

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.

New Faculty Validation/Approval Process at a Glance

For **full-time faculty**, approval to hire occurs through the designated hiring system. Approval to teach courses assigned must occur as outlined in the Faculty Credential Validation Form. The candidate's credentials must be validated before hire.

- The candidate's vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to facultycredentials@jsu.edu.
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates (*if applicable*).
- The Provost office will issue an offer letter to HR for uploading in the designated hiring system. The new hire faculty member is notified via email to review and accept the offer.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

For **part-time adjunct faculty**, approval to hire occurs through the designated hiring system. Approval to teach courses assigned must occur as outlined in the Faculty Credential Validation Form.

- The candidate's credentials must be validated before hire.
- The candidate's vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to facultycredentials@jsu.edu.
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates and justifications (*if applicable*).
- The Provost office will issue a letter of approval to HR for uploading in the designated hiring system.
- **Dual enrollment** faculty will follow these same guidelines whether they teach directly with us or in the school system.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

For **part-time working retiree faculty**,

- The candidate's credentials must be validated before hire.

- Check the appropriate box on the Faculty Credential Validation form that states ***“is the faculty currently working for a state agency that requires mandatory participation in or are they a retiree of the Teachers’ Retirement System of Alabama”***.
- If the candidate retired from JSU, the official transcripts are on file in the Faculty Transcript Repository or in the Provost office and can be retrieved to attach to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If the candidate retired from another state entity, the candidate’s vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPAA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to facultycredentials@jsu.edu .
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates and justifications (*if applicable*).
- The Provost office will issue a letter of approval to HR for uploading in the designated hiring system.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPAA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

For distinguished affiliate faculty,

- Distinguished affiliate faculty are those who are teaching specific courses for JSU (for example, Asian Studies); however, they are not hired by JSU. **The candidate’s credentials must still be validated.**
- The candidate’s vita and official transcripts must be attached to the form and preferably sent to facultycredentials@jsu.edu . After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates (*if applicable*).
- **THERE WILL NOT BE ANY CONTRACTS ISSUED.**

Current Faculty Validation Process at a Glance

1. Each Spring term, request current faculty update their Digital Measures profile and submit any documents related to additional credentials earned during the academic year to the Office of the Provost by April 1.
2. Run, print and evaluate your departmental Faculty Roster as soon as possible after April 1 and determine if any information is missing.
3. If information is missing from the Roster, request faculty input any missing Roster information. If applicable, remind them to provide a copy of their transcript(s) to the Office of the Provost before leaving for the term.
4. Bring your self-evaluated faculty roster, with any deficiencies noted, to the Accreditation Academy annually and participate in the faculty credential peer workgroup activity.
5. Address any recommendations from your peer workgroup by doing the following:
 - a. Fill out the **Departmental Faculty Roster Validation Form** noting the deficiencies and submit the form and your Faculty Roster to the Office of the Provost by August 1st.
 - b. Request faculty provide recommended additional information such as a transcript or alternate qualification related to the current position and update Digital Measures.
 - c. Submit the **Faculty Credentials Validation Form** for all faculty with additional credentials to the Office of the Provost.
 - d. Office of the Provost will use this information to look for necessary transcripts.

Appendix A

Overview of Alternate Qualifications Among Departments

College of Arts and Humanities

Art and Design

The qualifications for the Department of Art and Design faculty are determined by the accrediting agency, the National Association of School of Art and Design (NASAD). NASAD recognizes the Master of Fine Arts, and equivalent degrees such as the Master of Design, as appropriate terminal degrees for studio art and design. For Art Historians, a doctorate in the field of Art History is required. At the same time, the Association recognizes that some highly qualified artist-teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution should base appointments on experience, training, and expertise at least equivalent to those required for the master's degree in the appropriate field. Alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field.

Theatre and Film

The qualifications for the Department of Theatre and Film faculty are determined by the accrediting agency, the National Association of Schools of Theatre (NAST). NAST recognizes the Master of Fine Arts as the appropriate terminal degree for performance, design/technology, and playwriting faculty. At the same time, the Association recognizes that some highly qualified artist-teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution should base appointments on experience, training, and expertise at least equivalent to those required for the master's degree in the appropriate field. Alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field.

