



Policy

University Policy AC-22.01-05/14

Policy Title: Qualifications for Faculty to Teach Graduate Courses Policy

Originator: Dr. R. Podemski, Dean

Responsible Office: Graduate School

Reason for Policy/Purpose:

To ensure that faculty who teach graduate program components at The University of West Florida (UWF) are well qualified in their teaching fields and meet the highest standards of scholarship.

Who Does this Govern and Who Needs to Know this Policy?

All individuals charged with teaching credit courses and other components of graduate degree programs and administrators approving the appointment of these individuals.

Policy Statement:

Individuals hired to teach credit courses and other components of graduate degree programs at UWF must comply with the qualifications specified in the Faculty Handbook and UWF's policy on Competence and Qualifications of Instructional Personnel. Qualification statements include:

- Under ordinary circumstances individuals must hold, at a minimum, the terminal degree, usually the doctorate, in the teaching field or a doctorate in a highly related field with at least 18 graduate semester hours credit in the teaching field.

It is recognized that occasions may arise when individuals may qualify for instructional duties on a basis other than standard academic credentials. In such cases it is the responsibility of the recommending body and the hiring authority to demonstrate and document that the individual being assigned instructional duties has the knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds the standard academic credentials.

Procedures:

Faculty qualifications must be documented in the Faculty Academic Credentials System. Qualifications are verified by the colleges. Documentation of credentials used in lieu of standard academic credentials is maintained in the individual's official personnel file.

APPROVED: Dr. Judith A. Bense, President

Date: 5/19/14

History: Adopted May 2014.