

## Faculty Qualification Guidelines

Faculty appointments and instructional assignments are determined by the following educational requirements and qualifications for alignment with both regional institutional accreditation standards and program accreditation standards when applicable. All appointments made will adhere to the hiring policies and procedures of the University:

- A. **Faculty teaching lower division baccalaureate and general education course work:** A doctorate/terminal degree in the teaching discipline is preferred and required for professorial rank. A master's degree with a concentration in the teaching discipline is acceptable and required for instructor rank.
- B. **Faculty teaching upper division baccalaureate, post-baccalaureate, and graduate course work:** A doctorate/terminal degree in the teaching discipline or a closely related discipline is preferred. If the individual does not have the doctorate/terminal degree, a master's degree with a concentration in the teaching area or closely related field is required. In such cases, these instructional personnel are not to be assigned to deliver graduate level coursework. Additionally all faculty teaching graduate level courses should hold graduate faculty status.
- C. **Graduate assistants (teaching, research, support):** For the delivery of undergraduate coursework a master's degree in the teaching area or closely related field is required. In the absence of a master's degree, the graduate assistant must have at least 18 graduate credits in the teaching discipline or related area. If the graduate assistant has less than 18 graduate credits in the discipline or related area, the graduate assistant must have an undergraduate major or minor in the discipline and direct supervision by the responsible faculty member. The graduate assistant should receive regular in-service training and planned/periodic evaluations. In order for a graduate assistant to deliver masters level coursework, the graduate assistant is required to hold a masters degree or higher in the teaching discipline or related area with supervision by an appropriately qualified graduate faculty member.
- D. **Student instructional lab assistant:** The official instructor of record for the course should meet the educational requirements identified in sections A and B. Individuals assisting the instructor of record with lab instruction at minimum should have or be seeking a degree in the disciplinary area or closely related field, and generally should be at the senior level. There must be direct supervision by the instructor of record.
- E. **Temporary, adjunct, instructional affiliates, or guest faculty with exceptional expertise:** faculty should meet the educational requirements identified in A and B

above. Individuals who supervise graduate assistants must meet the educational requirements in A and B above.

If an individual has a master's degree, not in the teaching discipline, 18 graduate semester hours in the teaching discipline are required to teach lower division baccalaureate and general education courses only.

If an individual has a baccalaureate degree and 18 graduate semester hours in the teaching discipline, they may be considered for appointment, when unusual circumstances occur, to teach lower division baccalaureate and general education courses only.

- F. **Exceptions to the educational requirement:** Exceptional and/or unique expertise must be demonstrated and include documentable elements of regional, national, or international recognition (e.g., substantive honors and awards, provide expertise beyond that found in the program/department, and/or increase the potential for students and faculty to extend their knowledge and professional activities) and provide an educational opportunity not available locally. These exceptions must be allowable under any specialized accreditation standards for the teaching discipline.