

Highest Degree Level for Part-Time Teaching Faculty

ACADEMIC AFFAIRS

Form to be completed by chair or program director

Form last revised on 1/19/2016

HLC Statement:

The following is an excerpt from the Higher Learning Commission's statement on Assumed Practices:

B.2.a. Faculty Roles and Qualifications

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.

Instructors teaching at the **doctoral** level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations. (B.2.b.)

See *YSU Faculty Credentials Guidelines* for the full HLC policy and guidelines.

Faculty Information:

- **Faculty Member:**
- **Banner ID:**
- **Department:**
- **Highest Degree / Field:**

Qualifications:

Please indicate the highest level of credential that the instructor of record has attained to date.

Baccalaureate degree in discipline (credentialed for applied associate courses only—please list on page 2 of form)

Master's degree (any) + 18 graduate hours in discipline (credentialed for specific courses only—please list on page 2 of form)

Master's degree in discipline (credentialed for all undergraduate courses in discipline)

Doctoral / Terminal degree in discipline or related discipline

Equivalent qualifications have been established (justify exception in box below and list the specific courses the instructor is approved to teach)

Equivalent Qualifications:

Describe qualifications based upon accreditation guidelines or professional field licensure conforming to *YSU Faculty Credentials Guidelines*.

Faculty Member:

Signatures:

Chair:

Date:

Dean:

Date:

Provost:

Date:

Attachments:

Please submit this form and the following documents to the Office of the Provost

Current Curriculum Vita

Official Transcript(s)

Part-time faculty application

Courses:

If the faculty member is approved to teach only specific courses, please list those courses here:

Contact the Office of the Provost with any questions about faculty qualifications.