



Policy Title:	Faculty Qualifications
Policy Number:	ACAD-118
Revision Date:	November 2018
Policies Superseded:	ACAD-116
Policy Management Area(s):	Faculty Senate

SUMMARY:

To ensure the highest quality of instruction for students attending Coastal Carolina University, those faculty and associated faculty teaching baccalaureate, post-baccalaureate and graduate courses must have the following credentials.

POLICY:

I. POLICY

A. Policy for teaching undergraduate courses:

1. Faculty and associated faculty teaching undergraduate courses must have one of the following credentials:
 - a. Terminal 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).
 - b. Alternative qualifications as stipulated in section C, below.
Stipulation: Each undergraduate major must have at least 25 percent of the credit hours in the discipline taught by faculty members holding the terminal degree, usually an earned doctorate in the discipline or the equivalent of the terminal degree.
2. Graduate Assistants can serve as the instructor of record for an undergraduate course if they have a master's degree in the teaching discipline or 18 graduate credit 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 (SACSCOC Standard on Faculty Qualifications in the Principles of Accreditation). Normally, the University will not appoint graduate assistants as instructors of record if they do not have a master's degree or higher in the teaching discipline. However, Graduate Assistants who are under the supervision of a faculty member and who are not responsible for assigning grades can provide teaching support and or instruction for undergraduate courses and laboratories. These Graduate

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Assistants are required to receive instructional training prior to engaging the classroom, regular in-service training, and planned and periodic evaluations.

B. Policy for teaching graduate/courses:

Faculty and associated faculty teaching graduate courses must be designated as members of the graduate faculty at CCU, and have one of following credentials:

1. An earned terminal degree in the discipline or in a related discipline.
2. Alternative qualifications as stipulated in section C, below.

C. Policy for alternative qualifications:

1. Applicant must submit alternative qualification documentation to the department chair.
Alternative qualifications include but are not limited to:
 - a. Other coursework and concentrations
 - b. Certificates or diplomas
 - c. Professional licensure or certification
 - d. Special training
 - e. Documented excellence in teaching in the discipline
 - f. Honors, awards or special recognitions
 - g. Related work experience; and/or
 - h. Other documented teaching competencies and achievements
2. The chair of the department will submit the documentation and a letter to the dean of the appropriate college justifying the applicant's qualifications.
3. The dean of the college will evaluate and submit the documentation and letter to the Provost.
4. The provost determines the relevance of the qualifications when alternate qualifications are being used to determine faculty qualification.