



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.1113

DIVISION: Academic Affairs

TITLE: Evaluation of Faculty Credentials

DATE: March 25, 2013

REVISED: January 5, 2015, September 19, 2016, July 1, 2023

AUTHORIZED: Robert Fischer, Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

This policy establishes minimum university requirements for teaching qualifications for all Western Kentucky University (WKU) instructors of record that align with Southern Association of Colleges and Schools: Commission on Colleges (SACSCOC) faculty credentialing guidelines and SACSCOC Standard 6.2.a. which states, "It is the institution's obligation to justify and document the qualifications of its faculty." To comply with the standard, the overall qualifications of a faculty member will be taken into consideration. These qualifications include academic credentials, related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors, and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching.

This policy applies to all full-time and part-time faculty who are listed as instructor(s) of record teaching credit bearing courses at WKU.

### **II. Policy**

#### **A. Qualifications by Academic Credentials: Colonnade and Baccalaureate Courses**

Instructors teaching Colonnade and baccalaureate courses may be qualified by academic credentials using these guidelines:

1. Earned doctoral or terminal degree in the discipline or a closely related discipline, OR
2. Master's degree or higher in the teaching discipline or a closely related discipline, OR

3. Master's degree or higher (in any discipline) with a concentration including a minimum of eighteen (18) graduate semester hours in the teaching discipline, OR
4. In the absence of a completed master's degree, a concentration may be documented by providing evidence that, as part of the instructor's doctoral or terminal degree program, master's degree equivalency was achieved and at least eighteen (18) graduate semester hours in the teaching discipline or a closely related discipline were successfully completed.

B. Qualifications by Academic Credentials: Graduate Courses

Instructors teaching graduate courses may be qualified by academic credentials using these guidelines:

1. Earned doctoral or terminal degree in the discipline or a closely related discipline, or graduate and professional experience commensurate to that degree, AND
2. Adjunct graduate faculty status or graduate faculty status, as recommended by the department chair/director or academic program coordinator and approved by the dean is required for teaching graduate and post-baccalaureate coursework, including 400G or higher-level courses. The status must be valid for the entire semester/session in which the course is taught.

C. Qualifications for Graduate Assistant Instructors (GAI)

Graduate Assistants who will serve as the instructor of record must have completed eighteen (18) credit hours of graduate coursework in the discipline in which they will be assigned to teach and have completed the Graduate Assistant Teaching Institute (GATI) or similar college/department faculty training program as reviewed/approved by the Assistant Provost for Faculty Development and Student Success and the Associate Provost for Research and Graduate Education. GATI or similar training program coursework must be catalogued by the WKU Office of the Registrar and appear on the graduate student's official WKU transcript. Credential requirements for Graduate Assistant Instructors are documented in Policy 1.112V.

D. Qualifications by Other Demonstrated Competencies and Achievements

Academic credentials are in most cases sufficient as a means of justifying faculty qualifications for all instructors of record regardless of contract type, level of courses taught, academic program, or teaching site. WKU also recognizes that qualifications other than academic credentials, or combined with academic credentials or graduate coursework, may be sufficient to justify an instructor's qualification. These considerations will be reviewed on a course-by-course basis and include compelling evidence of competencies and achievements. Other qualifications may include:

1. Professional licensure or certifications,
2. Scholarly record in the teaching discipline or a closely related discipline,
3. Contract or grant work,
4. Work experience in the field,

5. Honors and awards,
6. Transcripts,
7. Continuous documented excellence in teaching at the collegiate level, and/or
8. Other relevant demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

E. Required Documentation for Academic Credentials

All instructors, regardless of appointment type, who are qualified to teach based on academic credentials must have received a qualifying degree(s) or coursework from an accredited institution or international equivalent. The institution awarding the degree or providing the coursework must be accredited by an accrediting agency that is recognized by the U.S. Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

F. Credentials Issued Outside of the United States

As part of the initial appointment of faculty with credentials that do not conform to the US standard (particularly those that do not have a transcript in support of them), a statement by a faculty member representing the pertinent academic program (usually the academic program coordinator – see Policy 1.505V) must be provided that certifies that the degree in question has standards similar to those of an accredited institution in the US. (See sample wording in Appendix A.) This certification must be approved by the department chair/director, dean, and the provost (or designee) prior to an offer being extended to a candidate.

