

AOP-10-23-07-01
FACULTY QUALIFICATIONS AND CREDENTIALS

Troy University hereby adopts the SACS/COC guidelines on Faculty Credentials as the standard for determining acceptable qualifications of its faculty. All full-time and part-time faculty will be formally certified on the Troy University Standard Form 384-198 "Certification for Faculty" to teach specific courses, and this certification will be included in the official faculty file.

Troy University employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the University gives primary consideration to the highest earned degree in the discipline. Faculty qualifications are determined based on the following faculty credentials:

- 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 or 25 graduate quarter 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 or 25 graduate quarter hours in the teaching discipline).
- c. Faculty teaching courses that can not be used in meeting minimum degree requirements for an associate's or bachelor's degree: a minimum of a bachelor's degree in the teaching discipline and demonstrated competencies in the teaching discipline, or a masters or doctorate degree.
- 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 or 25 graduate quarter 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 assistant: 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.

The institution 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. A completed Justification and Documentation of Faculty Qualifications form is required for those faculty members who do not meet the above stated faculty credential qualifications. Additional documentation substantiating their special/unique qualifications related to the area of certification request based upon individual qualifications, with various combinations of the following applicable types of documents must be provided in support of the above mentioned form.

- Diplomas or certificates
- Current related work experience/special expertise
- Current professional licensures and certifications
- Honors and awards, or special recognitions
- Continuous documented excellence in teaching
- Participation in professional organizations
- Publications, papers, presentations, and other forms of research
- Other demonstrated competencies and achievements that contribute to demonstrated competence in the required subject area, effective teaching and student learning.

Note 1: Faculty teaching in the Associate of Nursing program must have a minimum of a master's degree with a major in Nursing.

Note 2: The above requirements do not apply to graduate teaching assistants engaged in assignments such as "assisting" (not teaching) in laboratory settings, teaching physical education activity courses, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups. Additionally, graduate teaching assistants teaching physical education activity courses, must demonstrate competency in the activity and possess a current CPR certification.

Note 3: All Graduate teaching assistants for whom English is a second language must demonstrate an acceptable level of spoken English that will be verified by the supervising faculty member.

**APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007
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