

Guidelines for Determination of Faculty Qualifications

August, 2017

The University is committed to offering a transformative education by faculty who are highly qualified to provide such an education. The University is also responsible for documenting the credentials of its faculty. Below are guidelines for determining minimum faculty qualifications for teaching at the undergraduate and graduate levels. The University recognizes that tested experience may substitute for an academic credential. Guidelines for using tested experience as a basis for determining minimum faculty qualifications are also provided. Regarding credentials of faculty in accredited programs, accreditation standards should be followed if they are more strict than the guidelines below.

For undergraduate courses:

- If the instructor of record has a terminal degree in a discipline that matches the content of the courses taught as specified in Course Inventory Management System (CIM) no further justification is required.
- If the instructor of record has a master's degree in a discipline that matches the content of the courses taught as specified in CIM no further justification is required.
- If the instructor of record has a master's degree in any area and evidence of completion of 18 graduate credit hours in the discipline that matches the content of the courses taught as specified in CIM, the specific graduate courses that qualify the instructor of record to teach his/her course(s) must be noted on the Determination of Teaching Qualifications form. In addition, official transcripts must be on file in the provost's Office documenting any academic course work considered in the credentialing decision.
- If the instructor of record is a Teaching Assistant (TA), he or she must be directly supervised by a faculty member holding appropriate qualifications in the discipline that matches the content of the courses taught and receive regular in-service training and planned and periodic evaluations.

For graduate courses:

- If the instructor of record has a terminal degree in a discipline that matches the content of the courses taught or in a related field as specified in CIM no further justification is required.

If the instructor of record does not appear to possess primary academic credentials (as described above), alternative qualifications or tested experience must be evaluated according to the relevant unit policy on alternative qualifications. The following actions should be taken:

- **In hiring fulltime faculty,**
 - The search committee must request from the candidate documentation of competencies and achievements that will be offered in lieu of formal academic preparation. These include but are not limited to documentation of research and publications, professional licenses or certification, special training and related work experience, artistic performance, documented teaching excellence in the discipline, honors, awards or special recognition, discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field, and other competencies and achievements. Much of this could be found in the CV. If the evidence is not present in the CV, it must be requested of the candidate. Documents that do not verify the instructor's credentials, such as testimonials from former students or peers, are not appropriate for inclusion
 - The search committee must complete and submit of the Determination of Teaching Qualifications form along with supporting documents to the department for review. A decision must be made in the department regarding the alternative qualifications *prior* to an invitation for a campus interview.

- If approved by the department, the completed Determination of Teaching Qualifications form, signed by the department chair, and copies of supporting documentation must be forwarded to the dean of the unit. Final approval of the exception is granted by the signature of the dean of the unit on the form. This form must be signed by the dean *prior* to an offer of employment.
- A copy of the Determination of Teaching Qualifications form signed by the department chair and dean along with the supporting documentation must be kept in the instructor of record's file in the teaching department.
- A copy should be attached to the signed offer letter and sent to the Provost's office. It will be placed in the individual's personnel file. These documents must be readily available if requested by the accrediting agency.
- **In hiring adjunct faculty,**
 - The department chair must request from the candidate documentation of competencies and achievements that will be offered in lieu of formal academic preparation. These include but are not limited to documentation of research and publications, professional licenses or certification, special training and related work experience, artistic performance, documented teaching excellence in the discipline, honors, awards or special recognition, discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field, and other competencies and achievements. Much of this could be found in the CV. If the evidence is not present in the CV, it must be requested of the candidate. Documents that do not verify the instructor's credentials, such as testimonials from former students or peers, are not appropriate for inclusion
 - The department chair must review the individual's credentials relative to the unit policy.
 - If the individual meets the standard for alternative qualifications, the department chair completes and signs the Determination of Teaching Qualifications form. Two copies of this form must be attached to the PAF. One copy will be signed by the dean and retained by the dean's office and the second forwarded on with the PAF.
 - The copy be sent to the provost's office will be placed in the individual's personnel file. These documents must be readily available if requested by the accrediting agency.

Section B. Additional Qualifications (Complete only if needed)**

Complete this section if the teaching department has considered evidence of alternate qualifications as part of the credentialing process. Please check all Alternate Qualifications that apply, and **explain each checked item** in the space provided. Supporting documents such as transcripts, copies of licenses and certifications, etc. must be submitted with this form. If this section is being completed for the purpose of requesting an exception to primary academic teaching credentials, please check the appropriate box below.

Alternate Qualifications (check all applicable)		Narrative Justification
<input type="checkbox"/>	Research and publications	e.g., Co--authored a number of technical reports in the area in which she will be teaching.
<input type="checkbox"/>	Professional licensure or certification	e.g., Hold a certificate in xxx.
<input type="checkbox"/>	Special training	e.g., Has provided professional training in xxx for the past 4 years.
<input type="checkbox"/>	Artistic performance	e.g., Served as CFO at xxx for 12 years during which time the company expanded significantly.
<input type="checkbox"/>	Related work experience	e.g. Has worked as a private practitioner specializing in treating with childhood emotional and behavioral disorders.
<input type="checkbox"/>	Documented teaching excellence in the discipline	
<input type="checkbox"/>	Honors, awards, special recognition	
<input type="checkbox"/>	Other competencies or achievements	

Signatures

Department Chair: _____ Date: _____

College Dean: _____ Date: _____