

## Document XXXIX

### UNIVERSITY OF LOUISIANA AT LAFAYETTE POLICY ON FACULTY TEACHING QUALIFICATIONS

In support of its goal to ensure high quality teaching and learning in its curricula, UL Lafayette's academic administration and faculty articulate and maintain minimum qualifications for all instructional staff in all credit-bearing classes.

Typically, a faculty member's academic preparation is the paramount consideration in hiring him or her to teach in a particular discipline or area. In some cases, a faculty member may be deemed qualified based on other credentials appropriate for a given course. These credentials may include, for example, licensure or certification, awards and other recognitions, and work or teaching experience in the field. In a number of cases, a faculty member is deemed qualified based on a combination of academic and other credentials.

#### **Academic Qualifications**

Qualification to teach a given course is usually based on the faculty member's highest earned degree in the teaching discipline. Degrees earned are only acceptable if awarded by an institution which holds accreditation from one of the six Department of Education recognized regional accreditors (e.g., SACS, NCACS, etc.).

For **undergraduate courses** (enrolling only baccalaureate students) above the developmental level, faculty may be deemed academically qualified if they have earned

- a master's degree or higher in the teaching field;
- a master's degree or higher in a closely related field, as defined by the academic department; or
- a master's degree or higher in any discipline with at least eighteen (18) graduate credit hours in the teaching field or a closely related field, as defined by the academic department.

Teaching Assistants are allowed to be assigned undergraduate teaching duties if they have earned eighteen (18) graduate credit hours in the teaching field or a closely related field and if they are provided with in-service training and are mentored by a faculty member with expertise in the teaching area.

Faculty assigned to teach Kinesiology activities classes (KNEA) need only possess a bachelor's degree in an appropriate field.

For **graduate courses** and for **mixed undergraduate/ graduate courses** (viz., 400G courses), faculty may be deemed academically qualified if they have earned

- a terminal degree (PhD., EdD., MFA, etc. as determined by the academic department) in the teaching field;
- a terminal degree in a closely related field, as defined by the academic department; or
- a terminal degree in any discipline with at least eighteen (18) graduate credit hours in the teaching field or a closely related field.

If a faculty member's relevant academic degree was awarded by an institution outside the United States, the hiring department must obtain a foreign credentials evaluation report prepared by an agency such as World Education Services.

#### **Other Qualifications**

In the absence of the academic qualifications articulated above, qualification to teach in a particular field may be based on other credentials. In many of these cases, a department may justify a faculty member's assignment to teach a given course based on a combination of academic, experiential, and other credentials. The following examples illustrate the use of other credentials to qualify a faculty member for an instructional role.

#### *Licensure or Certification*

- A faculty member holds an MBA and is a Certified Professional Accountant and thus is qualified to teach undergraduate accounting courses.
- A faculty member is a licensed interior designer with a bachelor's degree in interior design and holds a NCIDQ Certificate and thus is qualified to teach undergraduate interior design courses.
- A faculty member holds a bachelor's degree in architecture and is licensed by the AIA and thus is qualified to teach undergraduate architecture courses.
- A faculty member holds an MBA and Microsoft Office certifications and thus is qualified to teach BSAT 205.
- A faculty member holds a bachelor's degree in nursing, is licensed as an RN in Louisiana, and meets the experiential criteria to teach nursing established by the Louisiana State Board of Nursing and thus is qualified to teach in an undergraduate clinical nursing course.

#### *Honors and Awards*

- A faculty member holds a bachelor's degree in English and has received several prestigious regional and national awards for published work and thus is qualified to teach undergraduate creative writing courses.
- A faculty member holds a bachelor's degree in dietetics and has won numerous regional and national awards for his or her work as the food services coordinator for an area hospital and thus is qualified to teach undergraduate hospitality management courses in food preparation and management.

#### *Professional Experience*

- A faculty member holds a bachelor's degree in dance and has over ten years' experience as a professional dancer including an invitation to dance with the Moscow ballet and thus is qualified to teach undergraduate dance courses.
- A faculty member holds a master's degree in history and has worked for twelve years in various leadership positions within politics and government, including three years in a non-partisan policy think tank, and thus is qualified to teach undergraduate public policy courses.

#### *Distinguished Publications*

- A faculty member holds a master's degree in social work and has published extensively in top-tier refereed journals on subjects related to social problems and government policy and thus is qualified to teach undergraduate sociology courses.
- A faculty member holds a doctorate in electrical engineering but has published two monographs and several refereed journal articles in the physics of circuits and in electromagnetic theory and thus is qualified to teach those subjects in physics.

Faculty who are qualified based on other than academic credentials are approved by the dean of the

faculty member's college and the Provost or his/her designee on a case-by-case basis and are the exception rather than the rule. Except in very rare cases, the bachelor's-prepared faculty member will not be allowed to teach graduate students.

### **Documentation**

In all cases, copies of all credentials must be sent to the Office of Academic Planning and Faculty Development at the time of hiring. These credentials include an original transcript of relevant graduate work, a copy of any relevant certification or licensure, and a current CV. If the academic credentials include credits awarded by a non-U.S. institution, the foreign credentials evaluation report must also be sent to the APFD Office. If a department anticipates hiring a particular Adjunct Faculty member in a future semester, credentials can be certified ahead of the hiring period through use of the Pre-Certification Form available through the APFD Office.

Following review and certification by that office, the documentation will be forwarded to the office of the faculty member's dean. The hiring department and/or college must maintain physical or electronic copies of all transcripts, licenses, certifications, award letters or notices, and résumés. Responsibility for ensuring appropriate credentials for all faculty teaching in a given department rests ultimately with the department head and the dean of the college in which the faculty member teaches.

*Adopted May 1, 2010*