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| Name of Policy: <u>University evaluation of faculty qualifications</u> | |  Revision date: January 24, 2022 Original effective date: April 4, 2016 | |
| 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 | | | |
| <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.

(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 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:

Faculty Teaching in Undergraduate Program, excluding graduate assistants, will hold either:

- (1) 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).
- (2) 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).
- (3) If the instructor of record holds a master's degree or higher in a different discipline or subfield than they are teaching, they should have completed a minimum of 18 graduate credit hours in the discipline/field in which they are teaching.
- (4) 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).

Faculty teaching in Graduate Programs, excluding graduate assistants:

- (1) should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- (2) 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.
- (3) For professional post- baccalaureate programs not approved through the College of Graduate Studies, 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 jurisprudence.

(F) Equivalent Experience

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.

- (1) Faculty Teaching in Undergraduate Students who hold less than a master's degree the University defines the minimum threshold for equivalent experience as having 18 additional baccalaureate credit hours in the discipline they will be teaching or five years of equivalent demonstrated experience/skills in the same area in which the potential instructor of record will be teaching.
- (2) For faculty teaching graduate students who hold less than a terminal degree and teaching in graduate programs, the University defines the minimum threshold for equivalent experience as having 18 additional graduate credit hours in the discipline they will be teaching or equivalent demonstrated experience/skills in the same area in which the potential instructor of record will be teaching.

(G) Procedure.

- (1) 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 additional baccalaureate credit hours or equivalent (tested) experience and requesting permission to teach. After review, the provost will inform the dean of his/her decision in writing and the academic business manager 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.
- (2) For graduate instructors of record, the initial review will be conducted 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

