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. Choose “Use a Template.” Then choose “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

Message to All Recipients

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
Faculty Qualifications Form

Use the Faculty Qualifications Form to assign a faculty member to a course or courses. This form can also be used for adding additional justification and qualification exceptions as outlined below.

Fill in the required fields with the faculty information. Include all relevant degrees/certifications beginning with the highest degree. If the faculty member holds a terminal degree from a college or university outside of the United States, please provide the transcript and evaluation as required in HOP 3.1.1.
Next, fill in the relevant course information. The Course ID is a six-digit number located in the 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.

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.
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.

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.
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.
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.
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

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