

### Comprehensive Standard 3.7.1

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 in accordance with the guidelines listed below. 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.

#### Credential Guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). **At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.**
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

\_\_\_\_\_ Compliance        X   Partial Compliance      \_\_\_\_\_ Non-Compliance

The University of Louisville has policies and procedures in place to ensure that all faculty are qualified to teach their assigned courses. U of L uses comprehensive procedures for searching for and appointing full-time faculty (see Comprehensive Standard 3.2.9 for more details). The appropriateness of an individual's degree for the classes he or she will teach is evaluated by those involved with the appointment decision (e.g., search committees, department chairs, deans, provost's office, president, Board of Trustees). In order to assist with this process, a summary of

appropriate degrees for each teaching area has been developed by those with expertise in each of the disciplines [1a, 1b].

The university is also fortunate to be located in a metropolitan setting with good access to qualified part-time instructors. While these part-time instructors are generally not appointed by the Board of Trustees, their qualifications to teach the assigned courses are reviewed at several levels (e.g., department chair, dean, provost's office). Documentation on the credentials of part-time lecturers is maintained in the academic units.

The faculty roster and the information provided in Core Requirement 2.8 show that a large majority of U of L's full- and part-time faculty satisfies the SACS faculty credential guidelines [2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 2k, 2l] [3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, 3i, 3j, 3k, 3l]. In fact, approximately 69 percent of undergraduate student credit hours are generated by individuals with terminal degrees [4a, 4b]. In addition, in each major well over 25 percent of the courses are taught by individuals with terminal degrees [5]. For graduate courses, approximately 95 percent of the student credit hours are generated by individuals with terminal degrees [6a, 6b]. However, the university may employ instructional staff who do not meet the SACS faculty credentials guidelines but who possess other credentials that specifically qualify them to teach an assigned course. In order to provide guidance to the hiring units, the executive vice president and university provost formally established the Faculty Credentials Policy [7]. This policy outlines the qualifications to be considered when making exceptions to the faculty credentials guidelines and applies to all U of L courses taught, including those in our international and distance education programs.

In order to formalize the procedures related to this policy, U of L requires that the hiring unit complete an Instructor Justification Form for every faculty member who does not meet the credentials for an assigned course [8]. This is true for all courses, including web-based and international courses. U of L requires that appropriate documentation be provided for all justifications. In addition, the justification must be supported by the department chair and the dean, who are both required to sign the Instructor Justification Form. The Office of the Provost reviews the instructional justifications to ensure consistency with the requirements of the university's policy, and the documentation is maintained in the academic units. In addition, all individuals teaching graduate courses are required to obtain an appointment to the graduate faculty, which must be supported by the department chair and dean. More information on Graduate Faculty standing can be obtained from Section 2.3 of the Graduate School bylaws [9].

During the 2005-06 academic year, it was discovered that three instructors were not qualified based on the U of L faculty credentials policy. A description of each compliance issue is included with this report [10]. In order to avoid any such problems in the future, the university has implemented special procedures for classes taught in international locations to ensure the appropriate department chair and dean have an adequate opportunity to review and approve all instructors hired to teach U of L courses [11]. In addition, the dean's office of the College of Arts and Sciences has moved up the due date for the Instructor Justification Forms so that any disagreements over justifications can be addressed before the beginning of the semester.

Documentation of credentials (including official transcripts) for all instructional staff members (full- and part-time) are retained either in the Faculty Personnel Office (housed in the provost's office) or in the academic units. The Faculty Personnel Office keeps the central file of faculty credentials for all board-approved positions. The units maintain records for all other faculty (e.g., graduate teaching assistants, adjunct/gratis, and other part-time instructional staff), as well as justifications and documentation for board-appointed faculty who teach out of discipline. The information on credentials is entered into the university's PeopleSoft system by a designated staff member in the unit at the time of hiring or when justifying an individual for a new course.

In order to ensure the ongoing effectiveness of its instructors, U of L evaluates all instructors on at least an annual basis (see Comprehensive Standard 3.7.2 for more details). These evaluations have both formative and summative purposes. Faculty members who are struggling in the classroom, as well as those who are doing well, can take advantage of the professional development opportunities that are available to all faculty, including part-time instructors (see Comprehensive Standard 3.7.3 for more details).

U of L provides consistent and strong support for our graduate teaching assistants. All graduate teaching assistants assigned to teach a class are evaluated regularly, are supervised by a faculty member in the discipline, and are provided ongoing training and development opportunities by their home unit and/or department [12]. All graduate teaching assistants are required to attend an orientation run by the Graduate School before they begin their positions [13].

[1] Appropriate Degrees in Teaching Areas

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3\_7\_1\_fn01b.pdf

[2] Faculty Roster for Fall 2005

3\_7\_1\_fn02a.pdf College of Arts and Sciences

3\_7\_1\_fn02b.pdf College of Business

3\_7\_1\_fn02c.pdf College of Education and Human Development

3\_7\_1\_fn02d.pdf School of Dentistry

3\_7\_1\_fn02e.pdf Kent School of Social Work

3\_7\_1\_fn02f.pdf Brandeis School of Law

3\_7\_1\_fn02g.pdf School of Medicine

3\_7\_1\_fn02h.pdf School of Music

3\_7\_1\_fn02i.pdf School of Nursing

3\_7\_1\_fn02j.pdf Pathways--Developmental Mathematics

3\_7\_1\_fn02k.pdf School of Public Health and Information Sciences

3\_7\_1\_fn02l.pdf Speed School of Engineering

[3] Faculty Roster for Spring 2006

3\_7\_1\_fn03a.pdf College of Arts and Sciences

3\_7\_1\_fn03b.pdf College of Business

3\_7\_1\_fn03c.pdf College of Education and Human Development

3\_7\_1\_fn03d.pdf School of Dentistry

3_7_1_fn03e.pdf	Kent School of Social Work
3_7_1_fn03f.pdf	Brandeis School of Law
3_7_1_fn03g.pdf	School of Medicine
3_7_1_fn03h.pdf	School of Music
3_7_1_fn03i.pdf	School of Nursing
3_7_1_fn03j.pdf	Pathways--Developmental Mathematics
3_7_1_fn03k.pdf	School of Public Health and Information Sciences
3_7_1_fn03l.pdf	Speed School of Engineering

[4] Undergraduate Student Credit Hours with Terminal Degree

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3\_7\_1\_fn04b.pdf

[5] Major Student Credit Hours with a Terminal Degree

3\_7\_1\_fn05.pdf

[6] Graduate Student Credit Hours with Terminal Degree

3\_7\_1\_fn06a.pdf

3\_7\_1\_fn06b.pdf

[7] Faculty Credentials Policy

3\_7\_1\_fn07.pdf

[8] Instructor Justification Form

3\_7\_1\_fn08.pdf

[9] Graduate School Bylaws, Section 2.3

3\_7\_1\_fn09.pdf

[10] Faculty Credentials--Compliance Issues

3\_7\_1\_fn10.pdf

[11] Faculty Credentials Policy--Addendum

3\_7\_1\_fn11.pdf

[12] Unit-by-Unit Support for Graduate Teaching Assistants

3\_7\_1\_fn12.pdf

[13] Graduate Orientation

3\_7\_1\_fn13.pdf

<http://graduate.louisville.edu/orientation/>