



UNIVERSITY OF CENTRAL FLORIDA

Minimum Faculty Teaching Qualifications Guidelines

The following teaching qualifications guidelines are specific to UCF but draw heavily from and are in alignment with SACS Comprehensive Standard 3.7.1 and corresponding SACS guidelines for compliance with this Comprehensive Standard. The guidelines apply to all instructors of record at UCF, regardless of contract type (e.g., full-time faculty, adjuncts, volunteers, GTAs, etc.).

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

The institution is required to justify and document the qualifications of its faculty as part of its accreditation process under the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); in particular, to demonstrate compliance with SACS Comprehensive Standard 3.7.1 (Faculty Competence). To this end, the department chair or comparable unit head must make a clear and compelling case to sufficiently support each faculty hire and teaching assignment within his or her unit. Appropriate supporting documentation must also be provided as evidence of the faculty member's (or Graduate Teaching Associate's) qualifications. All hiring decisions and teaching assignments should consider competence, effectiveness, and capacity. There are two means by which an individual may be qualified to serve as an instructor of record for credit bearing courses at UCF:

1. by academic credential(s) (degrees and coursework) alone or
2. by qualifications other than academic credentials (or combined with credentials) that are appropriate for teaching particular courses.

(Does not apply for GTAs.)

When making hiring decisions and teaching assignments, primary consideration should be given to the highest earned degree in the teaching discipline or related discipline in accordance with the academic credential guidelines outlined below.

Qualification by Academic Credential(s)

1. Faculty teaching baccalaureate courses may be qualified by:

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

OR

Concentration:

Master's and 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.

2. Faculty teaching graduate coursework and first professional degree coursework, as in the case of faculty teaching in the Medical College, may be qualified by:

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

3. Graduate teaching associates (GTAs) may be qualified by:

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

OR

Concentration: 18 graduate semester hours in the teaching discipline

Whether qualified by degree alone or by concentration, GTAs must also receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. In order for a graduate student to serve as an instructor of record, he or she must be accepted as a graduate student in a degree program and enrolled full-time. The graduate student must also meet appropriate training and English speaking requirements. For more information in this regard please refer to the College of Graduate Studies Web site at <http://www.graduatestudies.ucf.edu/>.

Qualification by "Other" Demonstrated Competencies & Achievements

The academic credential guidelines above should be used as the primary means of qualification for all instructors of record at UCF, regardless of contract type, at all levels (undergraduate and graduate), in all programs, and at all campuses. However, qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses. 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. Other qualifications may include, as appropriate, 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.

Documentation Requirements for Academic Credentials (degrees and coursework)

Faculty and GTAs who are qualified to teach based, either in whole or in part, on their academic credentials must have received their qualifying degree(s) and any other qualifying coursework from an accredited institution. Specifically, the institution must be accredited by an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Further, this means that 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(s) must be provided and must be on file in the appropriate college dean's office (for faculty) or Graduate Studies (for GTAs). If the qualifying credential(s) is (are) from an institution outside of the United States, the U.S. equivalency of the credential(s) must be evaluated by an approved credential evaluation service, even if the transcript provided is in English. For more information in this regard, please refer to the following link: <http://afia.ucf.edu/fq/fqdegree/>.

Documentation Requirements for “Other” Demonstrated Competencies and Achievements

For all faculty qualified by means other than their academic credentials (degrees and coursework) alone, appropriate evidence of the other demonstrated competencies and achievements must be provided. The evidence provided should include dates that correspond to the qualifying activities. When qualifying a faculty member on the basis of his or her related work experience in the field, specific job titles and relevant duties should also be provided. For all cases qualified by “other,” a *current* curriculum vita (CV) or résumé must be provided. Additional evidence should be provided as appropriate (e.g., copies of current licensures, awards, certificates, diplomas).