

Faculty Credentialing Policy

Policy Name: Faculty Credentialing Policy
Approval Authority: Cabinet
Interpreting and Implementing Authority: Provost
Effective: September 2, 2021
Last Revised: September, 2021
Next Review Date: 5 years from last revised date

Policy Statement

In order to ensure that our faculty are appropriately qualified to teach the courses they are assigned, the following guidelines will be used to determine if a full-time or part-time faculty member is approved to teach a specific course.

Entities Affected by the Policy

This policy impacts all courses taught for Wesleyan College, regardless of location and/or degree program.

Policy Details

Wesleyan College requires the following credentials of faculty teaching in academic programs:

- **Faculty teaching undergraduate general education or major courses:** 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)
- **Faculty teaching undergraduate interdisciplinary courses:** doctorate or master's degree in discipline(s) that is(are) component(s) of the course or master's degree with a concentration in discipline(s) that is(are) component(s) of the course (a minimum of 18 graduate semester hours)
- **Faculty teaching graduate and post-baccalaureate coursework:** earned doctorate/terminal degree in the teaching discipline or a related discipline. Wesleyan College defines a "terminal degree" as an earned doctorate (or its acceptable foreign equivalent) or one of the following:
 - in Accounting: master's degree in accounting/accountancy and current C.P.A. license
 - in Music: Master of Music (M.M.)
 - in Studio Art: Master of Fine Arts (M.F.A.)
 - In Theatre: Master of Fine Arts (M.F.A.)

Faculty who do not have an earned doctorate, but have a terminal degree in the discipline may teach in a graduate or post-baccalaureate course ONLY if they also have additional qualifications that enhance their degree.

- **Nursing clinical teachers:** Bachelor of Science in Nursing, at least two years recent clinical experience in a hospital setting.

Additional Qualifications

In some cases, additional qualification may complement or substitute for credentials listed above; in others, additional qualifications may enable fully-credentialed faculty members to teach courses not strictly aligned with their academic credentials. These exceptions must be thoroughly documented.

Additional qualifications may include the following:

- scholarly publications and presentations related to the teaching assignment
- related work experience
- professional licensure and certifications related to the teaching assignment
- honors and awards
- continuing professional development
- continuous documented excellence in teaching (such as supervisors' evaluations).

Procedure for verifying faculty credentials

Wesleyan College follows a two-step procedure to ensure that faculty members are fully qualified for their teaching assignments.

1. The program chair/director proposing a potential faculty member (full- or part-time) prepares a substantial justification of that person's credentials by filling out a SACSCOC Faculty Roster Form that matches credentials (academic and additional) to the proposed teaching assignment. That form is submitted to the Provost/Vice President for Academic Affairs, along with the candidate's application materials, including transcripts.
2. The Provost/Vice President for Academic Affairs reviews the Faculty Roster Form, application materials, and transcripts to make a final determination as to the suitability of the candidate's credentials.

Faculty Roster Forms, transcripts, and other application materials are kept on file in the Office of the Provost.

Interpreting and Implementing Authority

The Provost is responsible for the oversight of this policy. Faculty who are not qualified, as per this policy, will not be allowed to teach at Wesleyan College.