**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 CoordinatorNote: N/A (select this for associated faculty) |
| **Gender** |  |
| **Months Appointed Per Academic Year** |  |
| **Race** | Hispanic/Latino of any race Native Hawaiian or other Pacific IslanderAmerican Indian/Alaskan Native WhiteAsian Two or more racesBlack 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 DPTBaccalaureate Certificate + Transition DPTCertificate Master + Transition DPTMaster Not ApplicableDPTPlease 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)** | BaccalaureateMaster (advanced)Professional Doctorate (EdD, DrPH, DSc, etc.)Doctor of PhilosophyOther (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** | AdministrationAnatomyEducation (adult ed, allied health, higher ed, higher ed admin, etc.)Ethics; Humanistic StudiesExercise Physiology; Ex Science; Sports MedGerontologyHealth Sciences; Allied HealthKinesiology; Biomechanics; PathokinesiologyMedicine, Other Health DisciplineMotor Learning Neuroscience; NeuroanatomyNot ApplicableOtherPediatric PT; Special EdPhysical TherapyPhysiologyPublic HealthNot Applicable |
| **Rank** | Lecturer Administrative AppointmentInstructor Clinical Assistant ProfessorAssistant Professor Clinical Associate ProfessorAssociate Professor Clinical ProfessorProfessor OtherGraduate 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 NeuroscienceAnatomy NoneCardiopulmonary OtherClinical Education PathologyClinical Medicine PediatricsEducation PhysiologyElectrotherapy/Modalities Professional issues, incl communications, ethicsGeriatrics Psychosocial Aspects of CareIntegumentary ResearchMusculoskeletal Therapeutic ExerciseNeuromuscular |
| **Secondary Area of Expertise Taught in Program**  | Administration/Management NeuroscienceAnatomy NoneCardiopulmonary OtherClinical Education PathologyClinical Medicine PediatricsEducation PhysiologyElectrotherapy/Modalities Professional issues, incl communications, ethicsGeriatrics Psychosocial Aspects of CareIntegumentary ResearchMusculoskeletal Therapeutic ExerciseNeuromuscular |
| **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** | TenuredNot 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 WinterSpring 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 |