

# University of Louisiana at Lafayette

## Policy on Faculty Teaching Qualifications

In support of its goal to ensure learning through high-quality teaching 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 credential in hiring him or her to teach in a particular discipline or area. In some cases, a faculty member may qualify with other qualifications or a combination of academic credentials and other experience 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.

### Academic Qualifications

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

For 100-300 level undergraduate courses (enrolling only baccalaureate students), faculty may meet academic qualifications if they fulfill the following requirements; master's degree or higher in the teaching discipline; a master's degree or doctorate in a closely related discipline, as defined by the academic department; or a master's degree or doctorate in any discipline with a concentration of at least eighteen (18) graduate credit hours in the teaching field or a closely related field, as defined by the academic department.

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

Masters and doctoral degree seeking students may assume duties if they have earned eighteen (18) graduate credit hours in the area of instruction or a closely related field and if they are provided with in-service training and mentoring by a faculty member with expertise in the teaching area. Masters-degree seeking Teaching Assistants may teach 100 level undergraduate courses, doctoral degree seeking Teaching Assistants may instruct 100-300 level undergraduate courses.

For 400-level undergraduate courses, mixed undergraduate/ graduate courses (viz., 400G courses), and for graduate courses, faculty may meet academic qualifications if they have earned:

- a terminal degree (Ph.D., Ed.D., MFA, M.ARCH., etc. as determined by the academic department) in the teaching discipline;
- a terminal degree in a closely related discipline, 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 educational background articulated above, qualification to teach in a particular field may qualify on the basis of 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.

A faculty member holds an MBA and is a Certified Professional Accountant and thus is qualified to teach 100-200 undergraduate accounting courses.

### Licensure or Certification

A faculty member is a licensed interior designer with a bachelor's degree in interior design and holds a certificate from the National Council for Interior Design Qualification and thus is qualified to teach 100-200 undergraduate interior design course.

A faculty member holds a bachelor's degree in architecture and is a licensed architect by a jurisdiction that is a member of the National Council of Architectural Registration Board and thus is qualified to teach 100-200 undergraduate architecture courses.

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 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 twelve years' experience as a professional dancer 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 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 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. The bachelors-prepared faculty member will not be allowed to teach graduate students. Only in rare circumstances with exceptional professional experience will a bachelor's qualified faculty be able to teach students in 400 level courses.

### Documentation

In all cases, departments and new hires are to send certified copies of all credentials directly to the Office of Faculty Affairs 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 Faculty Affairs 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 the use of the Pre-Certification Form available through the Faculty Affairs 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 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.