

## **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. (Administrators such as President, Provost, Vice President, may be listed as part-time faculty NOT full-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, you may include administrators such as President, Provost, Vice President as part-time faculty, NOT full-time faculty.) 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 concentrating 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*

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Name of Institution: \_\_\_\_\_

Site Location (if not main campus): \_\_\_\_\_

Academic Term(s): \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Name of Academic Department/School: \_\_\_\_\_

NAME (Last name first)	DEGREES AND DISCIPLINE	COURSES TAUGHT	OTHER QUALIFICATIONS OR EXPERIENCE
Smith, Michael P. (full-time)	M.A. History – Ideal University (1985) B.A. Political Science – Ivy College (1980)  History (25 GSH) Political Science (12 GSH)	HI 101 (U) US History HI 303 (U) History of the South	<ul style="list-style-type: none"> <li>• Made 25 speeches to civic and professional groups</li> <li>• Holds AAAA Social Studies Educator License in Secondary Education</li> <li>• Board Member of the State Historical Society</li> <li>• One book in publication</li> <li>• Published in professional journals</li> </ul>
Jones, David S. (part-time)	Ph.D. Marketing – City University (1979) M.B.A. Soho University (1975) (21 graduate hours – Accounting) B.A. Accounting – Giant College (1970)  Marketing (24 GSH) Accounting (18 GSH)	MKT 680 (G) General Marketing ACCT 201 (U) Intro to Accounting	<ul style="list-style-type: none"> <li>• 5 years work experience in professional sales with Parke-Davis</li> <li>• 2 years experience as Director of Marketing at University of M.</li> <li>• 6 Regional Admissions Awards</li> <li>• 1 National Award Advertising</li> <li>• Director of Business Development at the University of G.</li> </ul>
Miller, Jean B. (part-time)	B.S. Business Education – Wilson State University (2000) A.A. Office Technology - Soho Technical College (1998)  General Business Courses (18 GSH)	AOT 2213 (U) Office Systems AOT 1233 (U) Intro to Records Management Teaches only non-transfer occupational courses	<ul style="list-style-type: none"> <li>• AA Certification in Computer Applications from Grand University</li> <li>• 29 years teaching experience at the High School level</li> <li>• Member of National Business Education Association</li> <li>• Senior College MBEA board representative</li> <li>• National Future Business Leader of America Advisor of the Year</li> </ul>