



## **AA-108.2.A, Determination of Faculty Qualifications Standard Operating Procedures**

A qualified faculty member is identified primarily by credentials. Other factors may also be considered including but not limited to tested experience. Faculty members must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. Faculty members teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program. Exceptions to these rules include programs for terminal degrees or when tested experience is established. In terminal degree programs, faculty members should possess the same level of degree. Upper Iowa University utilizes an evaluation procedure to establish tested experience. Judgment of tested experience is determined by the dean of the school who consults with a department chair/program director/program chair. Faculty members teaching general education courses or teaching courses in UIU's Dual Enrollment Program are to hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which he or she is teaching.

1) At the time a course is developed, a course-specific Faculty Credential Guidelines form is completed by the full-time faculty member associated with the development of the course, and/or the department chair/program director/program chair and/or school dean. (See Faculty Credential Template fillable form.)

The completed Faculty Credential Guidelines form for each course is uploaded to the "G" Drive-Academic Affairs—Faculty Credential Guidelines—appropriate School. A department chair/program director/program chair, a center director, the academic affairs director, or the Assistant Vice President – Enrollment Management (for self-paced courses), accesses the needed course-specific form here. Each course-specific Faculty Credential Guidelines form is reviewed annually by the appropriate School full-time faculty member(s), chairs and/or dean by March 1st. The reviewed and approved Faculty Credential Guidelines will be used for the upcoming academic year.

2) The credentials of each faculty member hired to teach for the university must be evaluated against the appropriate Faculty Credential Guidelines forms. Official transcripts from all degree granting institutions (for international institutions, a copy of the Foreign Evaluation Verification Letter from an approved agency) are reviewed and used

to fill out the Faculty Qualifications Review Document (FQRD). For each faculty member, the Faculty Qualifications Review Documentation is uploaded into Docfinity under the employee's ID number by the school's administrative assistant. Hard copies may be kept by a school at the school's discretion.

3) Every effort should be made to hire faculty qualified using the credential guidelines above, however, if a diligent search results in no faculty member with the appropriate credentials, the session in which the class is scheduled is within 45 days of starting, and an individual with related qualifications is found, a department chair/program director/program chair, a center director, the academic affairs director, or the Assistant Vice President – Enrollment Management (for self-paced courses), completes according to instructions the "Using Tested Experience as a Basis for Determining Minimally Qualified Faculty" document and gathers necessary supporting documentation. (see "Using Tested Experience as a Basis for Determining Minimally Qualified Faculty" fillable form.) The document and supporting documentation are sent electronically to the appropriate school dean. A review is made by the dean in consultation with the department chair/program director/program chair. "Approve" or "Deny" is marked and the form is signed and dated. The respective approval/denial is returned to the requesting party via an electronic PDF copy of the "Using Tested Experience as a Basis for Determining Minimally Qualified Faculty." If approved, the "Faculty Qualified by Tested Experience" option on the FQRD form should be checked. The "Using Tested Experience as a Basis for Determining Minimally Qualified Faculty" form is uploaded into Docfinity under the employee's ID number by the school's administrative assistant. No hard copies are archived.

4) At least 70 percent of the undergraduate faculty members in each of the undergraduate programs/majors and 70 percent of the graduate faculty members in each graduate program should be qualified by credentials, with 30 percent or less qualified using tested experience. If, due to extenuating circumstances, a program or major does not come within five percent of the 70 percent/30 percent acceptable faculty qualification levels, the rationale for the difference and details of student learning outcomes are to be provided to demonstrate faculty make-up supports the program's standards or major's goals.