GUIDELINES FOR REVIEWING AND DOCUMENTING INSTRUCTIONAL FACULTY ACADEMIC CREDENTIALS AND QUALIFICATIONS

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The following faculty competence guidelines are prepared by Office of Accreditation, Compliance and Institutional Effectiveness for Bethune-Cookman University to regularly review the credentials of each full-time and part-time faculty member teaching at the University, and to ensure that all instructional courses are taught by well-qualified instructors of record at all time.

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B-CU POLICY

It is the policy of Bethune-Cookman University to ensure that all instructional faculty members (***instructors of record***) possess the academic preparation, professional training, and qualified experience to teach in an academic setting and to meet or exceed the minimum requirements of institutional and professional accrediting agencies. The following guidelines apply to all full-time and part-time/adjunct teaching positions including graduate teaching assistants regardless of the method of instruction or mode of delivery.

The Offices of Academic Affairs and Human Resources uses Jenzabar Relational Database to process and document faculty credentials and qualifications described in this guide.

CREDENTIALING GUIDELINES

In order to ensure that all Bethune-Cookman University instructional faculty members are qualified to teach in classroom with appropriate level and kind of credentials, the University has implemented the self-regulatory Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation: Foundations for Quality Enhancement Plan (2017)* Section 6: Faculty requirements as follows:

*6.2a: For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (**Faculty qualifications**)*

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. It is the institution's obligation to justify and document the qualifications of its faculty. An institution is responsible for identifying the actual instructor of record; that is, the person qualified to teach the course and who has overall responsibility for the development/ implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades.

Determination of the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications especially important in professional, technical, and technology-dependent fields may prove to be appropriate (e.g. related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching).

Additional justification is needed for the following cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments.

a. *Persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment.*
b. *Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching non-transferable technical courses depend heavily on professional experience and appropriate certifications or work experience.*
c. *Faculty teaching developmental/remedial courses should also be included.*
d. *Teaching assistants should be included only if they are the actual instructor of record.*
e. *In some cases, instructors should be included even if they are not employees of the institution (e.g., high school dual credit programs, ROTC faculty, some international faculty, or faculty teaching courses in a state-wide online consortium that are transcripted as "home" courses).*

TRANSCRIPTS AND DEGREES

Official Transcripts

All official transcripts must be sent directly from the originating institution to Bethune-Cookman University:

1. The **official transcript(s)** for the highest academic credential earned by the prospective instructor in their related field of instruction is sent directly the Office of Human Resources (HR).
2. The original transcript is filed with the faculty records in the Office of the Provost. A copy of the transcript is forwarded to the hiring authority (department chair).
3. A **copy** of the original transcript(s) for a hired faculty may be kept in the department, college/school, and the original copy is kept in the Office of the Provost.

Acceptable Degrees

1. The University requires that degrees earned in the United States be from regionally accredited institutions.
2. **Foreign degrees** must be evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES) such as World Education Services, Inc. (WES) to establish their equivalency to American degrees.
    a. A course-by-course evaluation is necessary for all degrees except terminal degrees in the teaching field (specific to the discipline).

b. If an abstract (or equivalent) of the dissertation or other terminal project can be provided, a course-by-course analysis is not required for a terminal degree in the teaching field.
c. Documentation in a foreign language must be translated by an appropriate external agency.

Until appropriate documentation of the highest earned degree relative to the field/discipline is on file, the University will accept no claims about the prospective faculty member's qualifications for instructional assignment.

TERMINAL DEGREE DEFINITION

An earned degree in a particular field of study is considered terminal if: 1) it does not normally lead to a higher degree program; and 2) it is accepted as the highest form of academic credential commonly sought or offered in a field.

Terminal Doctorate Degree

For most academic disciplines, especially in liberal studies and science fields, the highest degree awarded is the doctorate (e.g. PhD, EdD, DA, etc.) which is considered a terminal degree. In a profession like law or medicine, a JD or MD is usually considered terminal.

Terminal Master's Degree

A master's degree may be the highest degree attainable in certain fields, and is therefore considered terminal.

Terminal master's degrees are common in many creative fields, such as fine arts and creative writing, but can also apply to specific programs in business and other professional fields such as social work and industrial/occupational psychology.

A terminal master's degree indicates that a person has mastered a certain amount of advanced study in a field. These degrees tend to have much more requirements than MA or MS degrees and usually includes between 45 and 60 hours of coursework and the production of a thesis document or capstone project.

Note that this does not mean that students who earn terminal master's degrees cannot go on to doctorate programs or other advanced studies. Nor does it necessarily mean that there are no doctorates in the given field. In some fields, doctorate programs are often rare or are just now being developed and therefore, master's degrees in those fields are often still considered terminal. For example, in architecture and fine arts there are few doctoral programs, so a master's degree in architecture (MArch) or fine arts (MFA) is commonly considered terminal.