English

All faculty in the Department of English assigned to teach credit-bearing courses are expected to meet the established guidelines. For creative writing faculty, an M.F.A. is considered a terminal degree. Alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field. Faculty holding graduate degrees in education or another related field are identified on the faculty roster, which includes a listing of coursework in the discipline for those faculty.

History and Foreign Languages

All faculty in the Department of History and Foreign Languages assigned to teach credit-bearing courses are expected to meet the established guidelines. Alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field. Faculty holding a master's in education with a specialization in social sciences or in history are identified on the faculty roster, which includes a listing of coursework in the discipline for those faculty. For foreign languages, alternate faculty qualifications may include a language education master's degree or above and teaching experience in the target language.

Integrated Studies

To staff the few Integrated Studies (INS) courses offered at JSU, the program relies on faculty credentialed at the department level of their primary discipline. Historically, INS included the disciplines of arts, humanities, social and behavioral sciences, and sciences. Faculty in those disciplines credentialed by the home department teach INS courses in special topics, internship, study abroad, etc. Departments may use alternate faculty qualifications that include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field.

Music

The qualifications for the Department of Music faculty are determined by the accrediting agency, the National Association of School of Music (NASM). NASM recognizes the doctorate degree as the appropriate terminal degree for specialists in music education, performance, theory/composition, and other music disciplines. At the same time, the Association recognizes that some highly qualified practitioners may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution should base appointments on experience, education, and expertise at least equivalent to those required for the master's degree in music or another appropriate field. Alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content, and continuing professional development in the field. For undergraduate supervision of music practica and internships, for those faculty members who do not meet the minimum of 18 graduate semester hours in music education, at least three years of effective and exemplary teaching in the PreK-12 music classroom serves as alternate criteria.

College of Business and Industry

Master of Business Administration

In some instances, exceptions to the 18-hour minimum requirement are made for documented years of experience in the field. Alternate qualifications include documented professional experience directly related to the course subject matter, industry-recognized training or certifications indicating a unique knowledge of the discipline, and ongoing and relevant professional development in the field.

Applied Engineering

In the Department of Applied Engineering, alternate faculty qualifications include documented professional experience directly related to the course subject matter, industry-recognized training or certifications indicating a unique knowledge of the discipline, and ongoing and relevant professional development in the field.

Communication

The department head reviews the candidate's resume for commensurate experience in the industry when hiring a candidate in a specific field where graduate studies may prove uncommon, but professional experience is abundant. For example, educators with knowledge of audio production of advanced forms of news reporting may not be frequently pursuing graduate studies, but it is very common for the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) accredited programs to hire full-time instructors as "professionals in residence" due to their extensive industry experience relevant to lab course instruction. The experience of the candidate is vetted, and the candidate is interviewed to ensure quality of

skill in engaging with students in the classroom.

Finance, Economics, and Accounting

In the Department of Finance, Economics, and Accounting, alternate faculty qualifications may include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, and continuing professional development in the field.

Management, Marketing

In the Department of Management and Marketing, alternate faculty qualifications include documented professional experience directly related to the course subject matter, industry-recognized training or certifications indicating a unique knowledge of the discipline, and ongoing and relevant professional development in the field.

College of Education and Professional Studies

Curriculum and Instruction

All Curriculum and Instruction faculty assigned to teach credit-bearing courses are expected to meet the established JSU guidelines. In some cases, faculty may be qualified by professional licensure, continued professional development, scholarship, or professional experience in the field that is related to the assigned courses.

Faculty teaching graduate courses in the curriculum and instruction education graduate programs who do not meet the minimum qualifications of a terminal degree in the teaching discipline or related discipline include significant (more than 10 years) of documented successful experience in K-12 with a relevant master's degree.

Undergraduate faculty who do not meet the minimum of 18 graduate semester hours in the teaching discipline, if content specific, meet the requirements by having more than three years of documented successful experience in the workforce which is directly related to the content of the course.

Counseling and instructional Support

All Counseling and Instructional Support faculty assigned to teach credit-bearing courses are expected to meet the established guidelines. In some cases, faculty may be qualified by professional licensure, continued professional development, scholarship, or professional experience in the field that is related to the assigned courses.

For faculty teaching in the doctoral program, alternate criteria would include significant scholarship, awards, or national/worldwide contributions to the field.

