

## Requirements Checklist of Application Faculty at VUST

Faculty Name: \_\_\_\_\_

According The State Council for Higher Education for Virginia (SCHEV) and Virginia Higher Education Regulations 8VAC 40-31-140(D)(4) , All faculty who teach Master Program at university or college in Commonwealth of Virginia, must meet the following requirement in this checklist. All applicants must submit the following materials, as indicated, for their application to be complete and forwarded for faculty search committee review. It is the applicant's responsibility to assure all required materials are received prior to the deadline. The university/colleges have responsibility to ensure their faculty to qualify and meet requirements of the 8VAC 40-31-140(D)(4). *Please do not send any application materials to individuals or departments.*

All materials become the property of VUST and are maintained at the President Office. If you submitted an application over a year ago, you may be required to submit new updated materials. Transcript must be official one and directly mail/or email to VUST. **We do not accept copies of documents as "Official" documents.**

***Mail to:***

***The Virginia University of Science & Technology  
The Faculty Search Committee  
8400 Westpark Dr. Suite 118  
Tysons, VA 22102***

***Email:*** facultysearch@vust.us

1. \_\_\_\_\_ **MUST Received Ph.D. Degree to Teach Master Degree Programs**  
SCHEV 8VAC40-31-140 requires: "In Virginia, all instructional faculty teaching in a program at the master's level or higher shall hold a doctoral or other terminal degree in the discipline being taught from an accredited college or university. Exception to academic preparation requirements for instructional faculty may be made in instances where substantial documentation of professional and scholarly achievements and/or demonstrated competences in the discipline can be shown. The institution must document and justify any such exception."
2. \_\_\_\_\_ **MUST Received Master Degree to Teach Undergraduate Program**  
SCHEV 8VAC40-31-140 requires: "3. All instructional faculty members who teach in programs at the baccalaureate level shall:
  - a. "Hold a master's degree in the discipline being taught or hold a master's degree in an area other than that being taught with at least 18 graduate semester hours in the teaching discipline from an accredited college or university."
  - b. "Exception to academic preparation requirements for instructional faculty may be made in instances where substantial documentation of professional and scholarly achievements and/or demonstrated competences in the discipline can be shown. The institution must document and justify any such exception."

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3. **Color Copy of Degree Certification**

Please provide a high-quality color photocopy of your final degree certification.

4. **Official Transcripts:**

Submit official transcripts of Doctoral program. If required, providing master program official transcript too. The printed or downloaded copies of transcripts are not accepted.

5. **Curriculum Vitae:**

Your detailed resume or CV email to [facultysearch@vust.us](mailto:facultysearch@vust.us) and CC: [dr.martinma@vust.us](mailto:dr.martinma@vust.us).

The CV must include:

- 1) your teaching experience at college level and
- 2) list the courses taught in past;

6. **Complete VUST Faculty Position Application Form:**

Must fill out all items of this application form (download from website: [www.vust.us/employments/faculty-positions](http://www.vust.us/employments/faculty-positions)).

7. **Statement of Teaching Experience and What Course(s) Interested to Teach:**

This statement is important for SCHEV and VUST approve your application.

Please list courses you are interested to teach at VUST, please ensure the course you interested to teach must meet at least one of three requirements by SCHEV:

- 18 credit hours of the similar courses in your transcript.
- You have the highest professional certification in the field you teach, e.g. CISSP.
- You taught the similar courses in other university.

Otherwise, SCHEV and VUST cannot approve to teach such a course!

8. **Fill out SCHEV Instructor Form:**

This is SCHEV official form required for all instructors.

9. **Letters Of Recommendation:**

Two recommendation letters may be required.

10. **Pre-Lecture Evaluation:**

If you don't have any formal college teaching experience in past, you are required to give a 45-minutes lecture (the course will be assigned to teach) at VUST classroom. Attendees (students, faculty and Academic Chair) will evaluate the lecture. The applicant will not allow to teach any course until pre-lecture is satisfied by majority of the attendees who take the lecture.

Thank you very much for interesting to teach at VUST! We welcome you and are looking forward to having you join the VUST family! Your professor career will be successful at VUST!

VUST Faculty Search Committee!