GRADUATE INSTRUCTION GUIDE

Faculty members teaching graduate courses must hold an earned terminal degree in their respective teaching discipline. Faculty members who hold the appropriate terminal degree that is not in their teaching discipline (i.e., "related discipline") can be credentialed to teach at the graduate level if they demonstrate their qualifications on the basis of graduate coursework and/or current accomplishments in research or relevant professional and artistic fields. A current curriculum vita must be on file with the **Offices of the Provost and Human Resources**.

Terminal Degree within Teaching Discipline

A faculty who has earned a terminal degree in the teaching discipline is qualified to teach graduate courses in that discipline. Some academic units have a single terminal degree in the teaching field; other units may have multiple teaching fields and several appropriate terminal degrees.

The Provost, College/School Deans and Department Chairs have determined the list of all terminal degrees appropriate to the academic units/instructional programs/courses offered at the University **(See Appendix A).** This list of terminal degrees associated with each academic unit specifies the degree(s) that qualifies the faculty to teach a particular course or set of courses.

The department chairs and colleges/schools are responsible for ensuring that faculty members are assigned to courses, theses, and other forms of instruction (e.g., Directed or Independent Studies) solely within their areas of expertise. The department chairs and college/school deans must complete the ***Certification of Faculty Credentials Form*** as verification and approval of faculty assignments **(See Appendix B1).**

Terminal Degree Outside of the Teaching Discipline ("Related Discipline")

Faculty members without an appropriate terminal degree in their respective teaching discipline (but who do hold an earned terminal degree) may qualify to teach graduate courses, or offer other forms of graduate credit through one or both of the following:

1. Documentation of **18 graduate semester credits of coursework** that can serve as the basis for the instructional assignment.

   In addition to the *Certification of Faculty Credentials Form,* the ***Faculty Qualification and Degree Audit Form*** must be completed (**See Appendix B2**). All documentation on

this form must be appropriate to the course being taught:

a) An official transcript (or, in the case of a foreign degree, an approved agency's evaluation of the equivalency of the foreign degree and its courses) must be used in this documentation.

b) All graduate semester credit hours considered must be made up of formal coursework. **Thesis, internship, and similar credits do not count towards this documentation.**

c) Credits must be documented by course prefix/number, course name, year in which the credits were earned, and the institution/degree program in which they were earned.

If the level/content of the coursework is not clear, the chair/dean should seek additional information from the degree-granting institution.

2. Documentation of a record of **substantial and current accomplishments in the field** of the teaching assignment.

   The documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: ***abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; copies of book reviews published in scholarly journals or similarly significant venues; dissertation abstracts, listing the committee and the institution.***

   In all cases, the accomplishments must be independently verified. For all accomplishments cited, the hiring authority should be prepared to provide the level of documentation required for the promotion and tenure portfolio, as this provides the best guide to comprehensive documentation of accomplishments. All documentation must be on file in the academic unit, available for review upon request by college/school dean or the Provost.

The department chair completes the documentation of qualifications for the instructional assignment using the **Course Objectives Matrix and Narrative Justification Form** (**See Appendix C1**). This justification requires two major documents:

1. A course matrix that identifies key course objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of the evidence of accomplishment;
2. A narrative justification that explicitly addresses how the individuals' accomplishments constitute a level of preparation for the instructional assignment comparable to that of a

terminal degree in the teaching field and how the individual's graduate degree contributed to his/her accomplishment and preparation to teach this course.

If the college/school dean finds the documentation to be appropriate, it is forwarded to the Office of the Provost. The Provost will determine whether the narrative of accomplishments provides sufficient clear and compelling evidence that the person is qualified for the instructional assignment.

When the narrative is not sufficiently strong, either the college/school dean or the Provost will require the department chair (hiring authority) to provide a more detailed justification of how the individual's qualifications prepare him/her for the particular instructional assignment.

UNDERGRADUATE INSTRUCTION GUIDE

Terminal Degree or Master's Degree within the Teaching Discipline

A faculty who has earned a terminal degree, or a master's degree, in the teaching discipline, is qualified for any instructional assignment within that field, provided that their department chair has concluded that they have either the graduate training, and have acquired the knowledge base for the particular course.

The department chairs and schools are responsible for ensuring that faculty members are assigned to courses, directed independent studies, and field experience solely within their areas of expertise.

The University assumes that professional development is an on-going responsibility of all faculty members and appropriately includes the development of new fields of competency as well as staying current in the fields of one's graduate study.

The department chairs and school deans must complete the ***Certification of Faculty Credentials Form*** as verification and approval of faculty assignments **(See Appendix B1).**

Terminal Degree or Master's Degree outside the Teaching Discipline ("Related Discipline")

Faculty who hold a terminal degree or a master's degree outside the teaching field but in a related discipline, must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignment. The hiring authority would need to provide one or both of the following:

1. Documentation of **18 graduate semester credits of coursework** that can serve as the basis for the instructional assignment.

