Policy Number: 117

Policy Title: Faculty Credentials

Policy Council Review Date(s): 4/19/11

PPAB Approval Date: 9/6/11

POLICY:

The evaluation of a faculty member’s credentials will be based on the Southern Association of Colleges and Schools Guidelines.

PROCEDURE:

Primary consideration must be given to the highest degree earned in the discipline when evaluating faculty credentials.

A. Faculty members teaching baccalaureate courses must have a doctorate or master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline (a minimum of eighteen graduate semester hours in the teaching discipline) from a regionally accredited institution and member of the Council for Higher Education Accreditation.

B. When a faculty member cannot qualify to teach a course based on highest degree and graduate hours in the teaching discipline, the college may, at its discretion, consider undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other documented achievements that establish competence, effectiveness, and capacity to teach a given course. In all cases where these additional criteria are used to establish competence, the vice president for academic affairs must approve the justification of the proposed teaching assignment.

C. For faculty teaching in career programs, physical education activity courses, and some fine arts courses, a minimum of a bachelor’s degree in the teaching discipline or an associate’s degree and demonstrated competence in the teaching discipline are required. In most cases, a minimum of a master’s degree will be required for full-time employment.

D. In the event that a faculty member’s graduate degree is from an international institution, the faculty member’s graduate transcript must be evaluated by an outside party who specializes in the evaluation of international transcripts before the faculty member can be hired. The responsibility for the completion of this evaluation falls to the faculty member.
The Department of Human Resources will provide a list of these agencies to the faculty member. If the transcript is in English only, a document evaluation is required. If the transcript is not in English, a course-by-course evaluation is required.

E. All graduate degrees must be earned from a regionally accredited institution or from an international institution regarded as equivalent to an accredited US institution for purposes of determining employment, salary, promotion, or title.

Approved by CAB 9/27/01
Approved by PPAB 9/6/11