervisor	
15. Field test or review curriculum for publisher or serve on textbook review and selection committee for postsecondary or secondary institution.	
16. Other [here, you might insert activities that don't fit into the categories above. For example, "Organize, oversee exchange program such as GAPP or other foreign language exchange program"]	