



Faculty Teaching Qualifications Key Terms & Definitions

Accredited Institution: The institution must be accredited by an accrediting agency recognized by the United States Department of Education or 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.

CIP Code: Classification of Instructional Programs (CIP) is a taxonomic coding scheme developed by the National Center for Education Statistics (NCES) to support accurate tracking and reporting of fields of study and program completions data. The taxonomy includes titles and descriptions of primarily postsecondary instructional programs and is the accepted federal government statistical standard for such classifications. For more information on the NCES CIP taxonomy, visit <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

At UCF, each program and course has an assigned CIP code. For the purposes of faculty teaching qualifications, the institution is required to justify and document the qualifications of each faculty member for **each discipline** in which they teach. The teaching disciplines are identified from the CIP code associated with the course(s) the faculty member teaches or is expected to teach. For example, if a faculty member teaches history courses with a history, general (54.0101) CIP code, for the purpose of documentation and review of faculty qualifications, the teaching discipline for that faculty member is history.

A current list of all CIP codes associated with courses offered at UCF is provided at <http://afia.ucf.edu/files/FQCIPs.pdf>. When completing a teaching certification, users will be prompted to select an appropriate CIP code from those assigned to courses belonging to the teaching unit. Users should contact the Office of Academic, Faculty, and International Affairs with questions about current CIP code assignments.

Credential(s): In the context of UCF faculty teaching qualifications requirements, “credential(s)” refers to all earned degrees and other coursework successfully completed at an accredited institution. This term is also used interchangeably with the term “academic credentials.”

Earned Doctorate: A doctorate degree is earned when it is conferred following matriculation. The “earned” portion of the term distinguishes it from the “honorary” doctorate, which is not earned through matriculation but rather, honors a person for their contributions to a given field.

Faculty (Member)– For faculty teaching qualifications documentation and review purposes, the term “faculty” is used to refer to a person who has served or is expected to serve as an instructor of record, regardless of status (full-time, part-time, volunteer), pay plan (faculty, A&P, USPS, OPS) or even whether or not (s)he is currently employed by the university, as in the case of a prospective new hire faculty member who does not yet have an employment agreement but for whom teaching qualifications documentation is being collected and/or reviewed.

Instructor of Record: The term “instructor of record” refers to the individual(s) designated by the academic unit as responsible for a course and must be identified accordingly on the course grade roll. The instructor of record generally must possess appropriate qualifications for independent instruction in accordance with UCF's Minimum Faculty Teaching Qualifications Guidelines. Responsibilities include assuring the effective instruction of course curriculum, evaluation of student performance, and approval of final student course grades. Typically, this individual is also responsible for designing the course curriculum, assignments, and assessments but at times these elements may be developed or otherwise adopted by other qualified faculty members. Graduate or undergraduate students may be assigned to a course in a support capacity (e.g., grader, proctor, course assistant, recitation or discussion session leader, laboratory assistant) and, as appropriate, may even assist in developing and delivering course content (e.g., providing a limited number of lectures); however ultimate responsibility for the course resides with the instructor of record.

Master's degree equivalency - For faculty teaching qualifications purposes, master's degree equivalency may be established by providing sufficient evidence that a faculty member enrolled in (or previously enrolled in) a doctoral or terminal degree program has, at minimum, successfully completed coursework equivalent in amount and rigor to that of a typical master's degree program in a program that requires knowledge of the literature of the discipline and ensures ongoing student engagement in research and/or appropriate professional practice and training experience.

Official Transcript: An official transcript refers to an original copy of the individual's permanent academic record from a given institution. An official transcript usually includes all courses enrolled in, grades received, honors received and degrees conferred to the student while enrolled at that institution. An official transcript is prepared by the issuing institution (usually by the registrar's office) containing a seal and signature of an appropriate school official (usually the registrar). **A transcript is considered official only if it is delivered to UCF in an envelope sealed by the issuing institution that is subsequently opened by appropriate UCF personnel and is marked (certified) as having been received under these conditions. Appropriate certification includes marking the transcript as “official” and the signature of the UCF representative who opened the envelope containing the official document.**

Transcripts received by UCF personnel via secure electronic means may be accepted as official but must meet the following guidelines established by the Office of Academic Program Quality:

- The electronic transcript must be sent directly from the granting institution to UCF personnel in the hiring unit or college. The identified UCF personnel should have to log in to a secure site in order to access the transcripts (usually the university/agency issues a username and password email that is time sensitive).
- **Under no circumstance** can an electronic transcript PDF be accepted from a faculty member via email (even if it has embedded security certificates).
- A full color version of the electronic transcript should be printed and stamped as “official” for the hiring file and teaching certification. Any relevant supporting documents related to the electronic transcripts should also be printed, marked official, and scanned (for upload to the FQMS). Such supporting documents can include a letter of authenticity or cover sheet that precedes the student record as well as the email sent to the UCF staff member describing how the transcript was retrieved. When printed,

electronic transcripts may have a watermark that says “copy of official transcript.” As long as the preceding conditions are satisfied, the transcript is still considered official. If you are unsure about a particular case, please consult with the Office of Academic Program Quality.

