



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 32.02: Certification of Faculty Qualifications

DATE: September 17, 2007

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to document the qualifications of faculty, including teaching assistants, to perform instruction at various levels.

REVIEW: This OP is effective immediately and will be reviewed in November of odd-numbered years by the senior vice provost for academic affairs with recommended revisions forwarded to the provost/senior vice president for academic affairs by December 15.

POLICY/PROCEDURE

1. Policy

- a. In this OP, the *Principles* refer to the *Principles of Accreditation: Foundations for Quality Enhancement* of the Southern Association of Colleges and Schools, Commission on Colleges, 2004.
- b. Selection, development, and retention of a competent faculty at all academic levels are of major importance to the educational quality at Texas Tech University.
- c. All faculty appointments, including teaching assistants, and subsequent assignment of duties must be in accordance with the qualifications stated in Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1 – 3.7.5 of the *Principles*.

2. Definition of Qualifications

- a. Baccalaureate Faculty – Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1.d of the *Principles*

All full-time and part-time faculty members teaching courses leading toward the baccalaureate degree, other than physical education activity courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree. Outstanding professional experience and demonstrated contributions to the teaching discipline may be presented on an exceptional basis in lieu of formal academic preparation. Such individual cases must be justified as herein provided.

Appropriate credentials for teaching interdisciplinary courses may vary. The academic and professional preparation of faculty members teaching in such courses or programs must be documented and justified, as provided herein, on a case-by-case basis.

- b. Graduate Faculty – Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1.e of the *Principles*

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. In some instances, the master's degree in the discipline may be considered the terminal degree, while in others, a master's degree in the discipline coupled with a doctorate in a related discipline may be appropriate. In the latter cases, the master's degree, or master's degree coupled with a related earned doctorate, must be justified as the terminal degree as provided herein.

All faculty members teaching at the doctoral level must hold the earned doctorate in the teaching discipline or a related discipline. However, in unusual cases, at the request of the department offering the course and with the prior approval of both the appropriate academic dean and the graduate dean, individuals with special abilities may teach doctoral courses --these generally would be people who have demonstrated exceptional scholarly or creative activity or substantial professional experience.

Appropriate credentials for teaching interdisciplinary graduate courses may vary. The academic and professional preparation of faculty members teaching in such courses or programs must be documented and justified, as provided herein, on a case-by-case basis.

- c. Graduate Teaching Assistants – Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1.f of the *Principles*

Graduate teaching assistants who have primary responsibility for teaching a course for credit and/or assigning grades must have earned at least 18 graduate hours in the teaching discipline. Those not meeting the requirements for baccalaureate faculty described in section 2.a must also be under the direct supervision of a faculty member experienced in the teaching discipline, must receive regular in-service training, and must be evaluated regularly.

The requirements above do not apply to graduate teaching assistants engaged in assignments such as teaching physical education activities, assisting in laboratory sessions, attending or helping prepare lectures, paper grading, keeping class records, and conducting discussion groups.

Graduate teaching assistants for whom English is a second language may be appointed only when a test of spoken English or other reliable evidence demonstrates proficiency in oral and written communication. Satisfactory completion of the summer workshop, described more fully in OP 64.03, is required for all international graduate teaching assistants.

3. Procedure

- a. The request for appointment is initiated by the department chairperson and recommended by the dean of the instructional school or college and by the graduate dean. In the case of research personnel, the principal investigator recommends the appointment to the chairperson. At the time of appointment, official faculty transcripts, curriculum vitae, and proof of authorization to work in the United States must be sent with the *Personnel Action Form* (PAF) to the Personnel Department. It is the responsibility of the department chair or area coordinator of the department/area to which the faculty member is appointed to obtain the official transcripts and the vita from the faculty member.
- b. Faculty appointments of individuals who have completed all requirements for the doctoral degree except the dissertation must be made in accordance with OP 32.28.
- c. Initial appointment of all faculty, including teaching assistants, must be accompanied by a *Certification of Faculty Qualifications* as attached to this OP. Subsequent events that result in a

change in qualifications are to be documented through submission of a revised certification form. All submissions are to be accompanied by supporting documentation, such as official transcripts and letters attesting to qualifications or achievement.

Certification forms are to be placed in the faculty personnel file and recorded by the Personnel Department in the human resource information system, TechHRIS, to be available for official reporting purposes. Official transcripts for all tenure-track and tenured faculty are required to be on file in the Personnel Department of the university.

Attachment: Certification of Faculty Qualifications
