



Procedures for the
**Credentialing of Teaching Faculty at the
University of South Florida**

**Institutional Effectiveness,
Office of Decision Support**

Last Revised August 2021



Faculty Credentialing Guidelines

Introduction

LETTER FROM THE SENIOR VICE PROVOST

To conform to the highest standards of academic excellence, the University of South Florida conducts regular verification of faculty credentials for teaching. This is to ensure that *all* instructors of record are academically qualified to teach in the content area, regardless of rank or term of appointment. The credentialing process described in this manual is in accordance with University Policy 10-115 and Standard 6.2.a of the university's regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The contents include all procedures and other information necessary to guide faculty, department chairs, administrators and others through the credentialing process. While each college and/or department may individualize the credentialing process to accommodate specific needs, all such processes must conform to the policies and procedures found here.

Responsibility for credentialing is vested in academic departments, which are uniquely qualified to make the credentialing decision. Colleges are responsible for documenting the results of their credentialing procedures and making them available for audits and reports on credentialing standards. The Office of Institutional Effectiveness unit in the Office of Decision Support is responsible for facilitating the overall process and aggregating results as necessary to share with relevant regional and specialized accrediting bodies.

The credentialing process described in this manual must be administered at all times. Results of the process are verified during the decennial reaffirmation of accreditation through production and review of a roster of all instructors of record and the courses they taught for selected academic terms. USF successfully defended faculty credentials in the roster produced for the 2015 reaffirmation report but the process must continue to provide documentation for future reviews. Your careful participation in, and highest level of cooperation with, this important process will be greatly appreciated, and is crucial to USF's accreditation.

With best wishes,

A handwritten signature in blue ink that reads "Dwayne Smith".

Senior Vice Provost

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Faculty Credentialing for Teaching at the University of South Florida

Overview

Academic departments at the University of South Florida are responsible for insuring that all instructors of record for credit-bearing courses are credentialed for the courses they teach. Credentialing is governed by USF Policy 10-115 and SACSCOC Standard 6.2a.

Steps to Prepare for the Credentialing Process

1. Prepare a Departmental Statement of Teaching Credentials establishing appropriate teaching qualifications for courses offered by the department. The statement must meet the minimum requirements stated in USF Policy 10-115 (See Appendix A). Statements should cite objective standards for establishing the criteria, such as those maintained by specialized accrediting agencies and/or professional associations related to a discipline. Many of these criteria can be found at the websites of the relevant organizations. Related degrees that are considered acceptable for credentialing should be included in the statement. Cases in which degrees below the doctorate are commonly considered the terminal degree for an area should be noted and the relevant degrees specified. In departments where teaching credentials are often based on performance and demonstrated expertise in the discipline, documentation must be presented supporting the common use of the stated alternative credentials as accepted practice in the discipline. Documentation may include statements of current practices from sources such as other institutions, specialized accrediting agencies, and certification agencies.
2. Collect information that justifies and documents each instructor of record's qualifications relevant to the specific courses they are assigned to teach. For faculty teaching interdisciplinary courses, the department must provide information that justifies and documents the instructor of record's qualifications relevant to the disciplines that are components of the course.
3. Complete a "Certification of Teaching Credentials" form for each instructor of record who has not been previously credentialed for the courses he/she is teaching (See Appendix B). The form must be signed by the chair, and if an exception to primary teaching credentials is required, by the dean.
4. Confirm that a certified final transcript of any academic degree considered in the credentialing process is on file in both the college dean's office and USF Human Resources.
5. Confirm that a current curriculum vitae is on file in the department or in the FAIR Vita Bank for each instructor of record.

The Credentialing Process

Credentials for each instructor of record should be compared to the Departmental Statement of Teaching Credentials. Documentation of this comparison is confirmed by completion of the "Certification of Teaching Credentials" form. Possible actions resulting from the comparison are summarized below.

Faculty Credentialing Guidelines

For undergraduate courses:

- If the instructor of record has a terminal degree in a discipline that matches the content of the courses taught as specified in the Departmental Statement of Teaching Credentials no further justification is required.
- If the instructor of record has a master's degree in the discipline no further justification is required.
- An instructor of record may be certified to teach undergraduate courses with a master's degree in any area and evidence of completion of 18 graduate credit hours in the discipline. The specific graduate courses that qualify the instructor of record to teach his/her course(s) must be noted on the "Certification of Teaching Credentials Form." In addition, official transcripts must be on file in USF Human Resources documenting any academic course work considered in the credentialing decision.

