



AA:001 – Faculty Credentials

Purpose

This policy sets forth the standards for faculty credentials at The University of Montevallo. The University recognizes that qualified faculty members 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.

Policy Statement

Academic Credentials

The University of Montevallo follows the guidelines provided by the Southern Association of College and Schools Commission on Colleges (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 in a credit bearing course. The guidelines represent good practice for the academic credentials of faculty and are as follows:

“Faculty teaching **general education courses** at the undergraduate level: 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**: 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**: earned doctorate/terminal degree in the teaching discipline or a related discipline.”

Alternate Qualifications

All faculty assigned to teach credit bearing courses are expected to meet the above guidelines. However, in some cases the overall qualifications of a faculty member may be considered in lieu of a degree, especially in disciplines that are considered professional, technical, technology-dependent, and/or emerging. For all faculty, alternate qualifications may include honors and awards indicating a unique knowledge of the discipline, externally validated 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 is also required to have a graduate degree, although that degree may be in a different field.

The University recognizes that there are some particular types of courses commonly and appropriately assigned to faculty with alternate qualifications. For graduate clinical practicums or internships, a master's degree and externally validated related work or professional experiences in the field, professional licensure, and certifications related to the student learning outcomes and content of the assigned course(s) are clear and adequate alternate qualifications. For undergraduate one-hour activity courses, faculty with a baccalaureate degree along with appropriate, documented alternate qualifications related to the student learning outcomes and content of the assigned course(s) are considered qualified. For undergraduate interdisciplinary courses, exploratory courses, and some co-taught courses (often, but not limited to courses in interdisciplinary programs such as the Honors Program, Environmental Studies, and Game Studies and Design) in which the content includes the intersection of various topics, emerging topics, research areas, and/or professional areas, it is understood that there may be limited graduate programs, degrees, or courses available; in such cases, a doctorate or master's degree along with documented alternate qualifications related to the student learning outcomes and content of the assigned course(s) are acceptable qualifications.

Department chairs must identify and justify the credentials that qualify the instructor of record to teach the specific assigned course by completing the Faculty Credentials Form. Justifications for these teaching assignments and evidence of qualifications as documented on the form must be reviewed each term as instructors of record are assigned and updated as needed by the department chair.

Documentation of Credentials

It is the responsibility of a faculty member to provide evidence of teaching credentials. These include: official transcripts from domestic, accredited institutions; translated, evaluated, and certified foreign credentials (if applicable, see below), current curriculum vitae, and additional documentation necessary for establishing alternative qualifications (if applicable).

For all faculty hired after spring 2019, a completed Faculty Credentials Form with official transcripts for each degree earned and/or associated with the discipline, resume/curriculum vitae, and any documentation required to establish other qualifications must be in the faculty member's personnel file in order for the individual to teach as the instructor of record. This form and the documentation must be completed during the hiring process but may be updated if teaching responsibilities change. For faculty hired prior to spring 2019 the Faculty Credentials Form is not required, but may be added to their personnel file, especially if teaching responsibilities change. If additional information is needed, a request will be made to the chair and/or faculty member for information and may include a request for a completed Faculty Credentials Form. Faculty personnel files are housed in the Office of the Provost/Vice President for Academic Affairs for full-time faculty and in the appropriate dean's office for adjunct/part-time faculty.

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 determining 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 included in the faculty member's personnel file.

Responsible Parties

Search Committee Chairs, Department Chairs, Deans, Provost/Vice President for Academic Affairs, Assistant Provost/SACSCOC Accreditation Liaison.

Review of Policy

The SACSCOC Accreditation Liaison and Provost/Vice President for Academic Affairs will review this policy and make any recommendations for changes to the President once every 5 years and more frequently if necessary.

Approved 09/2019