Faculty teaching graduate courses who do not meet the minimum qualification of a terminal degree in the teaching discipline or related discipline include 1) professional credentialing plus sustained clinical practice; or 2) significant (more than 10 years) documented successful experience in K-12 with a relevant master's degree.

In the case of graduate supervision of practicum students and interns, alternate criteria include relevant state licensure, certification, or specialized certification in addition to a master's degree. Faculty teaching in the Instructional Leadership Program must have a minimum of three years of experience as a principal or assistant principal and a master's degree. Site supervisors for students in Clinical Mental Health and School Counseling must have two years of full-time professional experience in addition to a master's degree.

Family and Consumer Sciences

All Family and Consumer Sciences faculty assigned to teach credit-bearing courses are expected to meet the established JSU guidelines. In some cases, faculty may be qualified by professional licensure, continued professional development, scholarship, or professional experience in the field which is related to the assigned courses.

Faculty teaching graduate courses in the family and consumer sciences or business marketing education graduate programs who do not meet the minimum qualification of a terminal degree in the teaching discipline or related discipline must have significant (more than 10 years) of documented successful experience in K-12 with a relevant master's degree.

Undergraduate faculty who do not meet the minimum of 18 graduate semester hours in the teaching discipline, if content specific, meet the requirements by having more than three years of documented successful experience in the workforce that is directly related to the content of the course.

Secondary Education

All Secondary Education faculty assigned to teach credit-bearing courses are expected to meet the established JSU guidelines. In some cases, faculty may be qualified by professional licensure, continued professional development, scholarship, or professional experience in the field that is related to the assigned courses.

For faculty teaching in the doctoral program, alternate criteria would include significant scholarship, awards, or national/worldwide contributions to the field.

Faculty teaching graduate courses who do not meet the minimum qualification of a terminal degree in the teaching discipline or related discipline should have significant (more than 10 years) of documented successful experience in K-12 with a relevant master's degree.

Undergraduate faculty that do not meet the minimum of 18 graduate semester hours in the teaching discipline, if content specific, meet the requirements by having more than three years of documented successful experience in the K-12 classroom/system that is directly related to the content of the course.

In the case of undergraduate and graduate supervision of practicum students and interns, alternate criteria include a minimum of three years of experience as a principal or assistant principal and a master's degree. Faculty may hold other relevant certifications and master's degrees but must have a minimum of three years of experience in coaching, mentoring, and/or evaluating teachers.

College of Health Professions and Wellness

School of Nursing

Those teaching in nurse practitioner programs must have the certification of which they teach. For example, if they teach Family Nurse Practitioner (FNP) courses, they must have an FNP certification. Those in the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) program must have the AGACNP certification or equivalent. Other courses are taught by nursing faculty based on coursework or experience in the content area.

Kinesiology

In addition to requiring that faculty hold a master's or doctoral degree in a field related to their teaching discipline, a faculty's professional certification and licensure credentials, research and publications, professional development and work experiences are evaluated to determine whether they are qualified to teach a specific course.

Alternate faculty qualifications include documented professional experience directly related to the course subject matter, industry-recognized training or certifications indicating a unique knowledge of the discipline, and ongoing and relevant professional development in the field. For example, some faculty teach courses that require specific credentialing or certification such as Athletic Training, Zumba, Pound, Pilates, or CPR.

Respiratory Therapy

JSU's Respiratory Therapy (RT) program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). CoARC requires the following additional/alternate qualifications for respiratory therapy faculty/instructors. All

RT faculty or instructors must be a Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care (NBRC). Faculty/Instructors must hold a current license to practice respiratory therapy in the state of Alabama. The license is issued by the Alabama State Board for Respiratory Therapy (ASBRT) and awards the licensee the Licensed Respiratory Therapist (LRT) credential to be used after their name. These additional/alternate credentials qualify the faculty/instructor to teach any RT200-level, RT300-level, and/or RT400-level course. In addition to the RRT credential, JSU RT also recognizes additional NBRC advanced practice credentials as additional qualifications. These may include the Adult Critical Care Specialist (ACCS), Neonatal and Pediatric Specialist (NPS), Certified Pulmonary Function Technologist (CPFT), Registered Pulmonary Function Technologist (RPFT), Sleep Disorders Specialist (SDS), and/or the Certified Asthma Educator (AE-C) credentials. The advanced practice credentials provide additional qualifications for the RT faculty/instructors in the various subject matters.