Exceptions may be made for individuals who do not meet the above qualifications but who are considered by the department to possess other demonstrated competencies and achievements that provide documented evidence to support effective teaching and student achievement in the assigned course and are documented by the department.

- If the instructor of record is a Graduate Teaching Assistant (GTA), he/she must possess a master's degree in the teaching discipline or 18 graduate credit hours in the teaching discipline. In addition, the GTA must be directly supervised by a faculty member holding appropriate qualifications in the teaching discipline, receive regular in-service training and planned and periodic evaluations.
- If the instructor of record does not appear to possess primary academic credentials (as described above) for teaching his/her courses, alternative qualifications must be presented. All cases of alternative qualifications ("exceptions") must be supported by documentation on file in the instructor of record's departmental file and readily available if requested by the accrediting agency. All exceptions must be reviewed and approved by the dean of the appropriate college. (A detailed description of this process is provided below.)

For graduate courses:

- If the instructor of record has a terminal degree in a discipline that matches the content of the courses taught or in a related field as specified in the Departmental Statement of Teaching Credentials no further justification is required.
- If the instructor of record does not appear to possess primary academic credentials for teaching his/her courses as listed above, alternative qualifications must be presented. All cases of alternative qualifications ("exceptions") must be supported by documentation on file in the instructor of record's departmental file and readily available if requested by the accrediting agency. All exceptions must be reviewed and approved by the dean of the appropriate college. (A detailed description of this process is provided below.)

Requesting Exceptions to Primary Credentials

Overview

The purpose of this section is to explain how to request exceptions to primary academic teaching credentials for undergraduate and graduate teaching.

Preparing a Request to use Alternate Credentials for Teaching

To prepare for a request the instructor of record should:

- Complete Section 5 “Additional Qualification” of the Certification of Teaching Credentials form (Appendix B). Each category of relevant competencies and achievements should be checked off in the form. In addition, each checked item must be briefly explained in the space provided.
- Collect and present documentation of competencies and achievements that will be offered in lieu of formal academic preparation. These include but are not limited to documentation of research and publications, copies of professional licenses or certification, special training and related work experience, documented teaching excellence in the discipline, honors, awards or special recognition, and other competencies and achievements.

Alternate Credentialing Procedures

For instructors of record of undergraduate courses who are not Graduate Teaching Assistants and who do not hold at least a master’s degree and 18 graduate credit hours in the subject area taught, the following actions should be taken:

1. The instructor of record’s Certification of Teaching Credentials form with section 5 completed along with supporting documents must be submitted to the department for credentialing.
2. A decision must be made in the department to approve or not approve the exception.
3. If approved, a justification for exception form (see Appendix C), the completed Certification of Teaching Credentials form signed by the department chair, and copies of supporting documentation must be forwarded to the dean of the college. Final approval of the exception is granted by the signature of the dean of the college on the form.
4. A copy of the Certification of Teaching Credentials form signed by the department chair and dean along with the supporting documentation must be kept in the instructor of record’s file in the teaching department. These documents must be readily available if requested by the accrediting agency..

Evaluation of Foreign Teaching Credentials

Overview

Academic departments at the University of South Florida are responsible for ensuring that all instructors of record for credit-bearing courses are credentialed for the courses they teach (USF Policy #10-115 – Appendix A). In those instances where a faculty member is being credentialed by a degree and/or graduate credit hours from an institution in another country, the faculty member must obtain an independent evaluation of teaching credentials. The evaluation must be completed by an evaluation service acceptable to the University or an internal entity charged with this function. Costs, if any, associated with this service are the responsibility of the faculty member.

Documentation

Foreign degrees must be evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES) or, in the case of MDs, by the Federation of State Medical Board's Federation Credentials Verification Service. A course-by-course evaluation is necessary for all degrees used to establish credentials for teaching. Transcripts and documents that are issued in a language other than English must be accompanied by a literal English translation. The translation/evaluation must include a course-by-course assessment with grades or marks and credit hours equated to the U.S. System.

