

FACULTY QUALIFICATIONS HANDBOOK

UT Tyler Faculty Qualifications Handbook

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Overview of Faculty Qualifications

The following overview summarizes the requirements as outlined in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) <u>Faculty Qualifications</u> and UT Tyler's <u>HOP 3.1.1</u> Faculty Qualifications:

Undergraduate

Faculty teaching general education or baccalaureate courses must:

- 1. Hold a doctorate or master's degree in the teaching discipline or
- 2. Master's degree with a minimum of 18 graduate semester hours in the discipline being taught.

Graduate

Faculty teaching graduate and post-baccalaureate course work must:

1. Hold earned doctorate/terminal degree in the teaching discipline or a related discipline.

Faculty Qualification Exceptions:

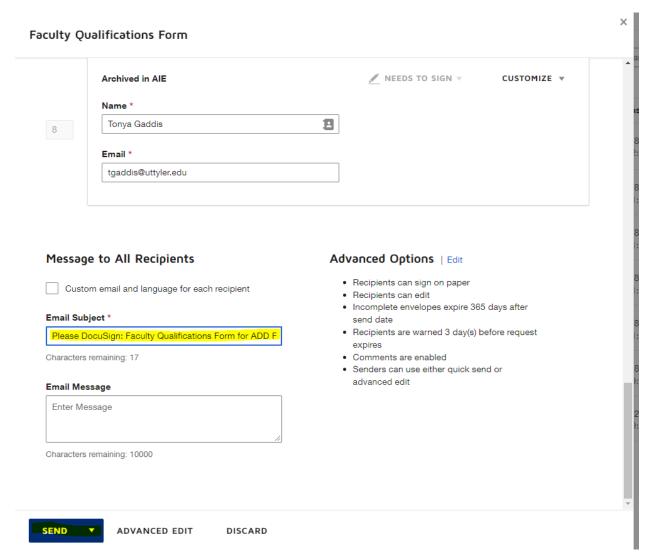
Faculty who do not meet the academic requirements outlined above must present other persuasive evidence of qualifications.

Additional qualifications may include related work or professional experience, licensure and certifications, honors and awards, scholarly and research publications, and other achievements.

All additional qualifications should clearly describe the relationship between these qualifications and the course content/expected outcomes of the course. Dates should be indicated as well, as appropriate.

Process for Assigning Faculty to Courses

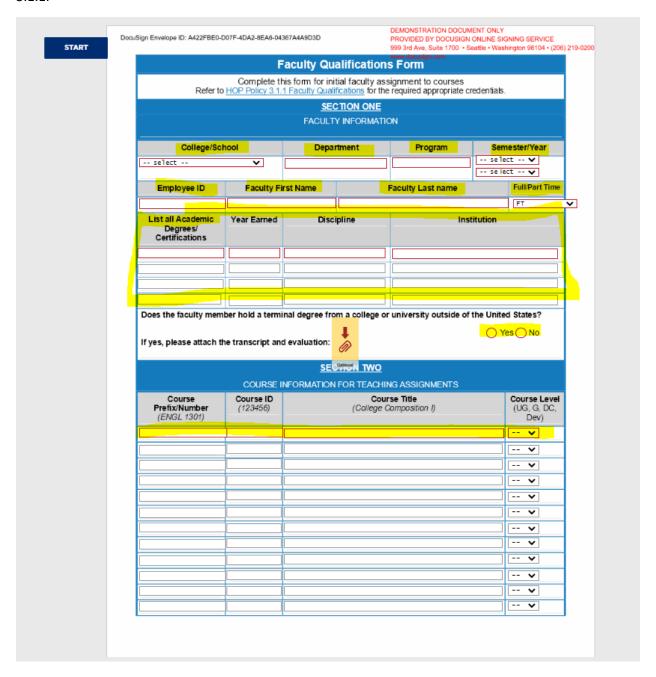
All forms are available in <u>UT Tyler DocuSign</u>. To access these forms, sign into DocuSign and click **the orange "New" drop-down button**. Chose "**Use a Template**." Then chose "**All Templates"** and look up the appropriate form (details on the different forms are found below). Click **Add Selected**. Add in any missing information (such as chair and dean) and be sure to update the **Email Subject** line to include the faculty name (LastName, FirstName) or course (CHEM 3370) as appropriate to the selected form. Click **SEND.** See screenshot below for example:



Faculty Qualifications Form

Use the **Faculty Qualifications Form** to assign a faculty member to a course or courses. This form can also be used for adding additional justification and qualification exceptions as outlined below.

Fill in the required fields with the faculty information. Include all relevant degrees/certifications beginning with the highest degree. If the faculty member holds a terminal degree from a college or university outside of the United States, please provide the transcript and evaluation as required in HOP 3.1.1.

