



FACULTY TEACHING QUALIFICATIONS GUIDELINES

INTRODUCTION

As part of its strategic planning initiative, the university establishes specific goals that express what it will take to achieve its vision of prominence. The goals articulate the university's commitment to achieving its vision by providing high-quality undergraduate and graduate education. Accordingly, UCF is committed to employing high-quality faculty members to achieve these standards of excellence.

The university is required to justify and document the qualifications of its faculty members as part of its continued accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). To this end, department chairs and comparable unit heads must make a clear and compelling case to sufficiently support each faculty hire and teaching assignment within their units. Appropriate supporting documentation must also be provided as evidence of the faculty member's qualifications.

There are two means by which a faculty member may be qualified to serve as instructor of record for credit-bearing courses at the university:

1. By academic credentials (i.e., degrees, course work) alone
2. By qualifications other than academic credentials (or combined with academic credentials) that are appropriate for teaching particular courses

All hiring decisions and teaching assignments should consider competence, effectiveness, and capacity, with primary consideration given to the highest earned degree in the teaching discipline in accordance with the guidelines outlined below.¹

QUALIFICATION BY ACADEMIC CREDENTIALS

Faculty teaching baccalaureate courses may be qualified by

Degree alone. Master's degree or higher in the teaching discipline or in a related discipline.

Concentration.

- *Master's and eighteen hours:* Master's degree or higher in any discipline with a concentration (eighteen or more graduate semester hours) in the teaching discipline or in a related discipline.
- *Master's degree equivalency:* In the absence of a completed master's degree, a concentration may also be established using acceptable documentation confirming that (1) as part of an individual's doctoral or terminal degree program, master's degree equivalency was achieved and (2) at least eighteen graduate semester hours in the teaching discipline or in a related discipline were successfully completed.

Faculty teaching graduate courses may be qualified by

Degree alone. Earned doctorate or other terminal degree in the teaching discipline or in a related discipline.

Graduate teaching associates may be qualified by²

Degree alone. Master's degree or higher in the teaching discipline or in a related discipline.

Concentration. Eighteen or more graduate semester hours in the teaching discipline.

QUALIFICATION BY OTHER DEMONSTRATED COMPETENCIES AND ACHIEVEMENTS

The guidelines concerning academic credentials should be used as the primary means of qualification for all instructors of record at the university, regardless of contract type, at all levels (i.e., baccalaureate, graduate), in all programs, and at all campuses. However, qualifications other than academic credentials, or in combination with academic credentials, may be appropriate for teaching particular courses. 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. Other qualifications may include, as appropriate, relevant undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

REQUIRED DOCUMENTATION FOR ACADEMIC CREDENTIALS

Faculty members who are qualified to teach, either in whole or in part, by their academic credentials must have received their qualifying degree or degrees, and completed any other qualifying course work, at an accredited institution. Specifically, the institution must be accredited by an accrediting agency recognized by the US Department of Education or by the Council for Higher Education Accreditation. It is not sufficient for a program within an institution to be accredited; rather, the credential-granting institution itself must meet this requirement. Official transcripts reflecting successful completion of the qualifying credential or credentials must be provided and kept on file in the appropriate college dean's office. If the qualifying credential is from an institution outside the United States, the credential must be evaluated for US equivalency by an approved agency, even if the transcript is printed in English. For more information, see <http://apq.ucf.edu/fq/fqdegree/>.

REQUIRED DOCUMENTATION FOR OTHER DEMONSTRATED COMPETENCIES AND ACHIEVEMENTS

For all faculty members qualified by means other than academic credentials (i.e., degrees, course work) alone, appropriate evidence of other demonstrated competencies and achievements must be provided. Such evidence should include dates that correspond to the qualifying activities. When qualifying a faculty member on the basis of his or her related work experiences in the field, specific job titles and relevant duties should also be provided. In all cases, a current résumé or curriculum vitae must be included in the teaching certification. Additional evidence should be provided as appropriate (e.g., copies of current licensures, awards, certificates, diplomas).

1. These teaching qualifications guidelines are specific to UCF but draw heavily from and are aligned with SACSCOC's *Principles of Accreditation* and corresponding guidelines for compliance. These guidelines apply to all instructors of record at the university, regardless of their status (e.g., full time, part time, volunteer, graduate teaching associate).

2. Whether qualified by degree alone or by concentration, graduate teaching associates must also receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned, periodic evaluations. In order for a graduate student to serve as instructor of record, he or she must be enrolled in a graduate degree program full time. Graduate students must also meet appropriate training and English-language-proficiency requirements. For more information, see <http://www.graduate.ucf.edu/>.