

Faculty Credentials Draft 1/8/18

Policy Number
2035
Date Created/Revised
02/29/2016
Executive Responsibility
Provost
Faculty Senate

2035.1 General Policy

To be a member of the faculty or teach courses for college credit at Wright State University, one must satisfy at least one of the following criteria:

1. Possess an academic degree in the field covered in the courses that they are teaching. For Wright State University faculty, this normally means that faculty possess either a Master's or Doctoral degree. This degree must minimally be one level above the degree which students are seeking. The only exception is in a class with students seeking a terminal degree; in this case, the instructor will have the terminal degree and a record of scholarship
2. Be graduate students who will either be assisting the instructor of record, or if taking primary responsibilities for classroom operations, will utilize a faculty-approved syllabus and be subject to regular supervision and assessment by a credentialed faculty member.
3. In rare cases in which an instructor does not have a Master's or Doctoral degree in the field of expertise, have licensures or other credentials, generally recognized as appropriate to the field in which they teach, that document educational attainment one level beyond the level of teaching.
4. Be faculty with an advanced degree above the level at which they teach, but if teaching in another field, have completed at least 18 graduate level credit hours of instruction in the field where they teach. Such faculty will be qualified to teach campus undergraduate offerings, and at off-site, dual enrollment programs such as College Credit Plus.

Deleted: level at which they teach, except in programs for

Deleted: degrees or when equivalent experience is established. In

Deleted: programs, faculty members possess the same level

Deleted: degree.

Deleted: <#>Be a graduate student supervised by Wright State faculty.¶
<#>Have

Exceptions

The exceptions described below should only be allowed in extraordinary cases, and must adhere to the faculty credential exceptions specified by the Higher Learning Commission and the Ohio Department of Higher Education:

1. Have completed all requirements for the terminal degree with the exception of the dissertation (ABD). This exception applies to instructors teaching undergraduate classes for a maximum of two years, after which time the faculty member must have completed the terminal degree.

OR

2. Have unique, tested experience and expertise that uniquely qualifies the individual in their discipline. In most such cases, this applies to faculty members who do not possess the terminal degree. Documentation must be provided that the individual possesses unique, tested qualifications appropriate to the field in which the course is being offered.

In the highly unusual circumstance that a faculty member is hired without traditional academic preparation, the Provost's written approval of the candidate's alternative qualifications is required. The Provost or designee will resolve questions or disputes regarding a faculty member's academic credentials.

2035.2 Required Documentation

Newly Hired Faculty

Beginning March 1, 2016, any offer of employment to a prospective faculty member shall be made contingent on verification of necessary academic credentials. The candidate is responsible for submitting credentials to verify that he or she holds an appropriate degree and any other academic or professional credential (e.g., license or certification) required for the position. The candidate must arrange for an official transcript(s), documenting all courses, grades and the awarding of the degree be sent from the institution(s) attended directly to Human Resources.

Upon receiving credentials, Human Resources will notify the faculty member's primary department, and make them available to the department and college for review. Individual colleges and departments are responsible for verifying that received credentials are appropriate to the faculty member's position and teaching assignments. A verification form must be returned to Human Resources before the hiring process is completed.

Additionally, the candidate may also be required to verify any required license or certification by providing copies or complying with the instructions from the hiring department or college. The official transcript must be provided before the offer letter will be released to the selected candidate.

Faculty with Unique, Tested Experience

In cases in which a candidate has experience and expertise that uniquely qualifies them in their discipline, documentation must be provided within the first semester of teaching, that the individual possesses qualifications appropriate to the field in which the course is being offered, that no credentialed individual is available to provide a similar educational experience, and that the individual has developed these qualifications over a period of three years. Any such offer must be recommended by a faculty committee of the field in which the course is offered, and approved by the appropriate chair, dean and the Provost or designee.

Deleted: case,

Deleted: must be documented and approved by the

Deleted: chair and dean. This will generally be satisfied by 3 years experience or evidence of outstanding performance in

Deleted: discipline.¶
The above policy follows

Moved (insertion) [1]

Moved (insertion) [2]

Deleted: faculty credential requirements specified by the Higher Learning Commission and the Ohio Department of Higher Education:

Deleted: Any of the following three methods is acceptable:¶

Deleted: can

Deleted: the Associate Provost for Faculty and Staff Affairs.