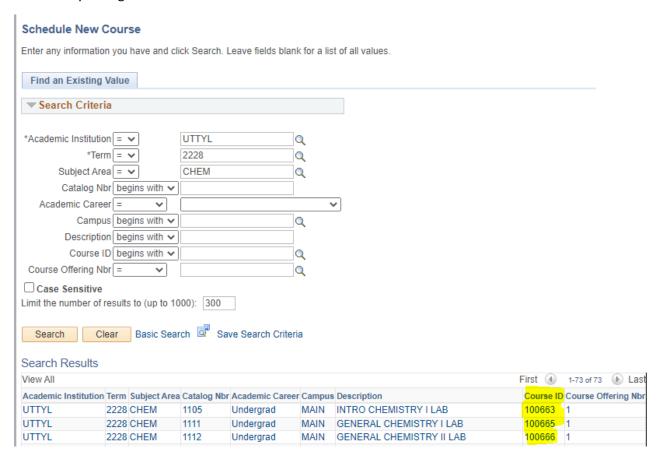


Next, fill in the relevant course information. The Course ID is a six-digit number located in top section of the page in myUTTyler Schedule of Classes.

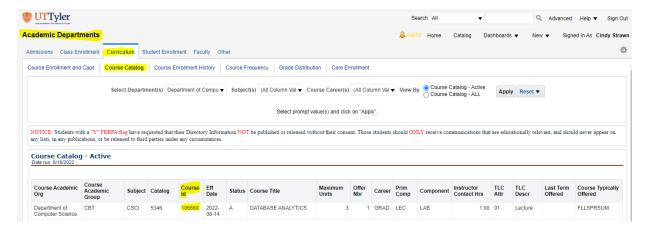
Note: Do not put "all courses" in the course box. Must include relevant courses for the selected semester/year with identifying prefix/number, course ID, and title.



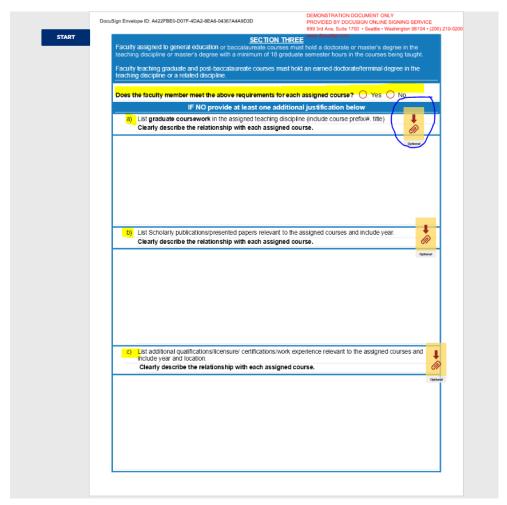
For a new course that is not yet in the Schedule of Classes, the Course Id can be found in **the Search Results** as you begin to add a new class section.



Course Ids are also available in the **Course Catalog** report in OBIEE. *To quickly review all courses already* approved for each faculty member see the OBIEE report here: Academic Departments > Faculty > Faculty Courses Qualified.



If additional justification is needed, please fill in at least one of the boxes under Section Three. Attachments such as a CV or transcript may be provided to accompany the justification.

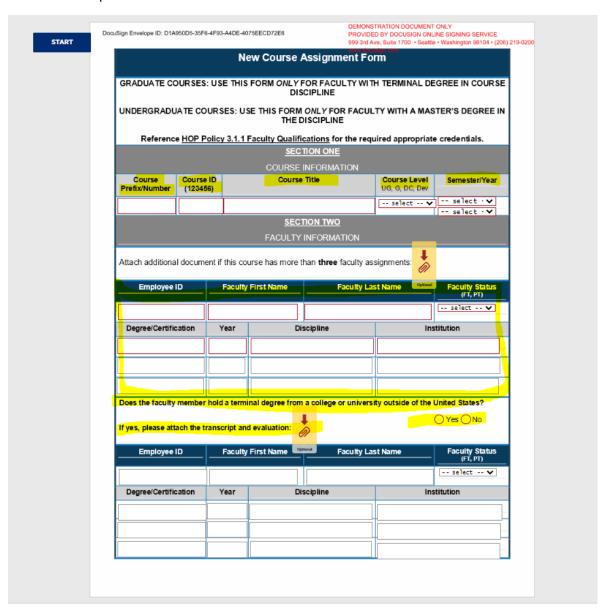


Click Finish to route the form to the Department Chair and Dean.

After the SACSCOC Institutional Accreditation Liaison and Provost approval, the form is routed to the Director of Information Analysis to be programed into Peoplesoft. Once this is complete, the faculty member can be assigned to the course sections using the instructor lookup tool, found on the **Meetings** tab in the Schedule of Classes. (*Note: Schedule of Classes Training is offered each year by the Office of the Registrar*).

New Course Assignment Form

Use this form only for faculty with a terminal degree in the course discipline. This form is useful to assign *multiple* faculty to the *same* course and is often used when a new course is created. Note that if more faculty names need to be submitted than fields, attach an additional document outlining the faculty information required.