### **III. Procedure**

A. Types of Credentials

1. One of the following three types of credentials is required for a faculty member (full or part-time) to be instructor of record for a course. Justification and documentation of qualifications for faculty is required for each class to be taught. The credential documentation listed below will be collected by the department/school as part of the hiring process and is housed in the Office of the Provost.
  - a. Official Transcript for the terminal degree and additional degree(s) justifying the hire and course assignment(s) are required for all faculty. The transcript(s) are a part of the faculty member's personnel file maintained in the Office of the Provost as stated in Policy 1.106V.
  - b. If the doctorate or master's degree in any discipline, plus 18 hours of graduate coursework in the discipline and a related discipline is utilized to justify the assignment, the specific courses taken in the discipline or related discipline must be documented in the faculty credentialing platform.
  - c. If neither of the above justifies the assignment, the specific demonstrated competencies, and achievements (as outlined in Section II.D. above) used to justify the assignment, must be documented in the faculty credentialing platform.
  - d. A current (three years or newer) curriculum vita (CV) or resume.

2. In addition to the above credentialing requirements, the following is essential to be the instructor of record for certain types of classes, such as graduate, doctoral, and/or interdisciplinary courses. This information is also housed in the Office of the Provost.
  - a. Graduate faculty status (see section II.B.2. above). The status must be valid for the entire semester/session in which the course is taught.
  - b. Doctoral Faculty approval (all 700 and above level courses and/or committee, dissertation assignment) is required by the individual doctoral program coordinator.
  - c. For interdisciplinary courses for which there are no clearly related academic credentialing discipline, the evaluation of credentials is completed by the academic program coordinator and/or the department chair/director (refer to the academic program coordinator policy 1.505V).

#### B. Roles and Responsibilities

1. Program Faculty: The faculty of the home department/school that offers courses with a given prefix may determine a list of terminal/professional degrees/majors, certifications, licensures, and coursework required to be the instructor of record for courses with that prefix. This list of fields should be submitted by a representative of the program faculty (usually the academic program coordinator – see Policy 1.505V) to the department chair/director, dean and the provost (or designee) for approval and maintained in a central location accessible to all faculty. Any revisions will be submitted to the Office of the Dean who will review and approve prior to submitting them to the Office of the Provost for review/approval.

If an individual with academic credentials not covered in the above list is considered for appointment to an instructional position, the department faculty should determine that the appointment can be made, and an exception noted in the individual's file, or that the appointment cannot be made.

2. Department Chairs/Directors: are responsible for working with Academic Program Coordinators to submit faculty qualifications for new teaching assignments that have not previously been validated. All instructors of record must have teaching assignments validated prior to the first day of classes.
3. Dean: The Dean's Office will work closely with the department chairs/directors and/or academic program coordinators to review the academic qualifications. The Dean will review and approve qualifications for each program.
4. Provost (or designee): The Office of the Provost is responsible for reviewing all teaching assignment validations to determine if the instructor meets university requirements. The Provost (or designee) will apply the approved credentialing standards as outlined in this policy to all teaching assignment validations. If an instructor is assigned to teach courses in a related discipline that has not already been validated, the department will be asked to provide additional documentation specific to the new classes to be taught.

#### IV. **Related Policies:**

- 1.106V Access to Academic Affairs Electronic Personnel Files
- 1.505V Academic Program Coordinator

## **V. Reason for Revision**

### October 2014

Miscellaneous redundancies and conflicting statements removed.

### September 2016

Change faculty status recommendation/approval process to include the department chairs/directors or program director/coordinator and college deans while removing the Graduate Council. All references to graduate and post-baccalaureate course numbers changed to “400G or higher”.

### July 2023

Non-substantive changes as part of the fifth-year policy review in accordance with Policy 0.000V, updates reflecting changes in faculty credentialing reporting and tracking.

**APPENDIX A – SAMPLE FOREIGN CREDENTIAL MEMO**

Foreign Credentials (see III.B.1)

**TO:** \_\_\_\_\_ Department Chair/Director

**FROM:** Program Faculty Member/Coordinator in Discipline

**DATE:**

**SUBJECT:** Foreign Credential for \_\_\_\_\_ (WKU ID# \_\_\_\_\_)

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On behalf of the program faculty in discipline, I have reviewed the documentation of the degree level in discipline from foreign institution name submitted by faculty candidate's name. I have determined that this credential is reliable and that it is equivalent to a degree level in discipline from an accredited US institution.

Signed,

Program Faculty Member

(List credentials in discipline and other credentials (e.g. foreign language skills) pertinent to this credential review)

Attachments as appropriate (e.g., notarized translation of foreign transcript/diploma, certification from recognized credentialing agency)

Approvals:

_____	Chair/Dir.	_____	Date
_____	Dean	_____	Date
_____	Provost	_____	Date