



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-108.2, DETERMINATION OF FACULTY QUALIFICATIONS

Covered Individuals: All faculty members whose primary responsibility is teaching (*including full-time term, full-time tenure track, tenured, and adjunct instructors*)

Covered Locations: All UIU Locations

Effective Date: January 5, 2018

Strategic Priority: SP 1.1.b

HLC: Criterion 4.A.4

Consultations: VPASA, Academic Deans, VPETF, Registrar, Director of FA, Faculty (Academic Affairs Committee)

POLICY STATEMENT

Faculty content expertise will be reviewed and evaluated prior to assigning faculty members to a course. Evaluation will be based on faculty credentials and/or tested experience.

PURPOSE

To ensure compliance by Upper Iowa University (UIU or University) with guidelines set forth in “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers” as revised in March of 2016 by the Higher Learning Commission (HLC).

DEFINITIONS

Faculty: Individuals whose primary responsibility is teaching, including full-time term, full-time tenure track, tenured, and adjunct instructors.

Credentials: The degrees faculty have earned establish their credibility as content experts and, thus, their competence to teach that content in the classroom.

Tested experience: Experience that includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.

POLICY IMPLEMENTATION

UIU seeks to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. When the University indicates that a faculty member is qualified by means of an employment offer, it is asserting its confidence in the faculty member’s content expertise. The offer also affirms the faculty member possesses the ability to help position students for success in the classroom, academic programs, and their careers. As such, the determination of faculty qualifications will follow the Determination of Faculty Qualifications Standard Operating Procedures.

CUSTODIAN

Vice President for Academic and Student Affairs

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-108.2.A, Determination of Faculty Qualifications Standard Operating Procedures Supplemental Form
AA-108.2.B, Faculty Credential Guidelines Supplemental Form

AA-108.2.C, Faculty Qualifications Review Documentation Supplemental Form
AA-108.2.D, Tested Experience Supplemental Form

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-108.2	February 15, 2023	Put into new policy template.
108	October 20, 2020	University Policy Committee recommended this policy to go to Faculty Senate and President's Council
108	January 5, 2018	Faculty Senate recommended President's Council approve the policy
108	December 13, 2017	President's Council approved the policy
108	November 29, 2017	"Provost" language was replaced with "Vice President of Academic and Student Affairs."