The credential evaluation must be submitted to the USF Human Resources Department by the service performing the evaluation and must include a copy of the original document along with an English translation. These documents must be provided at the time of initial employment and prior to the faculty member teaching the course. If the faculty member is later assigned to teach in a different discipline, additional documentation may be required.

NACES-certified Credentialing Agencies

Following is a partial list of credential evaluation services.

Academic Evaluation Services, Inc.

Hidden Valley Parkway,
Suite 110 Tampa, FL 33637
Phone: 813-374-2020
Email: info@aes-edu.org
Web: www.aes-edu.org

Educational Credential Evaluators, Inc.

P. O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400
Fax: 414-289-3411
Email: eval@ece.org
Web: www.ece.org

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Josef Silny and Associates, Inc.

7101 SW 102nd Avenue

Miami, FL 33173

Phone: 305-273-1616

Fax: 305-273-1338

Email: info@jsilny.com

Web: www.jsilny.com

Additional NACES-certified evaluators can be found at www-naces.org.

Documentation of Faculty Credentialing Using FACT

Overview

The Faculty Academic Credentials for Teaching (FACT) module of the FAIR (Faculty Academic Information Reporting) system is the repository of official information documenting faculty credentials at the University of South Florida.

Procedure

For each instructor of record, the following must be verified and entered into FACT using the USF Certification of Teaching Credentials form.

- Terminal degree or highest degree that the instructor of record is using as a credential for teaching the course.
- Year this degree was conferred
- Major of degree
- Institution conferring the degree
- Institution location if necessary (this is not necessary if the location is obvious or well-known, such as the University of Florida or the University of Alabama at Birmingham).
- Verification that a transcript of the teaching degree is on file at USF Human Resources
- Verification that a current curriculum vitae for the faculty member is on file in the teaching department
- Foreign credentials: Please note YES if the degree in question 1 was conferred by a foreign institution
- Foreign credentials evaluated? YES/NO. If no foreign credentials are noted choose NO or leave blank

Information in FACT must be updated in a timely manner for new instructors of record hired each term using the USF Certification of Teaching Credentials form.

Appendix A

USF Policy on Teaching Credentials



UNIVERSITY OF SOUTH FLORIDA

Number: 10-115
Title: Faculty Credentials for Teaching Undergraduate and Graduate Courses
Responsible Office: Academic Affairs

Date of Origin: 5-24-13

Date Last Amended: 8-24-20 (technical)

Date Last Reviewed: 8-24-20

I. PURPOSE & INTENT

This University of South Florida (USF) Policy is designed to address the Regulations and procedures related to faculty credentials for teaching as an instructor of record as specified in Principle 6.2a (Faculty Qualifications) of the *Principles of Accreditation, Foundation for Quality Enhancement*, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the SACSCOC *Faculty Credentials Guidelines*. The Policy provides a foundation for the execution of faculty credentialing aligned with best practices in higher education.

II. STATEMENT OF POLICY

All instructors of record for each credit-bearing course taught by USF must, at a minimum, meet the expectations for faculty credentialing delineated by SACSCOC. USF will require the following as evidence of faculty qualifications.

1. Instructors of record teaching general education courses at the undergraduate level and/or baccalaureate courses will hold an earned doctorate or master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours (or equivalent) in the teaching discipline.
2. Instructors of record teaching graduate and post-baccalaureate courses must hold an earned doctorate or the terminal degree in the teaching discipline or acceptably related field.
3. Graduate teaching assistants who are instructors of record must hold a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, and will be directly supervised by a faculty member holding appropriate qualifications in the teaching discipline, will receive regular in-service

training, and will receive planned and periodic evaluations. Graduate Teaching Assistants (GTA)

may provide support to a qualified instructor teaching a graduate course, but the GTA may not be the instructor of record and may not assist with teaching a graduate level course in which the GTA might enroll at some time in their degree program.

Exceptions may be made for individuals who do not meet the above qualifications but who are considered by the department to possess other demonstrated competencies and achievements that provide documented evidence to support effective teaching and student achievement. All such exceptions must be approved in writing by the department chair and dean and placed in the faculty member's departmental file.

* Departments may develop their own formal credentialing procedures.

III. **DEFINITIONS**

A. An Instructor of Record is the individual designated in the USF student information system by the academic unit as responsible for a credit-bearing course. Team taught courses may have multiple instructors of record.

B. Faculty Credentialing, according to SACSCOC (2018), is the process by which an institution demonstrates that it “employs competent faculty members qualified to accomplish the mission and goals of the institution.” Credentialing must be evidence based and demonstrably executed.

IV. **DOCUMENTATION**

In all cases, every instructor of record assigned to teach a credit-bearing undergraduate and/or graduate course must submit the documentation necessary to confirm the required qualifications. Such documentation includes, but is not limited to, the following:

1. Official documentation of the highest degree held by the instructor of record. Documentation of the highest degree held is normally the required number of official transcripts from the institution that awarded the degree or the agency that is the custodian of records. Only in cases where the required number of official transcripts cannot be obtained, original correspondence verifying the degree awarded may be accepted from the awarding institution or custodian of records but such correspondence must include sufficient detail to discern the degree level and teaching-related discipline. These documents are normally provided as a condition of employment; however, if the faculty member is assigned to teach in a different discipline, additional documentation may be required. Further, if it is

determined that official files maintained by the Office of Human Resources do not contain documents needed to confirm a faculty member's qualifications and the department cannot provide those documents, then the faculty member must provide such documents upon request of the college dean or Office of Human Resources. In those instances where an individual does not hold a degree in the

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discipline taught and confirmation of qualifications is, therefore, based on an examination of the number of graduate hours completed, the individual must provide the required number of official transcripts from each institution that awarded graduate credit in the discipline for which confirmation is required. In cases where this procedure is used, documentation must be sufficiently detailed to meet all Institutional and discipline-specific accreditation requirements.

2. Current Curriculum Vitae.
3. In those instances where a faculty member is assigned as the instructor of record for a course or courses based on credits earned from an institution outside the United States, it will be necessary for said faculty member to submit credentials to an independent agency for evaluation. The evaluation must be completed by an evaluation service acceptable to USF or independent, internal entity charged with this function. Costs, if any, associated with this service will be the responsibility of the faculty member. Information about recommended and approved independent evaluators may be obtained from the Institutional Effectiveness unit in the Office of Decision Support.
4. In the case of exceptions, documentation of the competencies and achievements that justify the exception must be on file.

*** Current Responsible Office: Academic Affairs**

***Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**

History: New 5-24-13, Amended 1-15-16 (technical), 8-28-19 (technical), 8-24-20 (technical).

Consolidation Amendments Effective: 7-1-20

Appendix B

USF Form for Credentialing of Teaching Faculty

	<h2 style="margin: 0;">Certification of Teaching Credentials Form</h2>
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This form documents that instructors of record meet university and regional accrediting agency qualifications for teaching. It must be completed and on file in the department for all instructors of record who have not previously been credentialed and documented in the USF FACT component of the FAIR system.

Section 1: Employee Information

Instructor's Name: _____ Employee ID: _____

College: _____ Department _____

Are you a Graduate Teaching Assistant? NO YES

Section 2: Earned Degree Information- list highest earned degree. List additional degrees ONLY if the highest degree is not sufficient for credentialing. (Lines may be inserted in the table if needed.)

Degree (highest first)	Discipline/Major of Degree	Institution	Location (State)	Year

Section 3: Eligibility

List course prefix of teaching discipline(s) for which instructor is qualified to teach according to the SACSCOC Degree Guidelines listed below. (Lines may be inserted in the table if needed.)

1. **Faculty eligible to teach graduate and undergraduate courses:** *Earned doctorate/terminal degree in the teaching discipline or a related discipline*
2. **Faculty teaching undergraduate course(s) only:** *Doctoral 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).*
3. **Graduate Teaching Assistants:** *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.*

Course Prefix of Teaching Discipline	Check ONE of the Following for each prefix: Instructor is Qualified to Teach...	
	BOTH Graduate and Undergraduate Courses	Undergraduate Courses ONLY

Check ONE of the Following for each prefix: Qualification is Based on...			
Terminal degree in teaching discipline or related area	Master's Degree in teaching discipline	Master's degree in any area and 18 graduate credit hours in teaching area OR GTA <i>(If Checked Complete Section 4)*</i>	Alternate Qualifications <i>(If Checked, Complete Section 5)**</i>

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Section 4: Graduate Credit Hours in the Teaching Discipline (Complete only if needed)*

If needed, detail graduate courses and hours completed in the teaching discipline in the boxes below. This will be necessary for those whose teaching credentials are based on a master’s degree outside the teaching area plus a minimum of 18 graduate credit hours in the teaching discipline, graduate teaching assistants serving as instructors of record and others as requested by the teaching department. Please indicate the course numbers and titles, credit hours and institution granting those credit hours.

Course Number and Title	Credit Hours	Institution Granting

Course Number and Title	Credit Hours	Institution Granting

Section 5: Additional Qualifications (Complete only if needed)**

Complete this section if the teaching department has considered evidence of alternate qualifications as part of the credentialing process. Please check all Alternate Qualifications that apply, and **explain each checked item** in the space provided. Supporting documents such as transcripts, copies of licenses and certifications, etc. must be submitted with this form. If this section is being completed for the purpose of requesting an exception to primary academic teaching credentials, please check the appropriate box below.

Alternate Qualifications	Justification Narrative
<input type="checkbox"/> Research and Publications	
<input type="checkbox"/> Professional Licensure or Certification	
<input type="checkbox"/> Special Training	
<input type="checkbox"/> Related Work Experience	
<input type="checkbox"/> Documented Teaching Excellence in Discipline	
<input type="checkbox"/> Honors, Awards, or Special Recognition	
<input type="checkbox"/> Other Competencies or Achievements	

<input type="checkbox"/> Requesting an Exception to Primary Academic Teaching Credentials

Section 6: Certification of Foreign Transcripts

Was qualifying academic degree awarded by a foreign institution? NO _____ YES _____

If yes, have educational credentials been evaluated for equivalency by an approved agency and are the results are on file with USF Human Resources? NO _____ YES _____

Office use only: CV on file in dept or vita bank: NO _____ YES _____ Official transcript on file in HR: NO _____ YES _____

Signatures

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

(For exceptions only)

Appendix C

Justification for an Exception to the USF Criteria about Minimum Academic Preparation in the Teaching Discipline

**JUSTIFICATION FOR AN EXCEPTION TO THE USF CRITERIA ABOUT
MINIMUM ACADEMIC PREPARATION IN THE TEACHING
DISCIPLINE**

Dean _____:

On behalf of the individual named below, the Department of _____ requests that an exception be made to the criteria established by the University of South Florida for academic preparation in the teaching discipline. Specifically, an exception is requested to the requirement that a faculty member must hold a master's degree with a major in the teaching discipline, or hold at least a master's degree and have completed at least 18 graduate semester hours in the teaching discipline.

Included with this request is documentation demonstrating other demonstrated competencies and achievements that will contribute to effective teaching and student learning outcomes.

Faculty Member: _____

Course to be Taught: _____

Term: _____

Campus: _____

Department Chair or Designee

Date

Dean of the College or Designee

Date

When all signatures have been collected, a copy of this form must be returned to the department to be filed.

Appendix D

Examples of Past Departmental Statements of Teaching Credentials

(These documents are presented for example purposes only and may not represent current credentialing policies in the department.)



Faculty Credentials for Teaching Undergraduate and Graduate Courses
Department of Economics
University of South Florida

The Department of Economics is committed to maintaining the highest standards of academic excellence for its undergraduate and graduate courses. To that end, the department carefully reviews all instructors of record for our course offerings to make certain that they meet both the USF and SACSCOC requirements for faculty credentialing.

The department offers a BA in economics through the College of Arts and Sciences as well as the College of Business. In addition, we offer a BS in Economics through the College of Business. Because we offer undergraduate degrees through the College of Business our instructors also meet the credentialing criteria established by AACSB. To be credentialed to teach undergraduate courses in economics an instructor must hold a either a PhD or Masters level degree in Economics. A graduate degree in an area outside of economics may be accepted if the instructor has successfully completed 18 hours of graduate credit in economics.

Graduate teaching assistants may also be credentialed for teaching undergraduate courses if they have successfully completed 18 hours of graduate credit in economics. Graduate assistants' instructional effectiveness is supervised and evaluated by a committee of three permanent faculty for each course that they teach. If their instructional performance is not satisfactory they will not be permitted to be an instructor of record until appropriate remediation, as judged by the faculty committee, has been undertaken by the individual.

The department offers MA and PHD degrees in economics through the College of Arts and Sciences. To be credentialed, instructors of record in courses that are part of the curricula of these degree programs must hold PhDs in economics. PhDs in related fields may be acceptable. Related fields include but are not limited to Business Economics, Political Economy, Applied Economics, Finance or Statistics. In some cases, faculty may be credentialed based on research accomplishments, special training, or other competencies relevant to the courses(s) being taught.

