

CAMERON UNIVERSITY

Faculty Qualifications Policy

Policy Statement

As stated in the Higher Learning Commission's Institutional Policies and Procedures for Determining Faculty Qualifications, "The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof" (Assumed Practice, B.2. Faculty Roles and Qualifications). CU has adopted this policy in fulfillment of that requirement.

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Faculty

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Academic Affairs

Procedure

1. General Guidelines. In determining whether a faculty member is qualified to teach a course for Cameron University, the hiring department may consider an array of factors. In general, faculty may be determined to be qualified by one or more of the following means:

- 1.1. Achievement of academic credentials (i.e., an academic degree)
- 1.2. Progress toward academic credentials (i.e. course work, progress towards degree)
- 1.3. Equivalent experience (i.e., work that is commensurate with achievement of academic credentials such that it qualifies an instructor for instruction)

2. Academic Credentials.

2.1. Achievement of Academic Credentials. To be qualified on the basis of academic credentials, a faculty member must meet one of the following criteria.

- i. The faculty member possesses an academic degree at least one level above the level at which they teach and relevant to the discipline they are teaching.
- ii. The faculty member possesses an academic degree at least one level above the level at which they teach and has completed at least twelve hours of graduate coursework relevant to the discipline they are teaching.

2.2. Progress towards Academic Credentials. In order to be qualified on the basis of progress towards academic credentials, a faculty member who has completed nine hours of graduate coursework relevant to the discipline they are teaching but has not yet achieved a degree a level above the level in which they teach may be considered temporarily qualified on the basis of credentials for a time period of up to three years if they remain enrolled in a graduate program relevant to the area they teach and are pursuing a degree at least one level above the level at which they teach. Faculty members who are temporarily qualified in this manner must participate in professional development each semester until they are qualified based on Achievement of Academic Credentials. Faculty in the category of Progress towards Academic Credentials can only teach general education courses.

2.3. Specialty Fields. Faculty members teaching in certain specialty fields must have completed specific degree requirements to be qualified on the basis of credentials.

- i. Faculty members teaching in the occupational associate's degree programs of Radiologic Technology or Respiratory Care should hold at least a bachelor's degree in the field.
- ii. Faculty teaching developmental courses should hold at least a bachelor's degree in the field.
- iii. Faculty teaching UNIV 1001 should have at least a master's degree in education or higher education.
- iv. Faculty teaching UNIV 2543 or UNIV 4543 should have at least a master's degree in any discipline.

3. Equivalent Experience. To be qualified on the basis of equivalent experience, faculty members must have at least three years of experience relevant to the courses that they will be teaching. Allowable equivalent experience may differ by discipline or program. Previous years of classroom instruction alone does not constitute equivalent experience.

3.1. Allowable Experience. Equivalent experience falls into one of the following categories, which may be tailored to the discipline or program. The total number of years of equivalent experience may be totaled from among the following categories.

- i. Skill sets relevant to the discipline in which the faculty member will be teaching
- ii. Activity in professional organizations and learned societies
- iii. Presentations and/or publications on topics relevant to courses being taught
- iv. Certification in field or additional relevant credentials
- v. Experience outside of the classroom in real world situations relevant to the discipline in which the faculty member will be teaching
- vi. Continuing education units in field (average of 12 hours/year over last 2 years)

- vii. Professional development in the field as defined in the departmental standards
- viii. Teaching experience in the discipline in which the faculty member will be teaching

3.2 Teaching Experience. No more than one year of teaching experience may be counted towards the total of three years of experience.

4. Emergency hires. Exceptions to this policy may be made in the case of extraordinary circumstances that require emergency hires. Such exceptions should be rare and permitted only in cases where it is deemed in the best interest of the students as well as the institution. Faculty may be qualified as emergency hires for no more than one semester.

Contacts

Policy Questions: Office of Academic Affairs, (580) 581-2250

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

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Reviewed, no revision:

Revised: