

STERLING COLLEGE - FACULTY CONTINUED EDUCATION PLAN FORM

In order that Sterling College maintains well-qualified faculty in keeping with the institutional mission, the master's degree in the content field shall be considered the preferred minimum education requirement for teaching at Sterling College, or a combination of tested experience may be used to determine faculty who are qualified outside credentials alone. Those individuals who do not meet the preferred qualifications shall present a minimum of six credit hours per year toward the required degree, or minimum level of graduate credit hours in the field. This plan for continued study must be developed in consultation with the Vice President of Academic Affairs. Exceptions to these requirements shall be made only upon approval of the Vice President of Academic Affairs. Written request for an exception must be submitted to the Vice President of Academic Affairs thirty (30) days in advance of re-employment.

Faculty Member Section

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Current Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Planned Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_ Current Completed Hours in Degree: \_\_\_\_\_

List class names for at least six credit hours you will complete in this \_\_\_\_\_ academic year:

Class: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Class: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Class: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

When classes are completed, send a transcript to the Academic Affairs office. This plan must be updated on a yearly basis and it is the responsibility of the faculty member to present it before the start of each academic year.

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

For office use by Vice President of Academic Affairs:

Denied  Approved (if denied, provide further faculty guidance)

Vice President of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This completed form is to be placed in the faculty member's personnel file.

Adopted: \_\_\_\_\_