

INSTRUCTIONAL STAFF LISTING (ISL) FOR FULL-TIME AND PART-TIME FACULTY

Instructions: Provide information for all instructional staff (faculty), according to the purpose for which the ISL is being submitted, based on the Roman Numerals (I – IV) 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, faculty should be grouped by program area. Arrange faculty alphabetically by last name. If a faculty member is teaching in two or more program areas, list the faculty member under the program area 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, 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. *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. Also in this column, indicate those faculty members who have oversight responsibility for each program area. NOTE: Full-time administrators may be listed as part-time faculty, NOT as full-time faculty.

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. List the course prefix and number along with the course title and hours of credit for all courses taught by each faculty member for the semesters/quarters that apply as determined by the Roman Numerals I – IV above.

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.

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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	DEGREES AND DISCIPLINE	COURSES TAUGHT	OTHER QUALIFICATIONS OR EXPERIENCE