Faculty Credentials for Teaching
Department of Rehabilitation & Mental Health Counseling
College of Behavioral & Community Sciences
University of South Florida

The Department of Rehabilitation & Mental Health is committed to maintaining the highest standards of academic excellence for its graduate courses. The Department carefully reviews and credentials all instructors of record and follows the University and SACSCOC requirements for credentialing as well as those required for Council on Rehabilitation Education (CORE) accreditation.

In order to achieve its mission, the Department recruits qualified professionals from a variety of disciplines and backgrounds including rehabilitation counseling, mental health counseling, marriage and family therapy, addictions and substance abuse, psychology and integrative health care.

Faculty teaching undergraduate courses must have an earned doctorate or master's degree with a major in the discipline taught, or hold at least a master's degree and have completed at least 18 graduate semester hours in the discipline taught.

Faculty teaching graduate course work must have an earned doctorate/terminal degree in the teaching discipline or a related discipline. Related disciplines include but are not limited to Rehabilitation Counseling, Mental Health Counseling, Marriage and Family Therapy, Addictions and Substance Abuse, and/or Psychology.

In some cases, faculty may be required to be credentialed based on professional licensure or certification by the State of Florida or national certification by the Commission on Rehabilitation Counselor Certification. In addition, faculty may be credentialed based on research accomplishments, special training, publications, or other competencies relevant to the course(s) taught.

Faculty Qualifications Entrepreneurship

Revised April 2013

The USF Center for Entrepreneurship is a nationally-ranked, multidisciplinary, campus-wide center focusing on entrepreneurial education, training, and research. By using innovative, interdisciplinary approaches, the center prepares students in the fields of business, engineering, health sciences, and sustainability to design, develop, and grow new ventures. The center also enhances undergraduate studies by offering minors to business, engineering, and non-business students, and supports undergraduate research in collaboration with the USF Honors College. Because the study of entrepreneurship draws on a number of business and business-related disciplines, academic preparation in a variety of fields, including marketing, management, strategy, policy, economics, information systems, finance, and law is appropriate.

Both SACSCOC Standard 3.71 and USF Policy 10-115 address faculty qualifications for teaching at the undergraduate and graduate levels. The SACSCOC Commission guidelines "Faculty Credentials" notes that (1) faculty teaching baccalaureate courses are expected to hold a doctoral or master's degree in the discipline taught or a master's degree with a concentration in the discipline equivalent to 18 graduate semester hours and (2) faculty teaching graduate or post-baccalaureate courses are expected to hold a doctorate or other terminal degree in the field taught or a related field. USF policy 10-115 mirrors the SACSCOC guidelines but further notes that "Exceptions may be made for individuals who do not meet the above qualifications but who are considered by the department to possess other demonstrated competencies and achievements that provide evidence to support effective teaching and student achievement."

Entrepreneurship Interpretation

Faculty who teach at the graduate level are expected to hold a Ph.D. or equivalent terminal degree from an accredited institution in entrepreneurship or a related field.

Faculty who (1) hold a Ph.D. or terminal degree or a master's degree with a major in the discipline or (2) 18 graduate semester hours in the discipline with a master's degree in any field may teach at the undergraduate level.

At both the graduate and undergraduate levels, in exceptional cases, faculty without the above academic credentials may be approved to teach based on documented significant entrepreneurial experience in the profit or not-for-profit sector, professional licensure or certification, research accomplishments, specialized training, experience with local, state or federal agency or other competencies relevant to the courses being taught.

Qualifications expected for adjunct faculty are the same as those for full time faculty.

Doctoral students who are instructors of record must hold a master's degrees in entrepreneurship or a related discipline, as noted above, or have completed 18 graduate semester hours in the teaching discipline; doctoral students will be directly supervised by faculty members holding appropriate qualifications in the discipline, will receive regular mentoring and coaching, and will receive planned and periodic evaluations.

Appendix E

SACSCOC Criteria for Teaching Credentials



FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. 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).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: 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).
- c. 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.
- d. 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).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: 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.

*Approved: College Delegate Assembly, December 2006
Updated for Revised Principles: April 2018*