In addition to the *Certification of Faculty Credentials Form,* the ***Faculty Qualification and Degree Audit Form*** must be completed (**See Appendix B2**). All documentation on this form must be appropriate to the course being taught:

a) An official transcript (or, in the case of a foreign degree, an approved agency's evaluation of the equivalency of the foreign degree and its courses) must be used in this documentation.

b) All graduate semester credit hours considered must be made up of formal coursework. **Thesis, dissertation, internship, and similar credits <u>do not</u> count towards this documentation.**

c) Credits must be documented by course prefix/number, course name, year in which the credits were earned, and the institution/degree program in which they were earned.

If the level/content of the coursework is not clear, the chair/dean should seek additional information from the degree-granting institution.

2. Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

   The documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; copies of book reviews published in scholarly journals or similarly significant venues; dissertation abstracts, listing the committee and the institution.

   In all cases, the accomplishments must be independently verified. For all accomplishments cited, the hiring authority should be prepared to provide the level of documentation required for the promotion and tenure portfolio, as this provides the best guide to comprehensive documentation of accomplishments. All documentation must be on file in the academic unit, available for review upon request by college/school dean or the Provost.

The department chair completes the documentation of qualifications for the instructional assignment using the **Course Objectives Matrix and Narrative Justification Form** (**See Appendix C1**). This justification requires two major documents:

3. A course matrix that identifies key course objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of

the evidence of accomplishment;

4. A narrative justification that explicitly addresses how the individuals' accomplishments constitute a level of preparation for the instructional assignment comparable to that of a terminal degree in the teaching field and how the individual's graduate degree contributed to his/her accomplishment and preparation to teach this course.

If the college/school dean finds the documentation to be appropriate, it is forwarded to the Office of the Provost. The Office of the Provost will determine whether the narrative of accomplishments provides sufficient clear and compelling evidence that the person is qualified for the instructional assignment.

When the narrative is not sufficiently strong, either the college/school dean or the Provost will require the department chair (hiring authority) to provide a more detailed justification of how the individual's qualifications prepare him/her for the particular instructional assignment.

No Graduate Degree/Graduate Degree in Progress

Graduate teaching assistants (GTA's) at the University may teach if they have completed **18 graduate semester hours** in the teaching field and are under the direct supervision of a faculty member, receive regular in-service training, and receive planned and periodic evaluations of their teaching.

The 18 graduate semester hours must be made up of formal coursework:

1. **Thesis, internship, and similar credits do not count towards this documentation**.
2. Courses in pedagogy ("how to teach") do not count towards this documentation, but courses about the results of and methods for research on teaching (as taught in the School of Education) may count towards it.
3. Directed Independent Study courses can be counted only if there is documentation of the content and outcome of the course: for example, a syllabus that details the work to be done and how it will be evaluated or a copy of the final research paper or a faculty critique of the completed artistic project. This documentation must be on file in the department in which the student will be teaching.

The Departments hiring GTAs must have a written policy that details how the student will be supervised, what in-service training is offered and required, and how the periodic and planned evaluations will occur.

Exceptional Cases

Bethune-Cookman University recognizes that the best interests of the students may, at times, be served by instruction delivered by someone who has not taken the typical academic route to developing her/his ability to effectively teach a particular subject. When determining acceptable qualifications of its faculty, the University gives primary consideration to the highest earned degree in the discipline. The University 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.

A request for an exception to the University's standards for teaching at the graduate or undergraduate level requires extraordinarily strong evidence of the qualifications of the prospective faculty member to effectively deliver the instructional assignment. Occasionally, the University may engage administrative personnel with appropriate credentials and qualifications to teach one or more credit hour courses.

This request for exception is made on a course by course basis. It requires two major documents for each proposed instructional assignment:

1. A course matrix that identifies key course objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective faculty member's experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work;

2. A narrative justification that explicitly addresses how the individuals' accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field.

Additionally, the department chair (hiring authority) must assemble a portfolio of documentation of the proposed instructor's record of substantial and current accomplishments in the field of the teaching assignment.

The documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: ***abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; the***

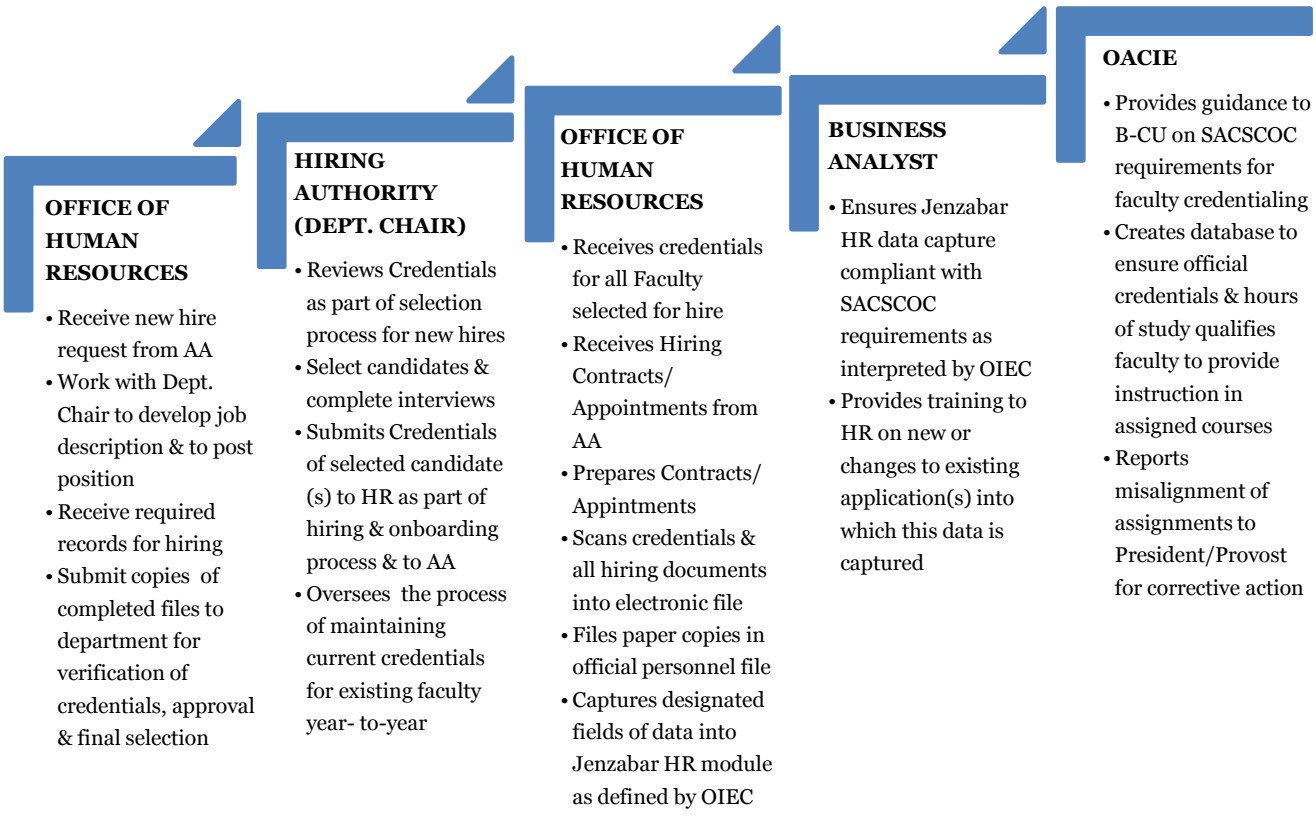
venues of significant performances or exhibitions; copies of book reviews published in significant venues; letters of evaluation solicited by the hiring authority from persons able to dispassionately evaluate the accomplishments of the prospective faculty member.

In all cases, the accomplishments must be independently verified by the department chair. For all accomplishments cited, the department chair should be prepared to provide the level of documentation required for the promotion and tenure portfolio, as this provides the best guide to comprehensive documentation of accomplishments. All documentation must be on file in the academic unit, available for review upon request by college/school dean or the Provost.

The request for exception is reviewed initially by the college/school dean. If the college/school dean supports the request, it is forwarded to the Office of the Provost for consideration. Decisions from the Office of the Provost are final. Approval of a request for exception is specific to the particular course(s) approved.

PROCEDURE FOR REVIEW OF FACULTY/INSTRUCTOR CREDENTIALS

Faculty Credentialing Process for New Hire (Roles and Responsible Parties)



Source: B-CU, Office of Institutional Effectiveness

Appendix D provides an overview of the faculty hiring and qualification process for the university.

Credentialing Database

B-CU uses Jenzabar human resource and student/instructional records database to review and document the instructional credentials and qualifications of faculty assigned to teach in a given semester.

