



FACULTY QUALIFICATIONS HANDBOOK

UT Tyler Faculty Qualifications Handbook

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Overview of Faculty Qualifications

The following overview summarizes the requirements as outlined in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) [Faculty Qualifications](#) and UT Tyler's [HOP 3.1.1 Faculty Qualifications](#):

Undergraduate

Faculty teaching general education or baccalaureate courses must:

1. Hold a doctorate or master's degree in the teaching discipline or
2. Master's degree with a minimum of 18 graduate semester hours in the discipline being taught.

Graduate

Faculty teaching graduate and post-baccalaureate course work must:

1. Hold earned doctorate/terminal degree in the teaching discipline or a related discipline.

Faculty Qualification Exceptions:

Faculty who do not meet the academic requirements outlined above must present other persuasive evidence of qualifications.

Additional qualifications may include related work or professional experience, licensure and certifications, honors and awards, scholarly and research publications, and other achievements.

All additional qualifications should clearly describe the relationship between these qualifications and the course content/expected outcomes of the course. Dates should be indicated as well, as appropriate.

Process for Assigning Faculty to Courses

All forms are available in [UT Tyler DocuSign](#). To access these forms, sign into DocuSign and click the **orange “New” drop-down button**. Chose **“Use a Template.”** Then chose **“All Templates”** and look up the appropriate form (details on the different forms are found below). Click **Add Selected**. Add in any missing information (such as chair and dean) and be sure to update the **Email Subject** line to include the faculty name (LastName, FirstName) or course (CHEM 3370) as appropriate to the selected form. Click **SEND**. See screenshot below for example:

Faculty Qualifications Form

Archived in AIE NEEDS TO SIGN CUSTOMIZE

Name *
Tonya Gaddis

Email *
tgaddis@uttyler.edu

8

Message to All Recipients

Custom email and language for each recipient

Email Subject *
Please DocuSign: Faculty Qualifications Form for ADD F

Characters remaining: 17

Email Message
Enter Message

Characters remaining: 10000

Advanced Options | Edit

- Recipients can sign on paper
- Recipients can edit
- Incomplete envelopes expire 365 days after send date
- Recipients are warned 3 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

SEND ADVANCED EDIT DISCARD

Next, fill in the relevant course information. The Course ID is a six-digit number located in top section of the page in myUTTyler Schedule of Classes.

Note: Do not put "all courses" in the course box. Must include relevant courses for the selected semester/year with identifying prefix/number, course ID, and title.

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID 100417		Course Offering Nbr 1						
Academic Institution	University of Texas at Tyler							
Term	2022 Fall	Undergrad						
Subject Area	BIOL	Biology						
Catalog Nbr	3137	ECOLOGY LABORATORY						
								Auto Create Component

For a new course that is not yet in the Schedule of Classes, the Course Id can be found in **the Search Results** as you begin to add a new class section.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Academic Institution =

*Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Case Sensitive

Limit the number of results to (up to 1000):

[Basic Search](#)

Search Results

View All First 1-73 of 73 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UTTYL	2228	CHEM	1105	Undergrad	MAIN	INTRO CHEMISTRY I LAB	100663	1
UTTYL	2228	CHEM	1111	Undergrad	MAIN	GENERAL CHEMISTRY I LAB	100665	1
UTTYL	2228	CHEM	1112	Undergrad	MAIN	GENERAL CHEMISTRY II LAB	100666	1

Course Ids are also available in the **Course Catalog** report in OBIEE. *To quickly review all courses already approved for each faculty member see the OBIEE report here: Academic Departments > Faculty > Faculty Courses Qualified.*

Course Academic Org	Course Academic Group	Subject	Catalog	Course Id	Eff Date	Status	Course Title	Maximum Units	Offer Nbr	Career	Prim Comp	Component	Instructor Contact Hrs	TLC Attr	TLC Descr	Last Term Offered	Course Typically Offered
Department of Computer Science	CBT	CSCI	5346	105668	2022-08-14	A	DATABASE ANALYTICS	3	1	GRAD	LEC	LAB	1.00	01	Lecture		FLLSPRSUM

If additional justification is needed, please fill in at least one of the boxes under Section Three. Attachments such as a CV or transcript may be provided to accompany the justification.

SECTION THREE

Faculty assigned to general education or baccalaureate courses must hold a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the courses being taught. Faculty teaching graduate and post-baccalaureate courses must hold an earned doctorate/terminal degree in the teaching discipline or a related discipline.

Does the faculty member meet the above requirements for each assigned course? Yes No

IF NO provide at least one additional justification below

a) List graduate coursework in the assigned teaching discipline (include course prefix#, title). Clearly describe the relationship with each assigned course.

b) List Scholarly publications/presented papers relevant to the assigned courses and include year. Clearly describe the relationship with each assigned course.

c) List additional qualifications/licensure/ certifications/work experience relevant to the assigned courses and include year and location. Clearly describe the relationship with each assigned course.

Click **Finish** to route the form to the Department Chair and Dean.

After the SACSCOC Institutional Accreditation Liaison and Provost approval, the form is routed to the Director of Information Analysis to be programmed into Peoplesoft. Once this is complete, the faculty member can be assigned to the course sections using the instructor lookup tool, found on the **Meetings** tab in the Schedule of Classes. (Note: *Schedule of Classes Training* is offered each year by the Office of the Registrar).

New Course Assignment Form

Use this form only for faculty with a terminal degree in the course discipline. This form is useful to assign *multiple* faculty to the *same* course and is often used when a new course is created. Note that if more faculty names need to be submitted than fields, attach an additional document outlining the faculty information required.

