

Jacksonville State University

Guide for Justifying and Documenting Faculty Qualifications

Jacksonville State University (JSU) recognizes that qualified faculty are essential to the quality and integrity of its academic programs and to support the mission and vision of the institution. The University is committed to ensuring its faculty are qualified to teach the curriculum within each academic program. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation sets forth the basic standard that an institution should meet in order to ensure that the credentials of its faculty. Standard 6.2.a states the following:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (Faculty Qualifications)

Source: 2018 Resource Manual

For additional information on Faculty Qualifications please read the following documents, which can be found on the SACSCOC Website and are linked below: <https://sacscoc.org/documents/>

[General Instructions for Completing the Faculty Roster Form](#)

[Interpretation 6.2a – Faculty Qualifications](#)

[Faculty Credentials - Guidelines](#)

JSU follows the faculty credentials guidelines outlined by SACSCOC for establishing faculty teaching credentials for the assigned **instructor of record**. The instructor of record is the individual assigned the overall responsibility for the development and implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades. The faculty qualifications guidelines **apply to all faculty teaching courses that result in students receiving JSU credit for the course the faculty member teaches**. This includes full- and part-time faculty teaching for-credit courses, including developmental/remedial courses as well as high school faculty teaching JSU dual enrollment courses.

Graduate teaching assistants are not considered the instructor of record (person assigning the final course grade) if they only handle discussion, laboratory, studio, recitation, or other subsections of a course or proctor examinations, grade papers, or handle other tasks associated with course delivery. Typically, at JSU, graduate assistants are not listed as instructors of record.

Courses which are zero-credit hour courses are excluded from credentialing.

Justification of Faculty Qualifications

Minimum Qualifications

Faculty teaching general education courses at the undergraduate level are required to have earned a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching baccalaureate courses are required to have earned a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching graduate and post-baccalaureate course work are required to have earned a doctorate or terminal degree in the teaching discipline or a related discipline.

Graduate teaching assistants must have a master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Terminal Degrees

For purposes of credentialing, in addition to the PhD (Doctor of Philosophy), the following doctoral-level degrees are considered the terminal degree:

- DA – Doctor of Arts
- DBA – Doctor of Business Administration
- DM – Doctor of Music
- DMA – Doctor of Musical Arts
- DNP – Doctor of Nursing Practice
- DO – Doctor of Osteopathic Medicine
- DPH, DrPH – Doctor of Public Health
- DSc – Doctor of Science
- EdD – Doctor of Education
- JD – Juris Doctor
- MD – Medical Doctor
- PharmD – Doctor of Pharmacy
- PhD, PsyD – Doctor of Psychology
- D.C.J - Doctor of Criminal Justice
- PhD - Public Administration

The following master's degrees are considered the terminal degree in their respective disciplines (given in parentheses):

- MArch – Master of Architecture (architecture)
- MFA – Master of Fine Arts (art, music, theatre, film, creative writing, communication – digital media production)
- MIA – Master of Interior Architecture (interior architecture)
- MLIS, MLS, MSLS, MSIS – Master of Library and Information Science, Master of Library Science, Master of Science in Information Science (information science)
- MGD – Master of Graphic Design (art)
- MDes – Master of Design (art)
- MS – Master of Science in Industrial Design (interior design/architecture)
- MPA – Master of Public Administration (public administration)
- MPH – Master of Public Health (medical laboratory science)
- MSW, MSSW – Master of Social Work, Master of Science in Social Work (social work)
- MFS, MSFS – Master of Forensic Science, Master of Science in Forensic Science (forensic science)
- MS – Master of Science in Respiratory Therapy

- MA - Master of Arts in Applied Behavioral Science, Master of Arts in Human Services Psychology, Master of Arts in Psychology (applied behavior analysis)
- MS - Master of Science in Behavior Analysis, Master of Science in Applied Behavior Analysis, Master of Science in Psychology (applied behavior analysis)

Alternate Qualifications

All faculty assigned to teach credit bearing courses are expected to meet the guidelines outlined above. However, in some cases faculty may be qualified by means other than the academic credentials they hold. This may be the case in disciplines that are considered professional, technical, technology-dependent, and/or emerging and may include honors and awards indicating a unique knowledge of the discipline, documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course(s), continuing professional development, relevant peer-reviewed publications and presented papers, or continuous documented excellence in teaching. The relationship between these qualifications and the course content and expected outcomes of the course(s) assigned must be clear and documented. Any faculty credentialed to teach graduate courses based on other qualifications are also required to have a graduate degree, although that degree may be in a different field.

An overview of alternate qualifications, as determined by the various departments at JSU, is located in Appendix A.

Documentation of Faculty Qualifications

Department Heads are required to document the credentials that qualify the instructor of record to teach each assigned course at the time of hire and then validate the same each year.

Faculty Credential Validation at Time of Hire

It is the responsibility of faculty to provide evidence of teaching credentials that qualify them to teach as the instructor of record at the time of hire and after receiving additional credentials. The evidence includes official transcripts for each degree earned and/or associated with the discipline from domestic, accredited institutions; translated, evaluated, and certified foreign credentials (**if applicable, see below**); current curriculum vitae; and additional documentation necessary for establishing alternate qualifications (**if applicable**).

For all faculty **hired and with a start date after the Spring 2022 term**, it is the responsibility of the Department Head to submit a completed **Faculty Credential Validation Form** to the Office of the Provost. This form should also be updated if additional credentials are earned or if teaching responsibilities change. The Office of the Provost will verify receipt of the proper documentation each time a new form is submitted.

The Department Head will schedule Digital Measures training for new faculty and request the initial minimum information be entered during their first semester at JSU. The initial minimum information includes name, education, and work experience as it relates to current position.

For faculty **hired and with a start date prior to Spring 2022 or effective Spring 2022**, the **Faculty Credential Validation Form** is not required, but it will be required in the event additional credentials are earned or if teaching responsibilities change.

Transcripts of faculty with degrees from institutions outside the U.S. must be submitted to an international educational consulting agency certified by the **National Association of Credential Evaluation Services (NACES)** for the purpose of translation and determination of equivalency of the degree to that of a degree from a U.S. regionally accredited institution of higher education before being used in the credentialing process. Both the original transcript from the institution and the transcript evaluation are to be included in faculty personnel files.

Faculty will not receive a contract until all documents have been received by the Office of the Provost.

Yearly Review of Faculty Credentials

Department Heads will require faculty to update their information in Digital Measures and provide the Office of the Provost documentation of additional credentials earned during the academic year no later than April 1st each Spring term.

Before the Accreditation Academy each year, Department Heads will evaluate the department's faculty roster. During the Accreditation Academy, all Department Heads will participate in faculty credential workgroups in which they evaluate the faculty roster for other Department Heads.

If the review by both the Department Head and by the workgroup finds that all faculty teaching in that department are credentialed to teach the courses assigned, the Department Head will fill out the **Departmental Faculty Roster Validation Form** for the upcoming academic year noting no deficiencies, then submit the roster and the form to the Office of the Provost by July 1 each year.

If the review by either the Department Head or workgroup finds that faculty teaching in that department are not credentialed to teach any of the assigned courses, the Department Head must do the following:

1. Fill out the **Departmental Faculty Roster Validation Form** noting the deficiencies and submit the form and the Faculty Roster to the Office of the Provost by July 1.
2. Request faculty provide additional information such as a transcript or work experience as it relates to the current position and update Digital Measures.
3. Confirm with the Office of the Provost that the transcript was received and then submit the **Faculty Credentials Validation Form**.

Faculty will be ineligible to teach any course in question until the documentation is received and verified by the Office of the Provost.