


MEMORANDUM

To: Deans and Department/Division Heads

From: Bonnie Yegidis 
Provost and Vice President for Academic Affairs

Re: *Policy on Hiring of Faculty*

Date: August 24, 2004

In July, Interim Provost Jack Crocker asked the deans to ensure that transcripts attesting to qualifications conforming to SACS guidelines (attached) to teach a given course be obtained for all faculty hired. He indicated at that time proposed implementation of a policy addressing this issue. It is critical to our regional accreditation to ensure that this condition is met. The policy is as follows:

No faculty member, neither full- or part-time, will be permitted to teach at FGCU if after the initial semester of employment that individual has not completed the hiring process by ensuring FGCU has received an appropriate official transcript(s) with regard to his or her academic qualifications. Any such individual will not be permitted to teach until such time as the requisite transcript(s) is received and duly recorded.

The appropriate hiring authority within each college is responsible for seeing that this condition of employment is met. Upon review of the transcript(s) it is incumbent upon the appropriate hiring authority to determine if a letter of justification explaining the extraordinary qualifications of the individual to teach a given course is necessary and if so to ensure that the letter is provided to Academic Affairs along with the transcript(s).

Please contact Dr. Bielen if you have any questions concerning the faculty hiring process and the implementation of this policy.

BY/cd

Attachment



degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration.

- 3.4.14 The institution's use of technology enhances student learning, is appropriate for meeting the objectives of its programs, and ensures that students have access to and training in the use of technology.

3.5 Educational Programs: *Undergraduate Programs*

- 3.5.1 The institution identifies college-level competencies within the general education core and provides evidence that graduates have attained those competencies.
- 3.5.2 The institution awards degrees only to those students who have earned at least 25 percent of the credit hours required for the degree through instruction offered by that institution. (*See Commission policy "The Transfer or Transcribing of Academic Credit."*)

3.6 Educational Programs: *Graduate and Post-Baccalaureate Professional Programs*

- 3.6.1 The institution's post-baccalaureate professional degree programs, and its master's and doctoral degree programs, are progressively more advanced in academic content than undergraduate programs.
- 3.6.2 The institution ensures that its graduate instruction and resources foster independent learning, enabling the graduate to contribute to a profession or field of study.
- 3.6.3 The majority of credits toward a graduate or a post-baccalaureate professional degree is earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions. (*See Commission policy "The Transfer or Transcribing of Academic Credit."*)

3.7 Faculty

- 3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Credential Guidelines:

- a. *Faculty teaching general education courses at the undergraduate level: doctor's 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: doctor's 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: doctor's 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). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the 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.*