**Core & Associated Faculty Information Sheet (November 2024)**

Include associated/adjunct faculty who teach [in] 50% or more of the contact hours of a course. This includes information for those working as Lab Assistants in courses where they are responsible for working with students 50% or more of lab contact hours. These fields are the same ones as the AAR portal pages.

The following are required fields for all faculty, except where otherwise noted. It is suggested that you print, carefully review and revise as necessary previously submitted Portal responses that pre-populate these fields.

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| **Field** | **Options, if applicable** |
| **First Name** |  |
| **Last Name** |  |
| **Credentials** |  |
| **Faculty Type** | Core or Associated |
| **Position** | Chair/Director; Clin Ed Coordinator, Other Faculty; Director & Clin Ed Coordinator  Note: N/A (select this for associated faculty) |
| **Gender** |  |
| **Months Appointed Per Academic Year** |  |
| **Race** | Hispanic/Latino of any race  Native Hawaiian or other Pacific Islander  American Indian/Alaskan Native  White  Asian  Two or more races  Black or African American  Unknown |
| **FTE For Institution** | [See FTE Calculations](#FTECalculations);  For term/semester hires use “zero” |
| **FTE For Program** | [See FTE Calculations](#FTECalculations);  Do not include teaching or administrative responsibilities outside entry-level program |
| **Year of Birth** |  |
| **PT or PTA** | PT PTA Both Neither |
| **Highest Earned Clinical Degree (PT/PTA Degree,**  **including tDPT degree)** | Associate Bachelor + Transition DPT  Baccalaureate Certificate + Transition DPT  Certificate Master + Transition DPT  Master Not Applicable  DPT  Please note: this category is to identify the highest earned clinical degree held by faculty who are PT or PTAs. Basic science faculty should choose Not Applicable. |
| **Highest Earned Academic Degree (Degree earned beyond entry-level degree, do NOT include tDPT degree)** | Baccalaureate  Master (advanced)  Professional Doctorate (EdD, DrPH, DSc, etc.)  Doctor of Philosophy  Other (Not entry-level DPT or tDPT)  Not Applicable (use this option if no degree higher than entry-level clinical degree or tDPT degree has been earned) |
| **Discipline of Highest Earned Degree** | Administration  Anatomy  Education (adult ed, allied health, higher ed, higher ed admin, etc.)  Ethics; Humanistic Studies  Exercise Physiology; Ex Science; Sports Med  Gerontology  Health Sciences; Allied Health  Kinesiology; Biomechanics; Pathokinesiology  Medicine, Other Health Discipline  Motor Learning  Neuroscience; Neuroanatomy  Not Applicable  Other  Pediatric PT; Special Ed  Physical Therapy  Physiology  Public Health  Not Applicable |
| **Rank** | Lecturer Administrative Appointment  Instructor Clinical Assistant Professor  Assistant Professor Clinical Associate Professor  Associate Professor Clinical Professor  Professor Other  Graduate Research/TA  (use ‘Other’ for faculty with a rank other than those listed) |
| **Total Years as Faculty** | Portal will only allow a whole number; if less than one year enter “1”. |
| **Total Years as Faculty in Program** | Portal will only allow a whole number; if less than one year enter “1”. |
| **Primary Area of Expertise Taught in Program** | Administration/Management Neuroscience  Anatomy None  Cardiopulmonary Other  Clinical Education Pathology  Clinical Medicine Pediatrics  Education Physiology  Electrotherapy/Modalities Professional issues, incl communications, ethics  Geriatrics Psychosocial Aspects of Care  Integumentary Research  Musculoskeletal Therapeutic Exercise  Neuromuscular |
| **Secondary Area of Expertise Taught in Program** | Administration/Management Neuroscience  Anatomy None  Cardiopulmonary Other  Clinical Education Pathology  Clinical Medicine Pediatrics  Education Physiology  Electrotherapy/Modalities Professional issues, incl communications, ethics  Geriatrics Psychosocial Aspects of Care  Integumentary Research  Musculoskeletal Therapeutic Exercise  Neuromuscular |
| **Enrolled in Degree Program** | Yes (Bachelors Program)  Yes (Master’s Program)  Yes (DPT program – this refers to a tDPT program)  Yes (other Doctoral program)  No |
| **Certified Clinical Specialist** | Yes No |
| **Tenure Status** | Tenured  Not eligible (on clinical track)  Non-tenured (on tenure track)  Not eligible (for other reasons)  No Tenure Track |
| **Workload Distribution**  **(Core Faculty only)**  (Provide % time involved in **each** area listed – total MUST equal 100%) | **Teaching** **(%)** Entry level Program  **(%)** Other Programs  **Service** **(%)** Clinical Practice [for which release time is given]  **(%)** Committee Work/General Advising, etc  **Administrative Responsibilities (%) For which release time is given**  **Scholarship (%)** [PT Programs Only]  **Enrolled in Degree Program (%)** [for which release time is given]  CAPTE expects programs to use a consistent formula to determine % time teaching based on contact hours |
| **Total Classroom Contact Hours Per Term** in Program Seeking Accreditation  **Note: Core and Associated Faculty** | Fall Winter  Spring Summer  **Note:** This is not an AAR question; no data will pre-populate |
| **CV/Resume** | Upload CV (required for both core and associated faculty); see naming conventions  **Note:** This is not an AAR question |
| **Qualifications**  (25,000-character limit) | Enter narrative response to Element 4A (core) OR 4D (associated/lab assistants):  Identify specific teaching and other responsibilities and describe the individual's contemporary expertise related to each assigned content area. Provide specific evidence! Don't just say Joe Smith has taught this course for the past 5 years OR that Joe Smith has 15 years of clinical experience! For example: provide practice experiences related to teaching responsibilities (list location, types of patients treated, dates of practice). In addition, describe the teaching effectiveness of this individual.  **See Elements 4A and 4D for information required**.  **Note:** This is not an AAR question; no data will pre-populate |