

Policy on Faculty Credentials

SACS requires all accredited institutions to keep on file, for all full-time and part-time faculty members, documentation of academic preparation, such as official transcripts and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications. Departments and/or colleges are responsible for developing a complete file for each full-time and part-time faculty. These files are sent to the Office of the Provost; copies of the files should remain in the college.

Faculty teaching in distance learning programs must have the same credentials as all other faculty.

I. Faculty Teaching Undergraduate (Baccalaureate) Courses

1. Each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, **must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.**
2. In **exceptional cases**, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases **must be justified** by the department and college on an individual basis. Written justification and documentation of experience/contributions must be filed with the credentials of the employee using the appropriate form.
3. In interdisciplinary courses where credentials for teaching may vary, the department and college **must document and justify** the academic and professional preparation of the faculty members teaching.
5. Faculty members who teach in **remedial programs** must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.
6. At least 25% of the discipline course hours in each undergraduate major **must be taught** by faculty members holding the terminal degree, usually the earned doctorate, in that discipline.

In some disciplines, the master's degree, such as the M.F.A., the M.S.W., and the M.L.S.; in others, a master's degree in the discipline, coupled with a doctoral degree in a related discipline, is considered appropriate. However, departments and colleges must supply written justifications and documentation of experience/contributions with credential files to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.

At TWU, the following degrees are considered terminal degrees: MFA for visual arts, and dance, MSW for social work, MLS for library science, JD for government/law classes.

II. Graduate Faculty

Each graduate degree program must employ at least four qualified full-time faculty members whose responsibilities include teaching in the program.

Faculty Teaching Master's Level Courses

1. Each faculty member teaching courses at the **master's and specialist degree level must hold the terminal degree**, usually the earned doctorate, in the teaching discipline or a related discipline.
2. In some instances, the master's degree in the discipline may be considered the terminal degree, such as the M.F.A., the M.S.W., and the M.L.S.; in others, a master's degree in the discipline, coupled with a doctor's degree

in a related discipline, is considered appropriate. Departments and/or colleges must supply written justifications and documentation of experience/contributions with credential files to justify the master's degree or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in these disciplines.

At TWU, the following degrees are considered terminal degrees: MFA for visual arts, and dance, MSW for social work, MLS for library science, JD for government/law classes.

3. TWU has several health programs requiring clinical faculty. Clinical faculty must have related clinical credentials and experience and teach only in clinical courses.

The duties and responsibilities performed by health programs faculty are of significance and importance to academic unit roles and purposes with special emphasis on patient care services and clinical teaching. Individuals appointed under this system are required to have clinical terminal qualifying degrees. These could include the M.D., MSN, MOT, MS in PT, and the M.S.W. This list is not intended to be exhaustive but to represent the usual categories of degrees, which would fall into this area. Individuals appointed under this system must be licensed in their area of specialty and nationally certified if a national certification exists.

Faculty Teaching Doctoral Level Courses

1. All full-time and part-time faculty members teaching courses at the doctoral degree level **must** hold the earned doctorate in the teaching discipline or a related discipline.
2. Departments and/or colleges must supply written justifications and documentation of experience/contributions with credential files to justify exceptions made in the employment of faculty who do not hold the earned doctorate in the teaching discipline or a related discipline.

Documentation:

1. Official transcripts documenting credit hours in the teaching discipline
2. Demonstrated contributions to the teaching discipline (years of experience)
3. Records of publications, certifications, other qualifications
4. Evidence of technical and performance competency (e.g., certificates, licenses)
5. Documentation of outstanding professional and work experience
6. Other: (Explain factors which might account for differences between terminal degree name and name of courses taught such as history or configuration of the teaching discipline).