

**TESTED EXPERIENCE DOSSIER PREPARATION GUIDELINES**

Thank you for applying to serve as CAPP Adjunct Faculty for Communication 111. If you do not have a completed MA or PhD in Communication, you should submit a dossier of your previous experience along with your CAPP Application. Candidates with a Master's degree in an area outside of Communication Studies may earn up to the equivalent of 9 credits of graduate work for their equivalent experience (see full policy on pages 2-3). Dossiers can be submitted via email to [commstudies@uwosh.edu](mailto:commstudies@uwosh.edu) or mailed to Communication Studies Department, University of Wisconsin Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901.

**Dossiers should include the following:**

- A cover page (title of dossier, name of instructor, position, and date of submission)
- Table of contents
- Candidate's current curriculum vitae
- 1-2-page narrative summary of evidence
- A list of types of evidence submitted followed by:
  - A full description of each type of evidence submitted, including dates, length of activity, number of times a course/activity took place, etc. as relevant to full evaluation.
  - Documentation for each type of evidence submitted; provide copies of publications, conference programs, certificates, etc.

**Activities/Events that may be considered for evaluation of equivalent experience include:**

- Presentation(s) at NCA, ICA, CSCA or other professional communication conferences.
- Invited lectures related to the discipline of Communication Studies presented to peers or community groups.
- Peer-reviewed published projects, especially if related to the discipline of Communication Studies.
- Publication of writing related to the discipline of Communication Studies.
- Funded grants related to the discipline of Communication Studies in which the adjunct is a writer or co-writer.
- Organization and leading of community engagement programs related to Communication Studies.
- Leadership/service as officer in professional Communication Studies-related organization.
- Professional development workshop related to Communication Studies.
- Years of professional experience (in teaching in an area relevant to Communication Studies).
- Years of experience as Director of Debate and/or Forensics.
- Years of experience as a Theater Coach.
- Documentation of excellence in teaching, as indicated by peer review(s) and formal internal and/or external teaching award(s).
- DPI Licensure in Speech Communication

**Department of Communication Studies**  
**Policy for Assessing and Determining Equivalent Experience of Instructional Academic Staff**

**I. HLC and UW Oshkosh Policy**

**A. Required Faculty and Staff Credentials**

Following the Guidelines established by the Higher Learning Commission (HLC) for Institutions and Peer Reviewers (March 2016), UW Oshkosh policy (approval is pending) requires that "all faculty and Instructional Academic Staff will have earned a terminal degree appropriate to the discipline and relevant to the content they are teaching, or a degree at least one level higher than the coursework in which they are providing instruction."

- a. A minimum of a Master's degree for teaching courses at the Bachelor's degree level. If they have a Master's degree in another area other than the content area, the faculty or staff member should have at least 18 additional graduate credits in the content area. Faculty who do not meet these criteria must have a documented plan for completion that is approved by the relevant dean or chairperson.
- b. A minimum of a Ph.D. or equivalent terminal degree is required for teaching courses at the graduate level.

**B. Exceptions:** In cases when the above criteria are not met, the University may hire faculty or instructional academic staff, and adjuncts employed through the CAP Program, if they meet the following general criteria for equivalent experience. To be qualified on the basis of equivalent experience, instructors must have a documented record of discipline-related practice at a level that ensures mastery of the content of the courses taught and ongoing currency in the field. A determination of qualification by equivalent experience must be supported by evidence. The Provost and Dean will authorize the exception at the point of hire by the department. Each academic program may identify additional ways to document equivalent experience such as:

- Years of professional experience relevant to the content they are teaching,
- Tested or documented experience and advancement or recognition in the field,
- Publications, recognition of scholarly activity,
- Licensure or professional certification,
- Documentation of excellence in practice,
- Specific accreditation requirements as determined by accreditation agencies.

