

Instructor Justification Checklist For Full-time and Part-time Instructors

The purpose of this document is to provide guidance on the types of documentation or information needed to complete the electronic form called **SACSCOC Additional Justification to Faculty Qualifications**. The checklist below should assist in determining the items that will be needed to complete the instructor justification. Once the required items and information are gathered the instructor justification may be submitted here: <https://louisville.edu/provost/faculty-personnel/faculty-credential-reporting-sacs-coc>.

SACSCOC Additional Justification to Faculty Qualifications form is required when an instructor does not meet the minimum **SACSCOC faculty credentials guidelines** (<https://louisville.edu/provost/faculty-personnel/faculty-credential-reporting-sacs-coc>). A faculty justification needs to be written if,

- 1) **teaching an undergraduate course**, the instructor of record does not hold a doctoral or terminal degree in the teaching discipline, master's degree in the course discipline, or has a minimum of 18 credit hours in graduate level courses in the teaching discipline, or,
- 2) **teaching a graduate course**, the instructor of record does not hold a doctoral or terminal degree in the course discipline.

For either of these situations, additional evidence and documentation will be needed to show that an individual is qualified to teach the course or courses assigned to them as the instructor of record. This additional credentialing information and explanation of teaching qualifications will be submitted through the SACSCOC Additional Justification to Faculty Qualifications form via OnBase.

Instructor Justification Checklist

The following checklist is provided as a guide to assist academic units in collecting and documenting faculty credentials when the standard documentation of faculty credentials is not met. Once the necessary items have been collected the justification and additional documents may be submitted.

- Instructor Name
- UofL Employee ID# for Instructor for whom the justification is being written
- UofL Employee ID # for Dean or Associate Dean signing off on the justification
- School/College Name
- Department Name (if applicable)
- Date teaching assignment to begin
- Highest Degree Level attained (e.g., Ph.D., J.D., M.D., M.F.A.)
- Discipline area of degree (e.g., Education, Engineering, Nursing, Literature, etc.)
- Transcript of highest degree attained
- Additional transcript (if highest degree does not show qualifications to teach assigned course/s)
- CV/Resume
- Verification of Graduate Faculty Status (if teaching graduate course/s)
- Professional licensure/certification (if applicable)
- Written justification (narrative) provided by the Associate Dean or Academic Chair

The Justification Narrative

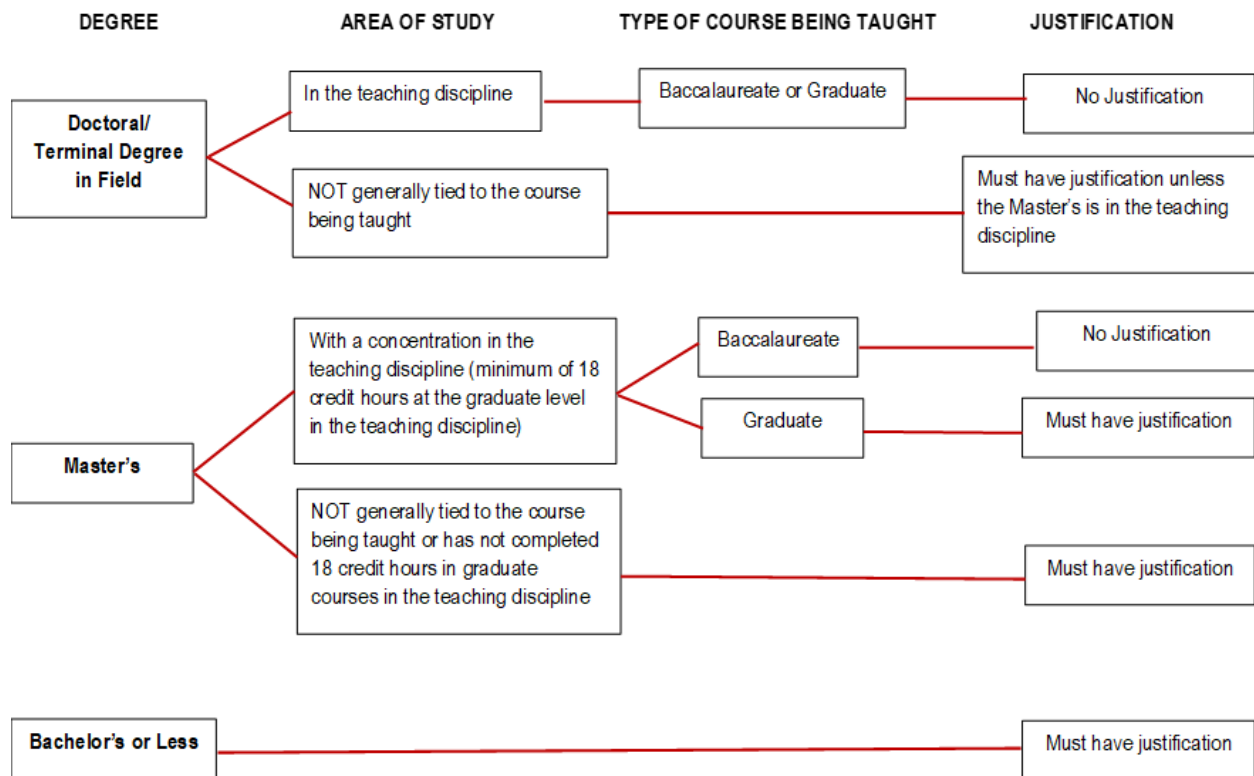
When determining acceptable qualifications of its faculty, SACSCOC expects the institution to give primary consideration to the highest earned degree in the discipline. If this degree does not directly fit the instructional assignment, there must be documentation of all the qualifications used to justify an exception. An individual's curriculum vitae (CV) or resume is not enough on its own and SACSCOC expects institutions to substantiate additional qualifications that are based on other work and/or experience listed on the CV/resume.

In most cases, a justification for an instructor will happen with newly hired faculty. However, justifications should align with the current courses assigned to the instructor of record and **justifications may need to be reviewed and updated as faculty course assignments are made for each subsequent term.**

The written justification providing the evidence the instructor is qualified to teach must be written by the Academic Chair or Associate Dean of the discipline for which the instructor will teach. The purpose of the justification is to provide an explanation and supporting evidence to demonstrate why the instructor has the appropriate qualifications to teach the course/s. A copy of the justification should be retained in the Office of the Dean.

Guidance on Who May Need a Justification

The chart below provides a quick reference for the situations in which a justification may be needed. Following the chart are some additional written examples.



Examples:

- A faculty member with a Ph.D. or Master's degree in Biology teaching an baccalaureate course in Biology (BIOL101) would be qualified to teach that course.
- A faculty member with a Ph.D. in Communication teaching in a public health program would need to demonstrate that they are qualified to teach public health courses and a justification would be needed.
- A faculty with a Ph.D. in Chemistry teaching a graduate level Chemistry course (CHEM590 or 690) would be qualified to teach that course.
- An instructor with a M.S. in Chemistry teaching a graduate level course in Chemistry (CHEM590 or 690) would need a justification to teach that course.
- An instructor with a B.A. in Theatre Art teaching any Theatre Art class would need a justification to demonstrate that they are qualified to teach at the college level.
- A Graduate Teaching Assistant with a M.S. in Biology or who has 18 graduate hours in Biology teaching an undergraduate Biology course (BIOL101) would be qualified to teach that course.
However, they would be required to have direct supervision and other stipulations (see SACSCOC credentialing <https://louisville.edu/provost/faculty-personnel/faculty-credential-reporting-sacs-coc>).