The following information is queried from Jenzabar-Human Resource database for every faculty:

- Faculty Name (F, L, M)
- Home Department
- Employment status: Full-time or part-time/adjunct
- Rank (if ranked faculty);
- Title (e.g. Department Chair, Program Coordinator, etc.)
- Tenure status
- Highest degrees earned; name of the institution awarding degree, and year earned
- (This record is confirmed by an official transcript received by B-CU or, in the case of a foreign credential, as confirmed by analysis done by a NACES-sanctioned agency)
- List of all degrees reported

The following information is queried from Jenzabar-Student database for each course:

- Faculty Name (F, L, M)
- Course Prefix, Number, Title, Section, Credit hours
- Level (UG or G)
- Home Department
- Classification of Instructional Programs (CIP) code

Additional information queried from Jenzabar-Registrar database:

- Catalog Course Descriptions
- Course Status Transferable or Non-transferable

Review Process

New Faculty

Once the database is populated with data query from Jenzabar, the chairs review the files for all of the instructors in their academic units. Unless the faculty member holds a terminal degree in the teaching field, the chairs provide additional data required by B-CU to ensure that all instructors have the necessary preparation for their instructional assignments.

OIEC is assigned to review the qualifications presented in the database. OIEC staff is trained on the application of the University's standards for assuring that a qualified instructor teaches every

course. This training ensures a high level of reliability across raters. OIEC staff evaluates every instructor and every course and records the results of their evaluation in the database.

The chairs and directors are given a limited period in which to respond to those cases that failed to pass the annual review. Chairs and deans provide additional information and explanations and resubmit the "not passed" cases for a second round of review by OIEC. The review cycle – evaluation, response – continues until the credentialing process is completed. The process is completed when every case could be classified as having passed or failed the credential review.

Chairs/deans are required to document all cases that failed the credential review. Some cases are submitted as a *Request for Exception* (as described above) through the dean to the Office of the Provost. For a majority of cases, chairs may submit a justification that:

1. Documents the evidence of qualifications that lead to the teaching assignment; or
2. Acknowledge that the qualifications are inadequate to the University's current requirements and that the instructional assignment would not be repeated.

Continuing Faculty

Department chairs/school deans are responsible for overseeing the process of maintaining current credentials for existing faculty from year-to-year.

1. Up-to-date curriculum vitae should be submitted to HR annually with each faculty contract.
2. If teaching assignments are changed throughout the year, all credentialing documents must be submitted to support the new assignment for faculty teaching outside their discipline.

FUTURE CREDENTIALING MAINTENANCE

OIEC has provided this service for the purposes of implementing the new credentialing procedures at B-CU. In the future, a formal review committee should be formed each year for the purposes of reviewing instructor credentials, using information entered in the credentialing database. The database tracks faculty/course assignments that have already been approved in previous semesters. Therefore, the review committee can review situations in which new instructional faculty members are hired, new course assignments are given, or new adjunct or graduate teaching assistants are assigned. Instructor credentialing review should happen in conjunction with each semester's schedule building process and with new hiring procedures. This ongoing procedure will ensure B-CU's instructional assignments are in compliance with the University's credentialing policy.

APPENDICES

B-CU APPENDIX A:

List of Required Terminal Degrees by Department/Discipline or Concentration

All terminal degrees must be earned (not honorary) in the appropriate area of appointment except when a related field is included in the list below. Each appropriate earned doctorate degree would depend upon the content of the disciplines. Faculty may be hired with lower or other degrees with additional appropriate qualification justification.		
Department/Discipline or Concentration	**Earned Terminal Degree**	**Notes**
Accounting	PhD, DBA in Accounting	JD for Law related courses. CPA Licensure may be required.
Athletic Training (Master)	PhD, DHsc, ScD, DAT in Exercise Physiology; Kinesiology; Exercise Science; Rehabilitation Science; Performance Health	DPT in Physical Therapy; DOT in Occupational Therapy
Biology	PhD in Biology; Biological Sciences; Integrative Biology	All disciplines relevant to courses within Biological Sciences – Anatomy, Biomedical Science; Botany; Neuroscience; Ecology; Genetics; Physiology; Microbiology; Zoology; Cell & Molecular Biology; Developmental Biology. A Doctorate in medical sciences may be accepted.
Business Administration (Master)	DBA, PhD in Business Administration; DBA, PhD in Organizational Leadership	Doctor of Management; JD for Law related courses.
Business Administration – Finance	DBA, PhD in Finance	PhD in courses in Real Estate; Risk Management or Insurance. JD for Law related courses. CFA Licensure may be required.
Business Administration – Information Systems Management	DBA, PhD, Information Systems Management; DCS in Computer & Information Sciences	JD for Law related courses.
Business Administration – Management	DBA, PhD in Business Administration & Management; International Business PhD in Public Management/ Administration	JD for Law related courses.
Business Administration – Entrepreneurship	DBA, PhD in Business Administration & Entrepreneurship; Related Business Discipline	JD for Law related courses.
Business Administration – Marketing	DBA, PhD in Marketing or Business Administration PhD in Communication/Advertising	JD for Law related courses.
Business Administration – Hospitality Management	DBA, PhD in Hospitality Management PhD in Tourism; Parks; Recreation; and Leisure EdD in Education/HRD with cognate in Hospitality and Tourism Management	
Chemistry	PhD in Chemistry	All disciplines relevant to subject matter in Chemistry –Analytic Chemistry; Inorganic Chemistry; Organic Chemistry; Physical Theoretical Chemistry; Theoretical Chemistry.