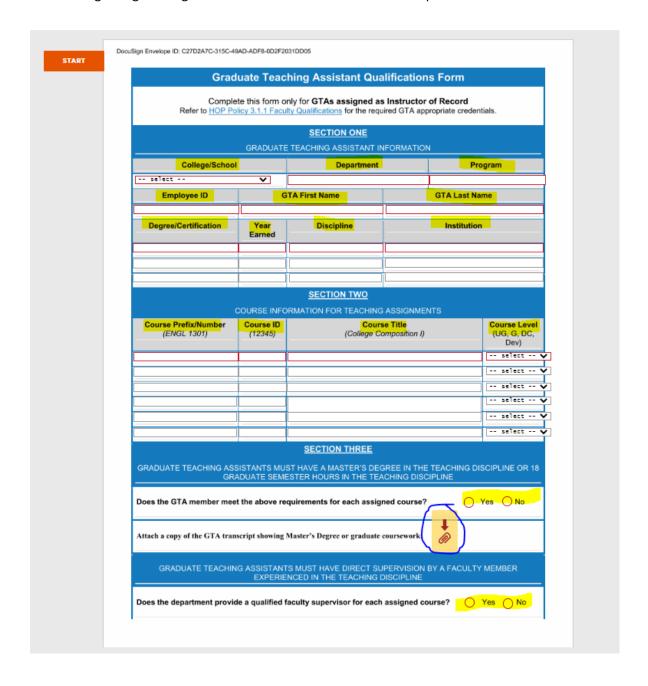


Graduate Teaching Assistants

Any graduate teaching assistants (GTAs) who are instructors of record must:

- 1) Have a master's in the teaching discipline, or
- 2) 18 graduate semester hours in the teaching discipline
- 3) Be under direct supervision by a faculty member experienced in the teaching discipline
- 4) Receive regular in-service training, and
- 5) Undergo planned and periodic evaluations.

Fill out the required information for the GTA. Include all relevant degrees/certifications beginning with the highest degree. Attach a copy of the GTA transcript showing the Master's degree or relevant graduate coursework. GTAs must have direct supervision by a faculty member experiened in the teaching discipline. Regular training and planned period evaluations are also expected. Evidence documents regarding training and evaluation must be saved in the department files.



Credentialing Guidelines

SACSCOC Faculty Credentials Policy

SACS COC™

Southern Association of Colleges and

Schools Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

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

UT Tyler HOP 3.1.1 Faculty Qualifications

A. Purpose

The purpose of this policy is to establish minimum qualifications for the hiring of faculty.

B. Persons Affected

All employees whose responsibility includes teaching credit courses.

C. Definitions

N/A

D. Policy

The University of Texas at Tyler will hire highly qualified faculty, consistent with guidelines established by SACSCOC and professional associations. UT Tyler will give primary consideration to the highest earned degree in the discipline. UT Tyler will also consider 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.

E. Procedures

The degree requirements below are the minimum degree requirements that may be used when hiring faculty. Any exceptions to the degree requirements noted below must be justified and approved by the Dean of the college (for part-time faculty and graduate teaching assistants who are instructors of record) and by the Dean of the college and the Provost for full-time faculty.

- Faculty teaching general education or baccalaureate courses must hold a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the discipline being taught.
- 2. Faculty who hold a terminal degree from a college or university outside of the United States, and the transcript was issued in a language other than English, must provide a foreign evaluation report from a National Association of Credential Evaluation Services (NACES) approved evaluator prior to the first day of the teaching assignment.
- 3. Faculty teaching graduate and post-baccalaureate course work must hold an earned doctorate/terminal degree in the discipline taught or a related discipline.
- 4. Faculty who do not meet the academic requirements outlined in 1. and 2. above and cannot present other persuasive evidence of qualifications, as defined in D. Policy, will not be assigned to courses for which they are not qualified.
- 5. Graduate teaching assistants who are instructors of record must have a master's in the teaching discipline or they may have 18 graduate semester hours in the discipline taught, be under direct supervision by a faculty member experienced in the discipline, receive regular in-service training, and undergo planned and periodic evaluations.

F. Responsibilities

The Office of the Provost and Executive Vice President for Academic Affairs is responsible for the administration of this policy.

G. Review

The Divisional Head for this policy is the Provost. This policy shall be reviewed every five years or sooner if necessary by the Office of Human Resources and the Provost and Executive Vice President for Academic Affairs.

H. Reference Documents

<u>U.S.</u> Department of Education Network for Education Information – Recognition of Foreign Qualifications

<u>Southern Association of Colleges and Schools Commission on Colleges Comments on International</u> Credentials

ORIGINALLY APPROVED: 12/01/2001

AMENDED: 04/22/2009 AMENDED: 02/2019 REVIEWED: 11/2021 AMENDED: 07/2022