Other (Teaching) Qualifications – The term “other (teaching) qualifications” (often abbreviated as “other”) is used interchangeably with the expression “other demonstrated competencies and achievements” to refer to teaching qualifications other than academic credentials (degrees and coursework) that stand alone in their ability to qualify a faculty member to teach at the designated level within a particular discipline or a specific set of courses. Examples include RELEVANT undergraduate and graduate degrees; a scholarly track record in the teaching discipline or related discipline, contract or grant work, 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.

Qualifying Coursework: Coursework that when combined with a qualifying degree(s) or other teaching qualifications, qualifies a person to teach at a particular level (baccalaureate and/or graduate or first professional) in a designated discipline, or specific courses within that discipline.

Qualifying Degree: A degree that when taken alone or when combined with additional academic credentials (degrees or coursework) or other teaching qualifications, qualifies a person to teach at a particular level (baccalaureate and/or graduate or first professional) in a designated discipline, or specific courses within that discipline.

Related Discipline: For faculty teaching qualifications purposes, related disciplines may be grouped into one of the following two categories and must meet the **additional conditions** described below. The categories relate to the scope of courses on *distinct topics** that the faculty member is qualified to teach (independent of the immediately expected teaching assignment). The courses may appear in the current catalogue or expect to be offered in the near future.

Broadly Related: A discipline is considered “broadly related” when the specialization qualifies a person to teach *distinct topics** throughout the broad scope of the designated teaching discipline. (*Guideline: Qualifies for approximately five or more courses on distinct topics.*)

Selectively Related: A discipline is considered “selectively related” when such a specialization does not qualify a person to teach *distinct topics** throughout the broad scope of the discipline but does qualify him or her to teach a more restrictive set of courses in the teaching discipline. (*Guideline: Qualifies for approximately four or fewer courses on distinct topics.*) ***In such cases, the specific course(s) the faculty member is qualified to teach must be identified in the teaching certification.***

***Distinct Topics:** If the same topic is taught at both the baccalaureate and graduate or first professional levels, it counts as one distinct topic. For example, when a person teaches Personality Theories at the baccalaureate and graduate levels, (s)he is teaching one distinct topic at both levels. However, if the same individual is also qualified to teach Counseling,

Psychology of Women, Psychology of Race and Ethnicity, Research Methods for Psychology, Data Analysis for the Social Sciences, at either or both levels, one may state that (s)he is qualified to teach five or more courses on distinct topics.

Additional Conditions: In either category identified above, it must be common collegiate practice for a person holding a degree in the “related” discipline at the appropriate level, to teach throughout the broad scope of the teaching discipline (in the case of a broadly related discipline) or a restricted course selection in the teaching discipline (in the case of a selectively related discipline).

In the case of an emerging teaching discipline where common collegiate practice has not yet been established, a compelling case must be made as needed to substantiate the proposed qualifying discipline as related (either broadly or selectively) to the teaching discipline.

It is the department/unit chair’s/director’s responsibility to determine whether or not a particular discipline is related to the teaching discipline and to make a compelling case to this effect as necessary.

Teaching Department/Unit: The department or unit where the faculty member has served or is expected to serve as an instructor of record. A faculty member may serve as an instructor of record in more than one teaching department/unit. Each teaching department/unit must submit its own teaching certification for the faculty member.

Teaching Discipline: The academic discipline within which a faculty member has served or is expected to serve as an instructor of record. An individual may serve as an instructor of record in more than one teaching discipline within the same unit or across multiple units.

Terminal Degree: In most fields, a terminal degree is the commonly accepted highest degree in the given field of study. In such instances, the terminal degree is usually considered to be the academic (or research) doctorate (e.g., Doctor of Philosophy). However, some academic fields have, through custom, recognized terminal degrees that are not doctorates (e.g., Master of Fine Arts, Master of Social Work).

Teaching Qualifications: Those academic credentials (degrees and coursework) and/or other demonstrated competencies and achievements (e.g., scholarship, professional experience, certification, licensure) that when taken alone or together, qualify an individual to teach at the designated level in the designated teaching discipline.