

Name of Policy: University evaluation of faculty qualifications Policy Number: 3364-72-11 Approving Officer: President Responsible Agent: Provost and Executive Vice President for Academic Affairs Scope: Credit-bearing courses offered by the University		 Original effective date: March 10, 2016	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

To teach at the University, the instructor of record (excluding graduate assistants) will hold an earned degree recognized by their discipline, as defined in the current *CBA* or in the current *Rules and Regulations of Faculty not represented by the CBA*, that is either one level above the level of courses the instructor is teaching or a terminal degree. The instructor of record may be employed full-time or part-time by the University. An instructor of record who does not meet the degree requirements will be reviewed for approval through a process outlined in this policy.

The instructor of record who holds less than an earned master’s degree **in the field they are teaching for undergraduate programs or less than a terminal degree for graduate programs** will possess at a minimum five years of equivalent experience as documented through an evaluative review process. All academic deans and academic colleges will use the minimum of five years of equivalent experience as the criteria to evaluate course instructors whose highest earned degree is less than a master’s degree **for undergraduate programs or less than a terminal degree for graduate programs**. The evaluation process to determine the suitability of presented relevant equivalent experience will include reviews at the department, college and provost levels prior to the assignment of teaching responsibilities at the University. **Graduate instructors of record will hold appropriate graduate faculty status**. After the initial evaluation, an undergraduate instructor of record will be evaluated for his/her qualifications only if he/she presents evidence of new credentials, additional course work or degrees, teaches in a new subject area or has not been employed by the University for six consecutive terms.

(B) Purpose of policy

This policy defines the expected qualifications of each instructor of record and the minimum experience expected for any instructor of record whose highest earned degree is less than a master’s degree **for undergraduate programs or less than a terminal degree for graduate programs**. **Additionally**, the policy ~~aligns with the requirements adopted by the state of Ohio and~~

by the Higher Learning Commission, the regional accrediting body and (moved to end of policy) establishes a review process for academic colleges.

(C) Scope

This policy applies to all academic colleges, schools, departments and programs at the University.

(D) Policy Coverage

This policy covers the expected qualifications of each instructor of record and the minimum experience expected for any instructor of record whose highest earned degree is less than a master's degree **for undergraduate programs or less than a terminal degree for graduate programs**. Additionally, the policy establishes a review process for academic colleges.

(E) Minimal Qualifications:

Undergraduate instructors:

The instructor of record, excluding graduate assistants, teaching in undergraduate programs will hold either a degree at least one level above the instruction level they are teaching or a terminal degree, unless approved following the procedure set forth in (E).

- (1) The instructor of record teaching general education courses, or other non-occupational courses (i.e., courses not designed to prepare people directly for a career), will hold a master's degree or higher in the discipline or field, unless approved following the procedure set forth in (G)) or in conformity with this paragraph. If the instructor of record holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, the instructor of record should have completed a minimum of 18 graduate credit hours in the discipline or field in which they teach.
- (2) The instructor of record teaching in career and technical education college-level certificate and associate's degree programs will hold a bachelor's degree in the field, unless approved following the procedure set forth in (G).

Graduate Instructors:

The instructor of record, excluding graduate assistants, teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program. The instructor of record assigned to teach a graduate level course also must apply for and be awarded graduate faculty status if the graduate program is approved through the College of Graduate Studies. **For professional post-baccalaureate** programs not approved through the College of Graduate Studies, ~~such as the~~

~~College of Law~~, the college dean is responsible to ensure the instructor of record holds a terminal degree in the professional discipline or has a record of scholarship and preparation to teach as recognized by the discipline, e.g. doctor of juris prudence.

(F) Equivalent Experience

The University defines the minimum threshold as five years of experience or demonstrated skills in the same area in which the potential instructor of record will be teaching for faculty holding less than a master's degree **for undergraduate programs or less than a terminal degree for graduate programs**. Credentials will be the primary determinant of minimal instructional qualifications but equivalent experience (having a breadth and depth of experience outside the classroom, in real-world relevant situations to what the faculty is teaching) and/or industry credentials are other possible determinants.

(G) Procedure.

The evaluative procedure for the instructors of record with equivalent experience (tested experience) begins with the department chair before proceeding to a review by the college dean and finally the Provost's Office. For graduate program instructors, the college dean will submit the documents to the Graduate Council for consideration for graduate faculty status before submitting to the Provost's Office. The review at each level shall result in a written recommendation to be submitted to all subsequent levels of review. The Provost, as chief academic officer, has final decision-making authority to determine whether the teaching qualification of an instructor of record whose highest degree is less than a master's degree for undergraduate instructors or less than a terminal degree for graduate instructors is sufficient. This review process utilizes workflows and deadlines established by the Provost.

For undergraduate instructors of record, the evaluation should be conducted initially at the department level, followed by **a review by** the college dean. The dean will submit a letter and a copy of the instructor's current *curriculum vitae* to the Provost, documenting the equivalent experience and requesting permission to teach. After review, the Provost will inform the dean of his/her decision in writing and inform the academic business manager, who will maintain a copy of both letters as documentation in the individual's personnel file. After the initial evaluation, the undergraduate instructor of record will be evaluated for his/her qualifications only if he/she presents evidence of new credentials, additional course work or degrees, teaches in a new subject area or has not been employed by the University for six consecutive terms.

For graduate instructors of record, the initial review will be conducted also at the department level, followed by a review by the college dean. **The college dean then will submit a letter and a copy of the instructor's current *curriculum vitae* to the dean, College of Graduate Studies, for review by the membership committee of the Graduate Council, after which the documents for those faculty approved for graduate faculty status** will be forwarded to the Provost. After review, the Provost will inform the dean of his/her decision in writing and inform the academic business manager, who will maintain a copy of both letters as documentation in the individual's personnel file.

It is the responsibility of each course instructor to provide current *curriculum vitae* annually to their college. The current *curriculum vitae*, along with all relevant documents, will be kept in each academic college chair's office and in the Academic Business Office in the Provost's Office in accordance with the *Records retention for public colleges and universities in Ohio (IUS, Revised 2009)*.

(H) References

This policy aligns with requirements adopted by the state of Ohio (Ohio Administrative Code #; Ohio Revised Code #) and by the regional accrediting body under Higher Learning Commission Assumed Practice B.2.a.

<p>Approved by:</p> <p>_____</p> <p>Sharon L. Gaber, Ph.D. President</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>College Deans</i> <i>Faculty Senate Executive Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Initial effective date: March 10, 2016 Review/Revision Date: Next review date:</p>
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