



UCF Minimum Faculty Teaching Qualifications Guidelines *at-a-glance*

For UCF's complete *Minimum Faculty Teaching Qualifications Guidelines*, please see <http://afia.ucf.edu/files/UCFFacQualsGuidelines.pdf>

Acceptable Qualifications for Faculty Teaching **Baccalaureate Level Courses**

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

OR

Concentration:

Master's & 18 hours: Master's degree or higher **in any discipline** with a *concentration* (minimum of 18 graduate semester hours) in the teaching discipline or related discipline.

OR

Master's Degree Equivalency: In the absence of a completed master's degree, a concentration may also be established via acceptable documentation confirming that 1.) as part of the individual'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 related discipline have been successfully completed.

OR

Other qualifications: Qualified by other demonstrated competencies and achievements (e.g., scholarship, professional experience, licensure) that relate to the intended teaching assignment*

Acceptable Qualifications for Faculty Teaching **Graduate and First Professional Degree Courses**

Degree alone: Earned doctorate or terminal degree in the teaching discipline or related discipline

OR

Other qualifications: Qualified by other demonstrated competencies and achievements (e.g., scholarship, professional experience, licensure) that relate to the intended teaching assignment*

* 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. It should also show substantial and significant evidence of professional progress as related to the faculty member's teaching assignment.

Related Disciplines

Defining “Related Discipline”

UCF distinguishes between two types of related disciplines dependent upon the scope of courses on *distinct topics*¹ the faculty member is qualified to teach.

Type	Guideline
broadly related	qualifies for approximately five or more courses on distinct topics
selectively related	qualifies for approximately four or fewer courses on distinct topics; requires restricted course assignment

Conditions for Establishing a “Related Discipline”

1. Must be common collegiate practice
2. Emerging disciplines – a compelling case must be made

Note: The chair or director is responsible for determining whether or not a particular discipline is related to the teaching discipline and making a compelling case when necessary.

Supporting Documentation Requirements

Means of Qualification	Documentation Requirement(s)
academic credentials (degree(s) or coursework)	Official transcript(s) from appropriately accredited institution(s) (see http://www.ope.ed.gov/accreditation/ & http://www.chea.org/search/default.asp reflecting successful completion of all qualifying degrees and coursework (credentials completed at a non-U.S. institution require a U.S. equivalency evaluation acceptable to the university; for more details see http://afia.ucf.edu/fq/fqdegree/)
“other” demonstrated competencies and achievements	<ol style="list-style-type: none"> 1. <i>Current CV</i> or resume Should be consistent with chair’s or director’s statement of “other” teaching qualifications 2. Other documentation as appropriate to support the case <u>Examples:</u> copies of current licensures, awards, certificates, diplomas

¹ 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.