

[Revised 3/1/14]

Operating Policy and Procedure

OP 32.36: Certification of Faculty Qualifications

DATE: March 1, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to document the qualifications of faculty, including instructors, teaching assistants, and graduate part-time instructors (GPTIs), 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, 2012 or subsequent current editions of the *Principles*.
- b. Selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality at Texas Tech University.
- c. All faculty appointments, including instructors, teaching assistants and GPTIs, and subsequent assignment of duties must be in accordance with the qualifications stated in the *Principles* and any associated policies or guidelines.

2. Definition of Qualifications

- a. Baccalaureate Faculty →
All full-time and part-time faculty members (Instructors of Record) 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 or equivalent credential, following current SACSCOC standards and guidelines. 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.

Parsonneault, Catherine 2/28/14 1:39 PM
Deleted: Renumbered from 32.02--posted 7/11/12 (no change to content of 9/17/07 edition)

Parsonneault, Catherine 2/28/14 1:24 PM
Deleted: July 11, 2012

gretchen adams 4/10/14 12:28 PM
Comment [1]: Corrected "assistants" to "instructors" as per amendment passed 4/9/2014 by Fac Senate.

gretchen adams 4/7/14 2:40 PM
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Parsonneault, Catherine..., 12/13/13 10:50 AM
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Wagner, Kimberly 1/29/14 3:43 PM
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Parsonneault, Catherine 12/18/13 2:41 PM
Deleted: Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1 – 3.7.5 of

Parsonneault, Catherine 1/31/14 10:30 AM
Comment [2]: The Standards were revised and these sections no longer exist. I recommend making a more general statement about 3.7.1, based on the 2012 *Principles*, allowing for changes in subsequent editions.

Parsonneault, Catherine 2/28/14 1:40 PM
Comment [3]: This standard was revised and this sub-section no longer exists. The graduate degree plus 18 grad SCH is now a guideline rather than a standard. The big question is this: **should this OP allow for the practice of someone enrolled in a masters degree program--regardless of whether they hold the masters degree and/or have 18 graduate SCH in the teaching discipline--to have IOR status? In practice, do we allow IOR status for someone who is NOT masters-degreed, and if so, do we want to reconsider this policy?** One very modest suggested wording change is offered here, and, as in the other sections, we should modify or remove the Section 3 reference.

Parsonneault, Catherine 12/18/13 2:43 PM
Deleted: Section 3: Comprehensive Standards: Programs: Faculty: 3.7.1.d of the *Principles*

b. Graduate Faculty ↓

Each faculty member (Instructor of Record) teaching courses at the master's and specialist degree level is expected to 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 (See attached *Certification of Faculty Qualifications form*).

Each faculty member (Instructor of Record) teaching at the doctoral graduate level is expected to hold the terminal degree, usually 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 who hold a master degree and who have demonstrated exceptional scholarly or creative activity or substantial professional experience in the area of their proposed teaching assignment may be approved to teach doctoral courses. In these cases, the master's degree and additional qualifications must be justified as equivalent to the appropriate terminal degree as provided herein (See attached *Certification of Faculty Qualifications form*).

The terminal degree generally represents most advanced degree available within an academic discipline, and should comply with any stated policies regarding identification of the terminal degree promulgated by a discipline-specific professional organization or accreditor.

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 (See attached *Certification of Faculty Qualifications form*).

c. Graduate Teaching Assistants ↓

Graduate teaching assistants who have primary responsibility for teaching a baccalaureate-level 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 faculty holding professor titles and research personnel holding research professor titles (i.e., research assistant

Parsoneault, Catherine 1/31/14 10:30 AM

Comment [4]: This standard was revised and this sub-section no longer exists.

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gretchen adams 4/10/14 12:30 PM

Comment [5]: Removed possessive NINE possessive case uses of "masters" as per amendment passed by Fac Senate 4/9/2014

Parsoneault, Catherine 2/4/14 10:48 AM

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Parsoneault, Catherine 1/31/14 12:02 PM

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gretchen adams 4/10/14 12:30 PM

Comment [6]: Removed ' typo as per Fac Senate amendment passed 4/9/2014.

Parsoneault, Catherine 1/31/14 12:06 PM

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Parsoneault, Catherine 1/31/14 10:30 AM

Comment [7]: This standard has been revised and this sub-section no longer exists. Remove.

Parsoneault, Catherine 12/18/13 2:46 PM

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Parsoneault, Catherine 1/31/14 12:10 PM

Comment [8]: This doesn't reflect the current guideline from SACSCOC, which recommends a masters plus 18 graduate SCH; SACSCOC states that they no longer hold this as a hard-and-fast requirement for all teaching faculty, but offer it as a guideline for best practice and a desirable norm. The following sentence sets some really strong requirements, and I think these should be retained. How do we document the in-service training and evaluations?

Parsoneault, Catherine 1/31/14 10:30 AM

Comment [9]: For reaffirmation, we will need to demonstrate how TTU is meeting this criterion for graduate teaching assistants across the entire institution.

Parsoneault, Catherine 1/31/14 10:30 AM

Comment [10]: The statute actually applies to all instructors of record, all ranks, up to and including full professor. Is TTU in compliance with the state law regarding non-native speakers of English in instructional roles? (TEC §51.917 Faculty Members; Use of English, added 1989, amended 2011 to remove the requirement to report to THECB the program adopted by the institution to implement the law)

professor, research associate professor, and research professor), 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 to the appropriate personnel in the Office of the Provost with a request for an official offer letter. Please refer to OP 32.16 Faculty Recruitment Procedure for hiring/appointment procedures. 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. 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 who do not hold professor titles (i.e., research aide; research assistant; research assistant-external; research associate; research scientist; senior research associate, and any other similar non-exempt research titles), 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 on file with Human Resources, which is considered to be the permanent official record. 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. c. 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.

d. Initial appointment of all faculty, including instructors, teaching assistants, and GPTIs, 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 with Human Resources, which is considered to be the permanent official record, and the forms must be available for official reporting purposes. Official transcripts for all tenure-track and tenured faculty are also required to be on file within Human Resources.

Attachment: Certification of Faculty Qualifications

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Parsoneault, Catherine 2/28/14 2:52 PM
Comment [11]: So where will the hard copy official transcripts be kept, Office of the Provost, HR, and/or departments/colleges? Does this requirement cover everyone who is an IOR?

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Wagner, Kimberly 1/31/14 10:41 AM
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