

Check off list to establish minimum qualifications during hiring

(fill in the discipline and state MQ's for this position)

Discipline

State MQ's

Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent.

- 1) Identify the key degree titles (in yellow) before the "OR" ---- those are the PRIMARY discipline titles.
- 2) Go to the applicants' transcripts and read the title of the applicants' degree. place their degree titles in the text boxes below.

Master's degree

Bachelor's degree

Associate's degree (if applicable)

- 3) Does the applicants' degree title match EXACTLY to one of the primary discipline titles (in yellow)?

YES the applicant meets state MQ's and may be reviewed by the screening committee

NO if NO, continue this evaluation proceed to step 4

- 4) Does the applicant have a Bachelor's degree whose title matches EXACTLY one of the primary degree titles? YES _____ NO _____

5) If the answer to #4 was NO,-----the applicant may be forwarded to Academic Senate for equivalency evaluation, BUT only if the screening committee thinks they might want to forward this candidate to the interview committee. the screening committee must request that the dept chair complete an equivalency request form, then forward the request and the candidates hiring packet to the Academic Senate office asap. DO NOT FORWARD ANY APPLICANTS UNTIL THE EQUIVALENCY EVALUATION HAS BEEN FINALIZED.

6) If the answer to #4 was YES, does the applicants degree title match the related discipline list EXACTLY (discipline titles in aqua blue).

YES _____ NO _____

7) If Yes, the applicant meets state MQ's and may be reviewed by the screening committee

8) If NO, ----- the applicant may be forwarded to Academic Senate for equivalency evaluation, BUT only if the screening committee thinks they might want to forward this candidate to the interview committee. the screening committee must request that the dept chair complete an equivalency request form, then forward the request and the candidates hiring packet to the Academic Senate office asap. DO NOT FORWARD ANY APPLICANTS UNTIL THE EQUIVALENCY EVALUATION HAS BEEN FINALIZED.