Department/Discipline or Concentration	Earned Terminal Degree	Notes
Computer Engineering	PhD in Computer Engineering or Electrical Engineering	PhD in Industrial Engineering with courses concentrated to computer engineering
Computer Science and Computer and Information Systems	PhD, DCS in Computer & Information Sciences	PhD in Mathematics for courses related to computer science - databases; algorithms; programming languages; computer science theory. PhD in Statistics for courses related to computer science including software engineering; performance modeling; performance evaluation; probability & statistics. PhD in Industrial Engineering is acceptable if area of concentration is related to Computer Science and/or Computer Information Systems.
Counseling (Master)	PhD, EdD in Counselor Education/School Counseling & Guidance Services; Counselor Education; Counseling PhD, PsyD in Clinical Psychology; Counseling Psychology; Psychology; School Psychology & School Counseling PhD in Rehabilitation Counseling; Rehabilitation Psychology; International & Comparative Education; Educational Psychology; Research Methodology; Adult & Community Education	Master in Social Work (MSW) for courses in counseling skills.
Criminal Justice	PhD in Criminal Justice	JD for Law related courses.
Education – (Biology Education; Elementary Education K-6/ESOL; English Education 6-12/ESOL; Exceptional Student Education; Mathematics Education 5-9; Music Education K-12; Physical Education K-12	EdD, PhD in Curriculum & Instruction; Early Childhood Education; Elementary Education; Exceptional Student Education; Special Education; Early Childhood Education & Special Education; Education & Special Education; Curriculum & Instruction/Special Education; Educational Administration/Special Education; School Psychology/Special Education; Elementary Education/Special Education; Education/Gifted Education; Childhood Education; Childhood Development; Kindergarten/Preschool Education EdD, PsyD, PhD in Educational Psychology/Special Education	
English	PhD in English MFA in Creative Writing	Related disciplinary or interdisciplinary fields – Rhetoric; Composition; Creative Writing; Comparative Literature accepted.
Gerontology	PhD, DHsc, ScD in Aging Studies; Gerontology; Long-Term Care Administration; Geriatrics	

Department/Discipline or Concentration	Terminal Degree	Notes
Health & Exercise Science	PhD, DHsc, ScD, DAT in Exercise Physiology; Kinesiology; Exercise Science; Rehabilitation Science; Performance Health	DPT in Physical Therapy; DOT in Occupational Therapy. A Doctorate in medical sciences may be accepted.
History	PhD in History	
Integrated Environmental Science	PhD in Environmental Science; Environmental Engineering or related disciplines	
Interdisciplinary Studies / Humanities OR Social Sciences	PhD in Humanities and Related Disciplines	PhD, MFA in disciplines relevant to subject matter taught in Interdisciplinary Humanities – Art; Communication; Dance; Literature; History; Humanities; Language; Music; Philosophy; Religion; Theatre Arts.
	PhD in Social Sciences and Related Disciplines	PhD in disciplines relevant to subject matter taught in Interdisciplinary Social Sciences – Criminal Justice; History; International Studies/Affairs; Political Science; Psychology; Sociology.
Mass Communications	PhD in Mass Communication	All disciplines relevant to subject matter taught in Mass Media Arts – Communication; Visual Communication; Film/Radio/ Television; Rhetoric & Communication, Journalism). MFA – Cinema Production; Computer Arts & Animation; Film/Video & Digital Media; Computer Graphics; Graphic Design; Arts. JD for Law related courses.
Mathematics	PhD in Mathematics	PhD in Statistics for courses related to computational mathematics.
Music	DOM, DMA, DME, PhD in Music (History; Literature; Theory, Pedagogy and Composition). MFA, MM in Music (Performance; Arts Management; & Opera Production).	
Music Recording Technology	PhD, MM, MA, MFA in Music Recording Technology or Commercial Music	All disciplines relevant to the subject matter taught in Music Recording Technology; Music Technology; and Commercial Music.
National Security and Global Affairs	PhD in the appropriate or related discipline in Security Studies, Intelligence and Global Security, or a specialized Doctor of Statecraft and National Security; PhD or DSc in Cybersecurity	PhD or DP in International Studies/Relations/Affairs; Political Science or related field, Post-graduate Studies in Geography.
Nursing	PhD in Nursing Doctor of Nursing Practice (DNP) Doctor of Nursing Science (DNS)	

