



# Policy

## University Policy AC-39.02-12/16

**Policy Title:** Competence and Qualifications of Instructional Personnel – Faculty Credentials

**Originator:** Dr. George Ellenberg, Interim Provost

**Responsible Office:** Office of the Provost

### Reason for Policy/Purpose:

This policy was created to ensure that all personnel who teach credit courses and noncredit degree program components at the University of West Florida meet or exceed the minimum requirements of accrediting bodies and accomplish the mission of this institution.

### Who Does this Govern and Who Needs to Know this Policy?

This policy pertains to all individuals assigned instructional duties and who are officially responsible for assigning student grades. This includes, but is not limited to, full-time regular faculty, visiting faculty, part-time adjunct faculty, graduate teaching assistants, and nonacademic staff assigned to occasional teaching.

### Definition of Terms:

(A) Full Time Faculty

(1) Regular Faculty: Full-time faculty for whom a contracted line exists. Faculty may be tenured, tenure-track, or non-tenure-track. Department chairs are included in this faculty category, as are Regular Faculty with time-limited administrative appointments and visiting faculty. Regular Faculty includes the categories of Tenured, Tenure-Track, and Non-Tenure-Track Faculty.

(a) Tenured and Tenure-Track Faculty: Faculty whose primary responsibilities are instruction, research, and/or public service; tenure-track refers to faculty eligible for tenure. Tenured and Tenure-Track Faculty include the following:

(i) Professor: Holds the highest degree appropriate to the field or possesses professional qualifications in the field, which would be equivalent to the highest degree. Normally, a professor will have produced significant creative work, professional writing, or research, have had successful teaching or professional experience; and be a recognized authority or an outstanding teacher in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

(ii) Associate Professor: Holds the highest degree appropriate to the field or possesses professional qualifications in the field above those that would be equivalent to the highest degree. Normally, an associate professor will have produced creative work, professional writing, or research; and have had successful teaching or professional experience in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

(iii) Assistant Professor: Holds the highest degree appropriate to the field or possesses equivalent qualifications based on professional experience, and be otherwise qualified to perform assigned duties. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

(iv) Administrative Faculty: Faculty with time-limited administrative appointments with or without regular teaching duties, but teaching on an incidental, occasional basis is not precluded. As described below, administrative faculty can be tenured or tenure-earning faculty or non-tenure earning faculty.

(b) Non-Tenure-Track Faculty: Personnel positions that are considered full-time, non-tenure earning positions; this category includes adjunct faculty (on annual or less than annual contracts) and faculty on single or multi-year contracts categorized within instruction, research/service. Non-Tenure-Track Faculty at UWF includes the following:

- (i) Instructor: Holds at least the master's degree in an appropriate specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee may engage in teaching, scholarship and creative projects, and/or service and other related activities, but is not eligible for tenure.
- (ii) Lecturer: Holds at least the master's degree in an appropriate field of specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee engages in teaching, service, and other related activities, but is not eligible for tenure.
- (iii) Visiting Faculty: Applies to an appointment extended to a person having appropriate professional qualifications, but who is not expected to be available for more than a limited period of time, or to an appointment to a position at the University which is not expected to be available for more than a limited period of time. Visiting Faculty may hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer.

(c) Research/Service Faculty: Research/Service Faculty includes the following ranks/categories:

- (i) Research Scholar/Scientist: Must hold the qualifications for the rank of

"Professor" and shall not be eligible to accrue tenure. This title shall be limited to qualified research persons who have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.

- (ii) Associate Research Scholar/Scientist: Must hold the qualifications for the rank of "Associate Professor" and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.
- (iii) Assistant Research Scholar/Scientist: Must hold the qualifications for the rank of "Assistant Professor" and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.
- (iv) Research Associate: Must possess a doctoral degree or an equivalent combination of training and experience and shall not be eligible to accrue tenure. Research Associates shall normally be responsible for defining problem areas within a University or the University System; outlining and participating in research programs; compiling and analyzing statistical data for studies of various types; and making cost projections as required. However, teaching on an incidental, occasional basis is not precluded.

(d) Other Personal Services Full-Time Faculty: An expenditure category, which includes the compensation for services, rendered by a person who is not a regular (line item) faculty member but who is a working full-time employee with a faculty rank who is compensated for services on a time-limited basis and who is not on a regular contract line (e.g., adjunct or super adjunct faculty).

#### (B) Part-Time Faculty

- (1) Adjunct Faculty: Applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs. Such persons are appointed for one academic term at a time, are normally compensated on a per-course basis, and are compensated from Other Personal Services funds.
- (2) Graduate Teaching Assistant: Master's or doctoral student assigned as an undergraduate classroom teacher and instructor of record.

#### (C) Southern Association of Colleges and Schools Statement on Instructor of Record

An institution is responsible for identifying the Instructor of Record; that is, the person qualified to teach the course and who has overall responsibility for the development/implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades.

#### **Policy Statement:**

The University of West Florida employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, UWF gives primary consideration to the highest earned degree in the discipline. The University also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, UWF is responsible for justifying and documenting the qualifications of its faculty.

