

PROCEDURE LIT.1.11.03 FACULTY CREDENTIALS

SCOPE: Faculty

1. Lamar Institute of Technology establishes standards for the justification and documentation of faculty credentials in order to develop and maintain a qualified and competent faculty. Justification of faculty credentials can be established through educational or experiential means.

2. Faculty Educational Requirements

- 2.1. **Academic Courses:** Faculty teaching academic transferrable courses (courses listed in the ACGM) must have a master's degree as outlined below.

- Master's degree in the discipline
- OR
- any Master's degree with 18 graduate hours in the discipline

- 2.2. **Technical Courses:** Faculty teaching courses not designed for transfer should have a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline as outlined below.

- Bachelor's degree in the discipline
- OR
- Associate degree and demonstrated competencies

- 2.2.1. In select career and technical education programs, faculty may also be required to have national accreditation, a current professional license, and/or certificate in the discipline.

2.3. Developmental Courses

- 2.3.1. Faculty teaching developmental courses in reading, writing and mathematics should have a minimum of a bachelor's degree in a discipline related to the teaching assignment. In addition, the faculty member should have at least one (1) of the following:

- 2.3.1.1. Elementary, secondary or all level teaching certificate from any state;
 - 2.3.1.2. Teaching experience in the classroom within a field related to the teaching assignment; or
 - 2.3.1.3. Graduate course in teaching underprepared students

- 2.3.2. Faculty teaching a College Success Skills Course (DORI) must have a minimum of the following:

- 2.3.2.1. Bachelor's degree; **and**
- 2.3.2.2. Teaching experience or relevant higher education experience.

3. Alternative Credentialing

- 3.1. Faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. The institution may consider competence in the field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. When a prospective instructor does not meet the Faculty Educational Requirements outlined above, but does possess outstanding professional experience or relevant industrial certification/licensure, the individual may be alternatively credentialed
- 3.2. Two faculty must review and approve alternative credentialing of an instructor.
- 3.3. An "Alternative Credentialing Justification" form accompanied by documentation of competencies, experiences, and achievements that contribute to effective teaching and student learning outcomes must be submitted with the "Faculty Credential Matrix" form.
 - 3.3.1. The primary coordinator for the program should provide the first signature and another faculty member from the discipline should provide the second signature.
 - 3.3.2. Documentation may include licenses, certifications, awards, work verification forms, portfolios, professional references, vitae, etc.
 - 3.3.3. Documentation must include verification from sources other than the potential instructor alone.

4. eLearning Qualifications

- 4.1. Faculty teaching online courses must successfully complete an Online Instructor Certification Program approved by the Office of Distance Education.
- 4.2. Exemptions for the Online Instructor Certificate Program may be granted by the Director of Distance Learning for previous experiences, training, or relevant credentials.

5. Records

- 5.1. Initial faculty credential requests (Faculty Credential Matrix – New Faculty) as well as credential updates (Faculty Credential Matrix – Faculty Update) must be approved by the Department Chair, Dean of Instruction, Institutional Accreditation Liaison, and the Provost.

- 5.2. Faculty members are responsible for delivering current credentials. It is also the responsibility of the faculty member to deliver a copy of a current official transcript, state license, registry or certificate when the credential is renewed or updated. Other credentials used to document teaching qualifications and appointments must also be delivered.
- 5.3. If an employee is required to hold a state license, registry or certificate in order to be qualified as an instructor and lets the license, registry or certificate lapse or expire, the employee will immediately become ineligible for employment and subject to immediate termination.
- 5.4. Human Resources is responsible for maintaining personnel records. The Institutional Accreditation Liaison will update approved credentials electronically and transfer physical documents to Human Resources for recordkeeping.

6. The *LIT Professional Standards for Faculty and Academic Administrators* provides guidance for specific faculty positions and courses.

Related Policies: LIT.1.11 Accreditation

Relevant Forms/Documents: Alternative Credential Justification form, Faculty Credential Matrix – New Faculty form, Faculty Credential Matrix – Faculty Update form, Professional Standards for Faculty and Academic Administrators

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards: 6.2.a

Document History:

Adopted: September 2013

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