College of Social and Behavioral Sciences

Criminal Justice and Forensic Investigation

Due to the myriad employment opportunities and degrees which are relevant in the field of criminal justice, the Department of Criminal Justice and Forensic Investigation utilizes several factors in determining qualifications for teaching within the department. In addition to the PhD in Criminal Justice, the DCJ in criminal justice, juris doctorate (JD), PhD in Public Administration, and DPA in public administration are terminal degrees and are either in or are considered closely related fields to criminal justice. Also, an EdD with a minimum of 18 hours in criminal justice is also considered a terminal degree in a closely related field. Additionally, both the Master of Forensic Science (MFS) and Master of Science in Forensic Science (MSFS) are considered terminal degrees in the field of forensic science. Other closely related educational fields include but are not limited to Criminology, Counseling, Emergency Management, Psychology, Social Work, and Sociology. Therefore, the discipline views these degrees as qualifications to teach at the undergraduate and graduate levels. In order to teach at the graduate level, a terminal degree must be possessed.

Emergency Management and Public Administration

All faculty in the Department of Emergency Management and Public Administration assigned to teach credit-bearing courses are expected to meet the established guidelines. Alternate qualifications for faculty who teach in the emergency management and public administration programs include faculty who are considered subject matter experts in the discipline but do not have a doctorate degree. These faculty do hold a master's degree in the discipline or a related discipline.

Military Science

The Professor of Military Science is chosen by a selection board in the U.S. Army Cadet Command. Active duty and active Guard-Reserve Lieutenant Colonels and Majors interested in becoming professors of Military Science must have their master's degree or higher to be considered for the position. They must also complete Intermediate Level Education or Command and General Staff College, have broad experience in command and staff positions, demonstrate moral attributes and personal traits to serve in a position of prestige in an academic environment and meet Army standards of military bearing and appearance. The other active-duty instructors request the position in the Army Enlisted Marketplace and must also take the Common Faculty Development-Instructor Course (CFD-IC). The Civilian Contracted instructors are hired as government workers and also have to take the CFD-IC Course.

Psychology

In addition to requiring that faculty hold a master's or doctoral degree in psychology, an evaluation of the faculty's professional certification and licensure; research and publications; professional development; and work experience is completed to determine whether they are qualified to teach a specific course.

Sociology and Political Science

The sociology program requires all faculty hold a masters or doctoral degree (PhD) in sociology. No alternate qualifications are considered.

The political science program requires that faculty hold a masters (18 hours) or doctoral degree (PhD) in political science or a related field. A Juris Doctorate (JD) serves as alternate qualifications for some courses focusing on American government, law, and the judicial process.

Social Work

The accrediting body for Social Work Education, The Council on Social Work Education (CSWE), requires that faculty who teach social work practice courses at the undergraduate and graduate level have a master's degree in social work from a CSWE-accredited program and at least two years of post-master's social work experience. Faculty who teach these courses have documentation of this practice on record. Faculty that teach in the Social Work Graduate program that do not have either a Ph.D. in Social Work or a DSW (Doctorate in Social Work) have an MSW which is the terminal degree in Social Work. Further these individuals possess a current LICSW (Licensed Independent Clinical Social Worker), have documented extensive professional experience in Social Work Practice, and have documented excellence in teaching and required assessment outcomes.

College of Science and Mathematics

Biology

No additional or alternate qualifications are considered during the validation process.

Chemistry and Geosciences

No additional or alternate qualifications are considered during the validation process.

Mathematics and Computer Sciences

No additional or alternate qualifications are considered during the validation process.

Other

Honors (1–3-hour courses)

To staff interdisciplinary Honors courses, the Honors Program relies on faculty credentialed at the department level of their primary discipline. Faculty credentialed by the home department teach University Honors (UH) courses in special topics, book club, study abroad, study away, professional preparation, forum, lecture, and model debate team. Departments may use alternate faculty qualifications that include documented related work or professional experiences in the field, professional licensure and certifications related to the assigned course, scholarly or creative work closely connected to course content and continuing professional development in the field.

Student Success (formerly Learning Services)

In the Department of Learning Services, alternate faculty qualifications include documented professional experience directly related to the course subject matter, industry-recognized training or certifications indicating a unique knowledge of the discipline, and ongoing and relevant professional development in the field.