It is recognized that occasions may arise when individuals may qualify for instructional duties on a basis other than standard academic credentials. In such cases, it is the responsibility of the recommending body and the hiring authority to demonstrate and document that the individual being assigned instructional duties has the knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds the standard academic credentials. Documentation of credentials used in lieu of standard academic credentials must be entered into the university's electronic roster and maintained in the individual's official personnel file stored in the appropriate college dean's office.

Individuals hired to teach credit courses and other components of degree programs must, under ordinary circumstances, hold, as a minimum, the following academic credentials:

- (1) For undergraduate courses and other bachelor's degree components: A master's degree in the teaching discipline or a master's degree with 18 graduate semester hour credits in the teaching discipline.
- (2) For graduate courses and other graduate program degree components: An earned doctorate/terminal degree in the teaching discipline or a doctorate in a related discipline.
- (3) Source of Degrees: Degrees used to satisfy academic credential requirements must be from those institutions that are accredited by a regional or national accrediting agency recognized by the United States Department of Education.
- (4) Official Documentation of Degrees Held and Credits Earned: The official personnel files of individuals who teach credit courses and other components of degree programs, which are maintained in the college deans' offices, must include official copies of transcripts documenting degrees earned and other credits used to demonstrate competence and qualification in the teaching discipline.
- (5) Non-credit Courses and Activities: Individuals who teach non-credit courses and other non-degree-related activities must hold academic credentials and/or have a record of successful experience in the field(s) about which they are assigned to teach. The official personnel files of individuals who teach non-credit courses and other non-degree related activities, which are maintained in the college deans' offices or the Office of Continuing Education, must include appropriate documentation of competence and qualification in the teaching field.

- (6) Limitations: This policy on competence and qualifications of instructional personnel relates only to the instructional duties of such personnel. The minimum qualifications for hiring and promotion of personnel with faculty rank (e.g., lecturer, instructor, assistant professor, associate professor, professor, etc.), are set forth in the Recruitment, Selection, and Appointment Policy and the Annual Evaluation, Tenure, and Promotion Policy.

**UWF Academic Credential Guidelines:**

- (1) Faculty teaching general education courses at the undergraduate level: doctorate/terminal degree or master's degree in the teaching discipline or master's and a minimum of 18 graduate semester hours in the teaching discipline.
- (2) Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate/terminal degree or master's degree in the teaching discipline or master's and a minimum of 18 graduate semester hours in the teaching discipline.
- (3) Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- (4) Faculty teaching baccalaureate courses: doctorate/terminal degree or master's degree in the teaching discipline or master's and a minimum of 18 graduate semester hours in the teaching discipline.
- (5) Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- (6) Graduate teaching assistants serving as instructors of record: master's degree 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. In the case of lecture courses and laboratory sections, GTAs who do not hold a master's degree will be assigned as instructors of record to lower-level, and in most cases, to freshman-level courses. Graduate Teaching Assistants may not be assigned to teach graduate courses unless they hold the terminal or a highly-related degree in the teaching field.

**Procedures:**

Competence and Qualifications of Instructional Personnel procedures are available at <http://uwf.edu/aspire>.

**Change Justification:**

This policy has been revised and updated to reflect appropriate procedures.

**Authority and Related Documents:**

Southern Association of Colleges and Schools/Commission on Colleges (SACSCOC)  
Principles 3.7.1, 3.5.4, 2.8, and 3.4.11

<http://www.sacscoc.org/pdf/Resource%20Manual.pdf>

SACSCOC Faculty Credentials

<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

SACSCOC Faculty Roster

<http://www.sacscoc.org/pdf/FACULTY%20ROSTER%20INSTRUCTIONS.pdf>

University of West Florida - Provost Memo to Deans Syllabi Credentials Fall 2015

[http://uwf.edu/media/university-of-west-florida/colleges/cassh/documents/MEMO\\_SACS\\_Deadlines\\_Syllabi\\_Credentials\\_Processing\\_01\\_07\\_15.pdf](http://uwf.edu/media/university-of-west-florida/colleges/cassh/documents/MEMO_SACS_Deadlines_Syllabi_Credentials_Processing_01_07_15.pdf)

Competence and Qualifications of Instructional Personnel Memo CAB, November 4, 2002.

<http://uwf.edu/media/university-of-west-florida/colleges/cas/documents/SACSCOC-Guidelines-for-Competence-and-Qualifications-of-Instructional-Personnel.pdf>

University of West Florida Chair Handbook

[http://uwf.edu/media/university-of-west-florida/offices/division-of-academic-affairs/resources/UWF\\_Chair\\_Handbook\\_rev\\_01\\_08\\_14.pdf](http://uwf.edu/media/university-of-west-florida/offices/division-of-academic-affairs/resources/UWF_Chair_Handbook_rev_01_08_14.pdf)

**APPROVED:** Dr. Judith A. Bense, President

Date: 12/19/16

**History:**

AC-39.01-03/15 Competence and Qualifications of Instructional Personnel, adopted March 2015; revised hereby.