Department/Discipline or Concentration	Terminal Degree	Notes
Organizational Leadership	EdD, PhD, DBA in Organizational Leadership; Public Administration; Business Administration; Industrial Organizational Psychology.	
Political Science	PhD in Political Science/Government/Public Administration; Public Policy	PhD in disciplines taught in subject matter - Political Science; Government; Public Administration; Public Policy; Urban Planning.
Psychology	PhD in Psychology PsyD in Psychology	EdD in an area of Psychology such as Educational Psychology; School Psychology; Counseling Psychology.
Public Health (Master)	MD. with an MPH, PhD, DHsc, ScD, DrPH in any disciplines within Public Health (Community Health; Health Equity; Health Education; Epidemiology; Biostatistics; Health Informatics; Sexual and Reproductive Health; Infectious Disease; Chronic Disease; Toxicology; Global Health; Health Policy; Health Administration and Management; Environmental Health; Public Health Genomics; Nutrition; Occupational Health; GIS [Geographic Information Systems]; Disaster Preparedness/Management; Community Health Planning/Design; Integrative/Complementary Health; Bioethics; Maternal and Child Health; Public Health Biology; Population and Family Health).	
Religion, Philosophy and Christian Ministry	PhD in Religion PhD in Philosophy DMin	
Speech Communication/ Communication Studies	PhD in Rhetoric and Communication DOA	All disciplines relevant to subject matter taught in Speech Communications & Communication Studies – Film/Radio/Television; Rhetoric & Communication; Journalism. JD for Law related courses.
Sociology	PhD in Sociology	Master's in Social Work (MSW) for discipline specific courses. All disciplines relevant to courses taught in Social Sciences – Anthropology; Political Science; Psychology; Geography; Economics.

APPENDIX B1:

CERTIFICATION OF FACULTY CREDENTIALS

By signing this document, as chair of the Department of _____

I hereby certify that I have audited and verified that _____ (faculty member) has the graduate degrees (master's and/or doctoral) and requisite credentials for the courses he/she will teach.

Chair	Signature	Date
Dean	Signature	Date

Credential Guidelines: (*THE PRINCIPLES OF ACCREDITATION*: *Foundations for Quality Enhancement* (2017) by the Southern Association Colleges Commission on Colleges – Section 6.2a:

1. 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).

2. 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).

    a. At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the appropriate terminal degree (usually the earned doctorate) or the equivalent of the terminal degree in the discipline.

3. Faculty teaching graduate and post baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline

4. 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

Credentials from foreign institutions must be evaluated and verified by an institutionally approved agency certified by the National Association of Credential Evaluation Services (NACES).

_____ _____

Provost Signature Date

Copies of all documents (the official transcripts, contract, curriculum vita, annual performance evaluation and other relevant documents) should be on file in the Offices of the Human Resources, the College/School Deans, and the Provost. However, original copies of the official transcripts should be on file in the Offices of the Provost.

BETHUNE-COOKMAN UNIVERSITY
Office of the Provost/Academic Affairs

APPENDIX B2:

FACULTY QUALIFICATIONS & DEGREE AUDIT (Complete only if required)

Faculty Name	Faculty Type	Department Name	Semester	Year

COURSE ASSIGNMENTS/SCHEDULE MEETING TIMES:

CNR	Prefix	Number	Title	Section	Level (UG/G)

Term	Time	Days	Location	Date Range

CNR	Prefix	Number	Title	Section	Level (UG/G)

Term	Time	Days	Location	Date Range

CNR	Prefix	Number	Title	Section	Level (UG/G)

Term	Time	Days	Location	Date Range

REQUISITE 18 GRADUATE SEMESTER HOURS IN TEACHING DISCIPLINE

Degree Program (Type/Name)	Awarding Institution	Date Conferred

Course Prefix	Course Number	Course Name	Course Level	Year Earned

ADDITIONAL QUALIFICATIONS (i.e. Licensure/Certifications/Experience):

APPENDIX C1:

Narrative Justification and Course Qualifying Matrix Form

Course Qualifying Matrix

Instructor Name: (First Name, Last Name)
Home Department: (Course/Discipline)
Course Information: (Course Prefix/Course #/Course Title)
Term: (Semester, Year)

List 3 summarized course objectives with 3 summarized instructor qualifications which bear directly on the objectives and clearly establish the instructor's qualifications to teach the course.