Deleted: <#>The hiring College/School can require submission of official transcripts as part of its hiring process.¶

<#>The College/School can obtain official transcripts from the candidate and provide them to the Associate Provost for Faculty and Staff Affairs office with a draft offer letter.¶

<#>Additionally, the candidate may also be required to verify a required license or certification by providing copies or complying with the instructions from the hiring department or college. The official transcript must be provided to the Associate Provost for Faculty and Staff Affairs before the offer letter will be released to the selected candidate.¶

Moved down [3]: <#>Continuing Faculty¶

Deleted: <#>Faculty who complete an additional degree that may qualify them to teach in a new discipline or level, must provide an official transcript to verify the awarding of the additional degree.¶
<#>

Moved down [4]: <#>¶
<#>2035.3

Deleted: <#>Verification and Distribution of Credentials¶
<#>The Associate Provost for Faculty and Staff Affairs office is responsible for providing the Department of Human Resources official copies of all transcripts and other required credentials.

[Alternatively: Any such offer must be recommended by a **University Undergraduate Faculty Credentials Committee, composed of representatives of each college, and approved by the appropriate chair, dean and the Provost or designee.]**

Probationary Hiring of Adjunct Faculty

In cases in which an adjunct faculty member is required fill a position on short notice, and the candidate unable to immediately provide official transcripts, or there is a potential delay in the documentation of qualifying experiences, certifications or licensures, a department chair may allow a candidate to teach at Wright State University for one semester, pending verification that the candidate's credentials meet the threshold of qualifying education and experience consistent with HLC guidelines.

This semester appointment shall be considered a probationary appointment. During the probationary semester, the Department Chair must assure that all official transcripts, certifications and other verification of qualifications have been received and evaluated. Before any appointment can be extended, a letter documenting their credentials and the results of any evaluation of their qualifications will be added to their personnel file, affirming their eligibility to teach in subsequent semesters.

Continuing Faculty

Faculty who were initially hired as ABD and have completed their doctoral degree, or those who complete an additional degree that may qualify them to teach in a new discipline or level, must provide an official transcript to verify the awarding of the additional degree.

Moved (insertion) [3]

2035.3 Graduate Faculty Status

[To be completed by Graduate Academic Policies Committee]

Any faculty member who has been approved as graduate school faculty member by the Graduate school will be deemed sufficiently credentialed to teach undergraduate courses in their field.

Only Graduate School faculty members can teach upper level, 3000- and 4000- level courses with cross-listed graduate sections at the 5000- or 6000- level in their field, *even if no graduate students are currently enrolled.*

[Alternatively, non-Graduate School faculty members may teach 3000- or 4000- level so long as they meet the HLC credentialing threshold, and that there are no graduate credits being offered in a particular semester.]

Moved (insertion) [4]

2035.4 Higher Learning Commission Requirements

The above policy follows the faculty credential requirements specified by the Higher Learning Commission and the Ohio Department of Higher Education. General policies and guidelines can be found at the following URL:

<https://www.hlcommission.org/Publications/determining-qualified-faculty.html>

Moved up [2]: The Provost or designee will resolve questions or disputes regarding a faculty member's academic credentials.

Moved up [1]: In the highly unusual circumstance that a faculty member is hired without traditional academic preparation, the Provost's written approval of the candidate's alternative qualifications is required.

Deleted: ¶
The above policy follows the faculty credential requirements specified by the Higher Learning Commission and the Ohio Board of Regents:¶

Deleted: Faculty Roles and Qualifications a.¶
Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.¶

Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.¶

[HLC Faculty Guidelines](#)¶

2035.5 Ohio Board of Regents Requirements¶

The following expectations apply to all full-time and part-time instructors, including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.¶

1) For general education courses:¶

Faculty members teaching general education courses must hold a master's degree in the discipline or a master's degree and a cohesive set of at least 18 semester credit hours of graduate coursework relevant to the discipline.¶

Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members.¶

2. For courses other than general education courses:¶

Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching: ¶

... [1]

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Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members.

2. For courses other than general education courses:

Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:

At least a bachelor's degree if teaching in an associate degree program

At least a master's degree if teaching in a bachelor's degree program

A terminal degree if teaching in a graduate program.

Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs.

Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.

Faculty members teaching technically- or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable.

For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.

[Ohio Board of Regents Guidelines](#)

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