

**University of Louisville
Commission on Colleges
Southern Association of Colleges and Schools**

FACULTY CREDENTIALS GUIDELINES

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

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. 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.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate 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: doctorate 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: doctorate 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).
- 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.

Faculty Credentials Documentation

The Southern Association of Colleges and Schools Commission on Colleges (SACS) expects documentation of all of the qualifications used in making the hiring decision. At UofL, the Faculty Personnel Office creates and maintains a file for all Board of Trustees approved faculty positions. This file will include forms documenting the hiring process and other agreements this is in addition to the faculty transcripts and curriculum vitae (CV). The transcripts for part-time, graduate teaching assistants or other contractual instructional hires, i.e. lecturers should be retained in the files of the academic unit. The instructor's curriculum vitae is not enough to document faculty qualifications. It is required that the transcripts be collected, retained and used to verify credentials. Other documentation can be collected and used to support hiring decisions. See the Instructor Justification Form for more information.

UofL Instructor Justification Form

Instructions: Use this form to document the professional qualifications of instructors of record and if needed to justify the assignment of a course to an individual who does not hold an advanced degree in the subject area of the course. This form must be completed if, 1) in the case of undergraduate courses, the instructor of record does not hold a doctoral degree or master's degree in the course discipline, or, 2) in the case of graduate courses, the instructor of record does not hold a PhD in the course discipline. Justifications should fit the courses assigned to the instructor of record and may need to change as course assignments change. Note: This form must be retained in the Office of the Dean. All justifications must be entered into the PeopleSoft system. See this website for those instructions <http://louisville.edu/oapa/faculty-credentials-information>

Name of Instructor of Record: _____	UofL ID: _____
School: _____	Department: _____
Date teaching assignment to begin _____	
Name of Course: _____	
Highest Degree Attained and Discipline _____	
Transcript of Highest Degree (Attached): <input type="checkbox"/>	Curriculum Vitae (Attached): <input type="checkbox"/>
Verification of Graduate Faculty Status (Attached; only necessary for teaching a graduate course): <input type="checkbox"/>	

The instructor named above is qualified to teach the course named above based on earning an appropriate degree in the course discipline: yes no. If "no", I justify the individual teaching the above-named course based on (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Work experience in field | <input type="checkbox"/> Prior teaching experience in field |
| <input type="checkbox"/> Specialized training in field | <input type="checkbox"/> Professional licensure/certification in field |
| <input type="checkbox"/> Funded grants in field | <input type="checkbox"/> Honors and awards (related to field) |
| <input type="checkbox"/> Published/presented research or activity in field | |

If none of the above apply, list reason for justification here:

Chair/Department Head Signature	Date
Dean's Signature	Date