Course Objectives	*Instructor's Qualifications*

Narrative Justification

Name: (First Name, Last Name)
Course Information: (Course Prefix/Course #/Course Title)
Term: (Semester, Year)
Degree(s): (List all, including name of institution and year earned)

Provide below an **explanation of the instructor's qualifications for teaching this course** based on background, experience, professional credentials, expertise etc. **(Use the attached Justification Checklist as your guide):**

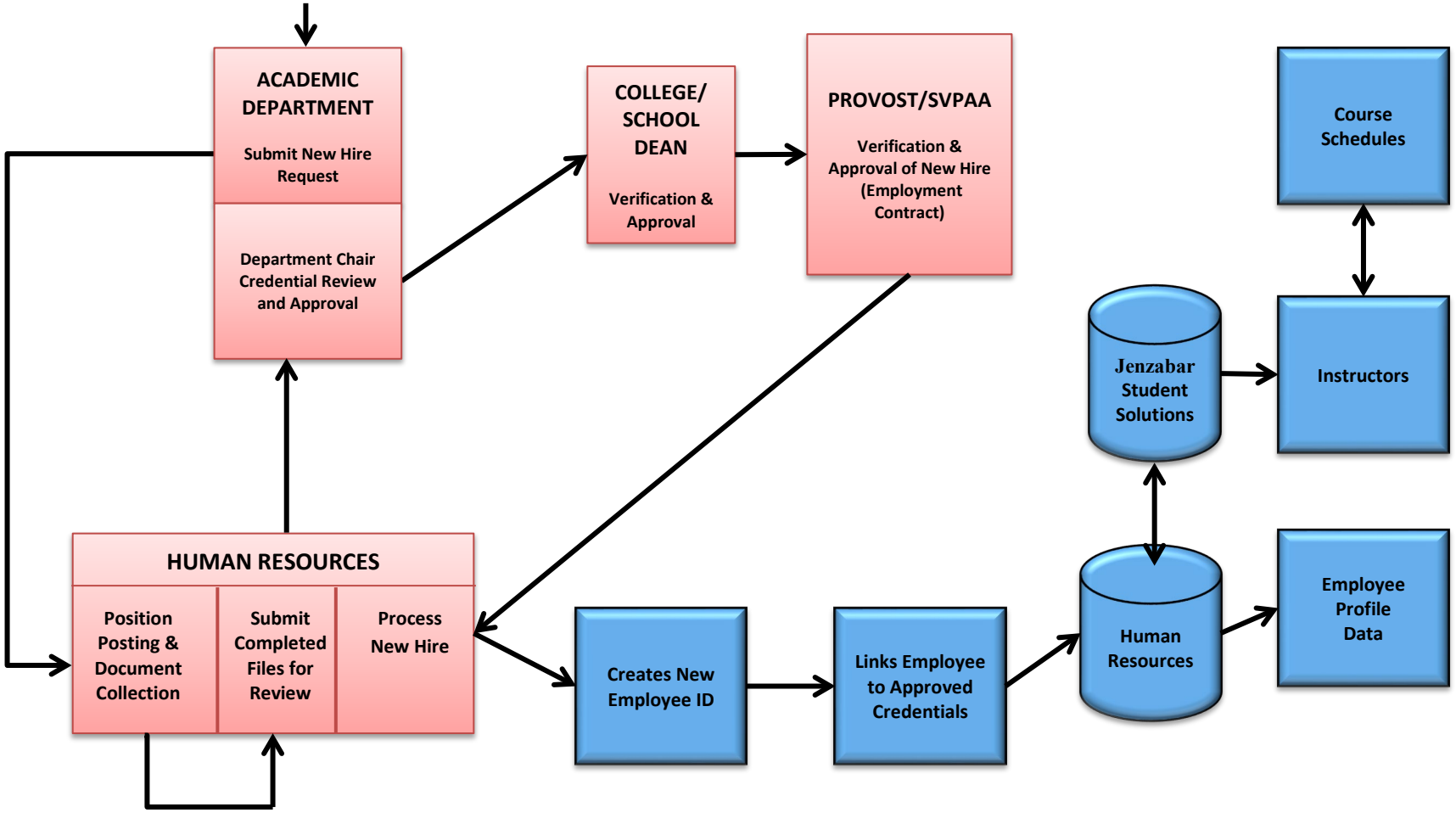
APPENDIX C2:

Faculty Qualification Justification Checklist

If instructional personnel cannot be credentialed by any of the means provided, additional justification must be submitted. The following checklist is to assist hiring authority in providing the maximum amount of information to justify instructional personnel. This checklist should be used to review appropriate content for both the ***Course Qualifying Matrix*** and the ***Narrative Justification*** which must be submitted for each individual.

All documents including transcripts, updated CV, current syllabus must be on file in the Office of the Provost.

- ☐ Coursework taken that is relevant to instruction of course
- ☐ Professional licensure and certifications
- ☐ Honors and awards
- ☐ Continuous documented excellence in teaching
- ☐ Demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes
- ☐ Professional/work experience (give number of years)
- ☐ Sustained artistic or creative accomplishments that directly relate to instruction of course
- ☐ Sustained record of research that directly relates to instruction of course (provide detail on publications, grants, and/or patents)
- ☐ Unique qualifications, including an explanation of why no other individual is better qualified to teach course
- ☐ Other relevant skills
- ☐ Other relevant experiences
- ☐ Other relevant information

APPENDIX D:

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