



FACULTY TEACHING QUALIFICATIONS GUIDELINES AT A GLANCE

ACCEPTABLE QUALIFICATIONS FOR FACULTY MEMBERS TEACHING BACCALAUREATE COURSES

Degree alone	Master's degree or higher in the teaching discipline or in a related discipline.
Concentration	<p><i>Master's and 18 hours:</i> Master's degree or higher in any discipline with a concentration (18 or more successfully completed graduate semester hours) in the teaching discipline or in a related discipline.</p> <p><i>Master's degree equivalency:</i> In the absence of a completed master's degree, a concentration may also be established using acceptable documentation confirming that (1) as part of a faculty member's doctoral or terminal degree program, master's degree equivalency was achieved and (2) at least 18 graduate semester hours in the teaching discipline or in a related discipline were successfully completed.</p>
Other qualifications	Qualified by other demonstrated competencies and achievements (e.g., scholarship, professional experience, licensure) that relate to the intended teaching assignment. ¹

ACCEPTABLE QUALIFICATIONS FOR FACULTY TEACHING GRADUATE COURSES

Degree alone	Doctoral or terminal degree in the teaching discipline or in a related discipline.
Other qualifications	Qualified by other demonstrated competencies and achievements (e.g., scholarship, professional experience, licensure) that relate to the intended teaching assignment. ²

FACULTY QUALIFICATIONS MANAGEMENT TEAM

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RELATED DISCIPLINES

Defining “related discipline”

UCF distinguishes between two types of related disciplines depending on the scope of courses on distinct topics that a faculty member is qualified to teach.³

Degrees in *broadly related* disciplines qualify a faculty member to teach approximately five or more courses on distinct topics.

Degrees in *selectively related* disciplines qualify a faculty member to teach approximately four or fewer courses on distinct topics; a restricted course assignment is required.

Establishing a related discipline

The department chair or comparable unit head is responsible for determining whether a particular discipline is related to the teaching discipline, according to the guidelines outlined above, and for making a compelling case when necessary.

REQUIRED SUPPORTING DOCUMENTATION

Qualified by academic credentials

Official transcripts from accredited institutions reflecting successful completion of all qualifying degrees and coursework; see <https://ope.ed.gov/dapip/> and <https://www.chea.org/directories>.

Credentials earned at non-U.S. institutions must be evaluated for U.S. equivalency; see <http://apq.ucf.edu/fg/fqdegree/>.

Qualified by “other” demonstrated competencies and achievements

Current résumé or curriculum vitae consistent with the department chair or comparable unit head’s statement of “other” teaching qualifications.

Other documentation as appropriate to support the case (e.g., copies of current licensures, awards, certificates, diplomas).

1. Consideration of other teaching qualifications either in conjunction with or in lieu of academic credentials is made on a case-by-case basis. Such cases are exceptional, and the evidence provided of other demonstrated competencies and achievements must be compelling. Substantial evidence of professional progress with respect to the faculty member’s teaching assignment should be included.

2. Ibid.

3. If the same topic is taught both at the baccalaureate level and at the graduate level, it is considered one distinct topic. For example, when a faculty member teaches Developmental Psychology at the baccalaureate and graduate levels, he or she is teaching one distinct topic at both levels. If the same faculty member, however, is also qualified to teach Cognitive Psychology, History and Systems of Psychology, Physiological Psychology, Social Psychology, and Statistical Methods in Psychology at the baccalaureate level, the graduate level, or both, then he or she would be considered qualified to teach five or more courses on distinct topics.