



UCF Faculty Teaching Qualifications Compliance Overview

BACKGROUND

As part of UCF's continued accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the university must provide evidence of compliance with SACSCOC comprehensive standard 3.7.1 (faculty competence), which reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.**

UCF *MINIMUM* FACULTY TEACHING QUALIFICATIONS GUIDELINES

To help assure high quality academic program delivery and to support compliance with SACSCOC comprehensive standard 3.7.1, UCF established internal minimum faculty teaching qualifications guidelines. For specific details on acceptable means of qualification and supporting documentation requirements, please refer to the complete guidelines available at <http://afia.ucf.edu/files/UCFFacQualsGuidelines.pdf>

Key Points

- SACSCOC holds its member institutions responsible for justifying and documenting the qualifications of its faculty members
- the department chair or comparable unit head must make a clear and compelling case to sufficiently support each faculty hire and teaching assignment
- appropriate supporting documentation must be provided as evidence of the faculty member's qualifications (e.g., official transcript, CV)
- primary consideration is given to the highest earned degree in the teaching discipline or related discipline
- all hiring decisions and teaching assignments should consider competence, effectiveness, and capacity
- academic credentials (degrees and coursework) may be in the teaching discipline or a related discipline (broadly or selectively related, differentiated by scope)
- consideration of other teaching qualifications either in conjunction with or in lieu of academic credentials must be made on a case-by-case basis; such cases should be exceptional and the evidence of other demonstrated competencies and achievements provided must be compelling
- the qualifications articulated in the UCF guidelines establish university-wide *minimum* teaching qualifications standards; the colleges and their reporting units may establish and enforce higher standards

FACULTY TEACHING QUALIFICATIONS REVIEWS – KEY ELEMENTS

Discipline Descriptions (DDs)

Departments or programs develop statements of good faculty teaching qualifications practices within their respective teaching discipline(s) to provide an appropriate context for review

<http://afia.ucf.edu/fq/fqteaching/dd/>

C.I.P. Codes

At UCF, each academic program and course is assigned a code based on the Classification of Instructional Programs (CIP) taxonomy developed by the National Center for Education Statistics' (NCES). Usually program and affiliated courses share the same six-digit CIP but not always. Teaching certifications are done at the course-level.

NCES CIP Code Information:

<http://nces.ed.gov/ipeds/cipcode/default.aspx?v=55>

Currently Active Course CIPs at UCF:

<http://afia.ucf.edu/files/FQCIPs.pdf>

Faculty Teaching Certifications (TCs)

- completed at time of hire for all full-time and part-time faculty members who will be assigned as instructor of record; certification must be resubmitted if teaching assignment changes
- requires sign-off by department chair or comparable unit head, dean or designee, and academic affairs
- academic affairs approval is not required for a faculty member to begin teaching; the academic affairs review serves as a quality assurance audit and risk assessment regarding sufficiency of justification and documentation provided (see note regarding graduate faculty review below)
- if the faculty member teaches in multiple units, each teaching unit must complete its own teaching certification for the courses they oversee
- within each teaching discipline, a faculty member may be certified to teach throughout the broad scope of the discipline or a restricted teaching assignment
- teaching certifications are now completed on-line using UCF's Faculty Qualifications Management System (FQMS) assessable to authorized users via the [MyUCF](#) portal; instructions and user manuals are available at <https://afia.ucf.edu/fq/fqteaching/fqms/>

CONCURRENT REVIEWS

Graduate Faculty Reviews

- faculty members who will participate in graduate education must undergo an additional review for a graduate faculty appointment; appointment to the graduate faculty may be required *before* a faculty member can engage in certain facets of graduate education
- graduate faculty reviews are facilitated by the College of Graduate Studies; this review serves a related but ultimately different purpose than the teaching certification review; thus, academic affairs teaching certification approval does not automatically result in a graduate faculty appointment nor does appointment to the graduate faculty guarantee academic affairs approval of a teaching certification
- when applicable, the teaching unit should simultaneously submit a teaching certification to academic affairs and a *Nomination and Appointment to Graduate Faculty or Graduate Faculty Scholars* form available at <http://www.admin.graduate.ucf.edu/formsnfiles/> to College of Graduate Studies
- criteria beyond the university's minimum teaching qualifications guidelines are applied for faculty members who will be engaged in certain aspects of graduate education (e.g., serve as dissertation committee chair)

Academic Program Review

- discipline descriptions are reviewed and feedback provided by external expert in the field (provides third party validation of our practices)
- teaching assignments are reviewed and teaching certifications are submitted if missing or need updating
- graduate faculty appointments are reviewed; re-nomination is required at this time