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START

New Course Assignment Form

GRADUATE COURSES: USE THIS FORM *ONLY* FOR FACULTY WITH TERMINAL DEGREE IN COURSE DISCIPLINE
UNDERGRADUATE COURSES: USE THIS FORM *ONLY* FOR FACULTY WITH A MASTER'S DEGREE IN THE DISCIPLINE

Reference HOP Policy 3.1.1 Faculty Qualifications for the required appropriate credentials.

SECTION ONE

COURSE INFORMATION

Course Prefix/Number	Course ID (123456)	Course Title	Course Level UG, G, DC, Dev	Semester/Year
			-- select --	-- select -- -- select --

SECTION TWO

FACULTY INFORMATION

Attach additional document if this course has more than **three** faculty assignments.

Employee ID	Faculty First Name	Faculty Last Name	Faculty Status (FT, PT)
			-- select --

Degree/Certification	Year	Discipline	Institution

Does the faculty member hold a terminal degree from a college or university outside of the United States?
If yes, please attach the transcript and evaluation: Yes No

Employee ID	Faculty First Name	Faculty Last Name	Faculty Status (FT, PT)
			-- select --

Degree/Certification	Year	Discipline	Institution

Graduate Teaching Assistants

Any graduate teaching assistants (GTAs) who are instructors of record must:

- 1) Have a master's in the teaching discipline, or
- 2) 18 graduate semester hours in the teaching discipline
- 3) Be under direct supervision by a faculty member experienced in the teaching discipline
- 4) Receive regular in-service training, and
- 5) Undergo planned and periodic evaluations.

Fill out the required information for the GTA. Include all relevant degrees/certifications beginning with the highest degree. Attach a copy of the GTA transcript showing the Master's degree or relevant graduate coursework. GTAs must have direct supervision by a faculty member experienced in the teaching discipline. Regular training and planned period evaluations are also expected. Evidence documents regarding training and evaluation must be saved in the department files.

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START

Graduate Teaching Assistant Qualifications Form

Complete this form only for GTAs assigned as Instructor of Record
Refer to [HOP Policy 3.1.1 Faculty Qualifications](#) for the required GTA appropriate credentials.

SECTION ONE

GRADUATE TEACHING ASSISTANT INFORMATION

College/School	Department	Program	
-- select --			
Employee ID	GTA First Name	GTA Last Name	
Degree/Certification	Year Earned	Discipline	Institution

SECTION TWO


COURSE INFORMATION FOR TEACHING ASSIGNMENTS

Course Prefix/Number (ENGL 1301)	Course ID (12345)	Course Title (College Composition I)	Course Level (UG, G, DC, Dev)
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --

SECTION THREE

GRADUATE TEACHING ASSISTANTS MUST HAVE A MASTER'S DEGREE IN THE TEACHING DISCIPLINE OR 18 GRADUATE SEMESTER HOURS IN THE TEACHING DISCIPLINE

Does the GTA member meet the above requirements for each assigned course? Yes No

Attach a copy of the GTA transcript showing Master's Degree or graduate coursework 

GRADUATE TEACHING ASSISTANTS MUST HAVE DIRECT SUPERVISION BY A FACULTY MEMBER EXPERIENCED IN THE TEACHING DISCIPLINE

Does the department provide a qualified faculty supervisor for each assigned course? Yes No

Credentialing Guidelines

SACSCOC Faculty Credentials Policy



FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. 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).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: 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).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate 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).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. 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.

*Approved: College Delegate Assembly,
December 2006 Updated for Revised
Principles: April 2018*

UT Tyler HOP 3.1.1 Faculty Qualifications

A. Purpose

The purpose of this policy is to establish minimum qualifications for the hiring of faculty.

B. Persons Affected

All employees whose responsibility includes teaching credit courses.

C. Definitions

N/A

D. Policy

The University of Texas at Tyler will hire highly qualified faculty, consistent with guidelines established by SACSCOC and professional associations. UT Tyler will give primary consideration to the highest earned degree in the discipline. UT Tyler will also consider 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.

E. Procedures

The degree requirements below are the minimum degree requirements that may be used when hiring faculty. Any exceptions to the degree requirements noted below must be justified and approved by the Dean of the college (for part-time faculty and graduate teaching assistants who are instructors of record) and by the Dean of the college and the Provost for full-time faculty.

1. Faculty teaching general education or baccalaureate courses must hold a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the discipline being taught.
2. Faculty who hold a terminal degree from a college or university outside of the United States, and the transcript was issued in a language other than English, must provide a foreign evaluation report from a National Association of Credential Evaluation Services (NACES) approved evaluator prior to the first day of the teaching assignment.
3. Faculty teaching graduate and post-baccalaureate course work must hold an earned doctorate/terminal degree in the discipline taught or a related discipline.
4. Faculty who do not meet the academic requirements outlined in 1. and 2. above and cannot present other persuasive evidence of qualifications, as defined in D. Policy, will not be assigned to courses for which they are not qualified.
5. Graduate teaching assistants who are instructors of record must have a master's in the teaching discipline or they may have 18 graduate semester hours in the discipline taught, be under direct supervision by a faculty member experienced in the discipline, receive regular in-service training, and undergo planned and periodic evaluations.

F. Responsibilities

The Office of the Provost and Executive Vice President for Academic Affairs is responsible for the administration of this policy.

G. Review

The Divisional Head for this policy is the Provost. This policy shall be reviewed every five years or sooner if necessary by the Office of Human Resources and the Provost and Executive Vice President for Academic Affairs.

H. Reference Documents

[U.S. Department of Education Network for Education Information – Recognition of Foreign Qualifications](#)

[Southern Association of Colleges and Schools Commission on Colleges Comments on International Credentials](#)

ORIGINALLY APPROVED: 12/01/2001

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