**II. Department of Communication Studies Policy**

The Department of Communication Studies establishes the following policy to allow exceptions to the above requirements for 1) departmental Adjuncts who teach in the CAP Program and 2) Instructional Academic Staff (IAS) who teach in the Communication Studies Department, who have a Master's degree in a field outside of the discipline of Communication Studies. This policy allows faculty and continuing academic staff to determine whether a candidate's documented evidence of teaching and scholarly/creative activity in Communication Studies may be evaluated as experience equivalent to 9 graduate credits in the content area. It is expected that all departmental or CAPP adjuncts with a Master's degree outside the discipline will complete a minimum of 9 credits of graduate coursework in Communication.

**A. Submission of Evidence:** Departmental Adjuncts who teach in the CAP Program and IAS who teach in the Communication Studies Department with a Master's degree outside the discipline in which they are teaching are required to compile and submit to the Department Chair a professional dossier (hardcopy, in a three-ring binder) of evidence that demonstrates a "record of discipline-related practice at a level that ensures mastery of the content of the courses taught and ongoing currency in the field." The IAS deadline for submission of evidence is May 1 (for the upcoming fall semester). Departmental Adjuncts teaching in the CAP Program will be evaluated on an ongoing basis.

The dossier shall include:

- A cover page (title of dossier, name of instructor, position, and date of submission)
- Table of contents.
- Candidate's current curriculum vitae.
- 1-2-page narrative summary of evidence by candidate.
- An enumeration of types of evidence submitted followed by:
  - A full description of each type of evidence submitted, including dates, length of activity, number of times a course/activity took place, etc. as relevant to full evaluation.
  - Documentation for each type of evidence submitted; provide copies of publications, conference programs, certificates, etc.

**B. Evaluation of Evidence.** Communication Studies faculty and continuing academic staff will consider and evaluate submitted evidence as equivalent experience. The dossier may include the following types of evidence:

- Presentation(s) at NCA, ICA, CSCA or other professional conferences.
- Invited lectures related to the discipline of Communication Studies presented to peers or community groups.
- Peer-reviewed published projects, especially if related to the discipline of Communication Studies.
- Publication of writing related to the discipline of Communication Studies.
- Funded grants related to the discipline of Communication Studies in which the adjunct is a writer or co-writer.
- Organization and leading of community engagement programs related to Communication Studies.
- Leadership/service as officer in professional Communication Studies-related organization.
- Professional development workshop related to Communication Studies.
- Years of professional experience (in teaching or an area relevant to Communication Studies).
- Years of experience as Director of Debate and/or Forensics.
- Years of experience as a Theater Coach.
- Documentation of excellence in teaching, as indicated by peer review(s) and formal internal and/or external teaching award(s).

**C. Department of Communication Studies *Ad hoc* Evaluation Committee and Evaluation Procedures:** The following describes the composition of the Department of Communication Studies CAPP-HLC committee responsible for evaluating equivalent experience of departmental CAPP Adjuncts, committee activities, and their timing.

- **Current and Prospective Department of Communication Studies CAPP Adjuncts:** Departmental CAPP Adjuncts teaching and applying to teach in the CAP Program and who wish to appeal to the exceptions criteria will be evaluated on an ongoing basis during the academic year by an *ad hoc* Evaluation Committee comprised of the candidate's departmental Liaison, who (as recommender of the candidate to the Chair as Adjunct), will serve as committee chair, and all faculty and continuing academic staff within the program. Within two weeks of the submission of evidence, the chair of the committee will call a meeting to convene for discussion of the candidate's evidence and submit to the Department of Communication Studies Chair a letter explaining the committee's decision. The Chair will inform the candidate in writing of the Evaluation Committee's decision within one month of the submission of evidence.
- **Current Communication Studies Instructional Academic Staff:** Communication Studies IAS wishing to appeal to the exceptions criteria ahead of the upcoming Fall semester are invited to submit a dossier of documented evidence by May 1 of the preceding spring semester. The Department Chair will schedule a personnel meeting to review the candidate's evidence dossier. Evaluation will be completed by May 24. The Chair will inform the candidate in writing of the Personnel Committee's decision by June 1.

Policy approved by Communication Studies faculty and continuing academic staff on June 15, 2017.

Approved by CAPP Director Cathy Bryan on June 21, 2017.

Revised and approved by Communication Studies faculty and continuing academic staff on January 8, 2019.

Approved by COLS Dean's Office on January 11, 2019.