



## Faculty Qualification Guideline

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) To teach baccalaureate course work:**

- A doctorate/terminal degree in the teaching discipline is preferred in all cases.
- A master's degree in the teaching discipline or closely related field is required.
- For all courses taught in the College of Law, a J.D. is required.

### **(B) To teach graduate course work:**

- A doctorate/terminal degree in the teaching discipline is required.
- Graduate Faculty must have a doctorate/terminal degree.
- All faculty teaching graduate level courses should hold graduate faculty status.

### **(C) To teach as temporary faculty, visiting faculty, instructional affiliates, or other individuals hired to be an instructor of record:**

- The individual must meet the educational qualifications in A and B above.
- If the individual does not meet the education qualifications above, but has a combination of 1) bachelor's degree or higher and 2) graduate coursework in the discipline or 3) exceptional experience that qualifies them to deliver specific coursework then the hiring unit may submit a request for an exception following the process below.

### **Exception Request**

- An exception can be requested via the 'Exception to Faculty Qualifications Request Form.' Visit the Provost Office website for the correct form. This process is limited to external candidates who are not current UI University Faculty.
- 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.
- Exception requests are reviewed on a case by case basis and must be approved by the Vice Provost for Faculty.

- Exceptions must be allowable under any specialized accreditation standards for the teaching discipline.

**(D) To teach as a Graduate Assistant, Teaching Assistant, or Research Assistant:**

- A master's degree in the teaching discipline is preferred in all cases.
- If the master's degree is not complete, the assistant must have at least 18 graduate credits in the teaching discipline.
- If the assistant does not have at least 18 graduate credits in the teaching discipline, they must have an undergraduate degree in the discipline (major or minor) and be directly supervised by a qualified faculty member.
- In order for a graduate assistant to deliver masters level coursework, the graduate assistant is required to hold a master's degree or higher in the teaching discipline or related area with supervision by an appropriately qualified graduate faculty member.
- The graduate assistant should receive regular in-service training and planned/periodic evaluations.
- Graduate Assistant supervisors must meet the educational requirements in A and B above.