

Appendix 3: Recommended Guidelines for Evaluating Instructor Qualifications

Instructors should be experts in their field, possessing mastery of the subject being taught.

This expertise may be indicated by an appropriate combination of elements such as:

- Experience in archival practice in the given subject matter.
- Publications.
- A record of presentations at conferences.
- Work in related professional associations.
- Formal academic credentials.
- Other demonstrable indications of advanced knowledge.

Instructors should demonstrate an ability to teach effectively. This should be confirmed by a successful teaching record (based on student, peer, or reviewer evaluations).

Another measure of instructor qualification is completion of instructor training geared toward adult education. When evaluating this qualification in an instructor, the provider should consider the wide range of venues and structures that are appropriate for such education. Adult education teaching skills include the ability to conceptualize and deliver course content via distance education and to research and write a formal manual.