This manual describes the policies and practices of Florida Gulf Coast University for ensuring that all courses are taught by well-qualified instructors. It includes the procedures used to review the credentials of every instructor teaching a course at FGCU. These procedures were used to review the Fall 2013 and Spring 2014 faculty, in order to prepare the data required for FGCU’s 2014 reaffirmation review by the Southern Association of College and Schools (SACSCOC). This manual was largely drawn from the FAU Credentialing Manuals.
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Policies and Guidelines

FGCU Policy

Florida Gulf Coast University subscribes to the values and practices developed through the regional body for academic self-regulation, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC states the basic standards that an institution should meet in order to ensure that its faculty holds the appropriate level and kind of credentials as follows:
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.

FGCU subscribes to this standard established by SACSCOC, beginning with the principle that consideration of faculty credentials begins with the instructional assignment. The content/level of the course or other instructional assignment determines the qualifications required to teach it. This is reflected in FGCU’s credentialing manual dated 2014 (see Appendix A, Provost’s Memorandum on Instructional Qualifications and Appendix B FGCU Faculty Credential Standard).

**FGCU Guidelines**

FGCU’s credentialing guidelines are patterned after the guidelines provided by SACSCOC, which specify the degrees and coursework qualifications that are appropriate to different kinds of instructional assignments; specifically:

3.7.1.a Faculty teaching general education courses at the undergraduate level: doctoral 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).

3.7.1.d Faculty teaching baccalaureate courses: doctoral 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.

3.7.1.e Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

3.7.1.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.
SACSCOC recognizes that a faculty member’s qualifications for a particular teaching assignment may include or may rest on professional or artistic accomplishments, licensures and certifications, and a range of other evidence of “competence, effectiveness and capacity” in successfully meeting the learning objectives of a given course. FGCU also acknowledges that these additional qualifications may be considered, and has created a set of policies for their documentation that ensures that all faculty members meet the highest standards of preparation for a given instructional assignment.

FGCU’s guidelines are described in more detail below, including FGCU’s requirement that faculty holding the master’s degree must document 18 graduate credit hours relevant to the discipline and/or a record of substantial and current accomplishments in the field of the teaching assignment.

Transcripts and degrees

The hiring authority (chair/director/dean) is responsible for ensuring that FGCU has an official copy of the transcript for the highest academic credential earned by the prospective instructor on file in the Office of the Provost. An official transcript is sent directly from one institution to another. The transcript should be sent directly to the hiring authority. A copy may be kept in the department/school or college; the original will be kept in the Office of the Provost.

FGCU requires that degrees earned in the United States be from institutions that are regionally accredited.

Foreign degrees must be evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES) to establish their equivalency to American degrees. A course-by-course evaluation is necessary for all degrees except terminal degrees in the teaching field. If an abstract (or equivalent) of the dissertation or other terminal project can be provided, a course-by-course analysis is not required for a terminal degree in the teaching field. Documentation in a foreign language must be translated by an appropriate external agency.

Until appropriate documentation of the earned terminal or highest degree as relevant to the field of instruction is received in the Office of the Provost, the university will accept no claims about the prospective faculty member’s qualifications for the instructional assignment.

Graduate instruction

All faculty teaching graduate courses or otherwise responsible for graduate credit must hold an earned terminal degree in the teaching discipline. Faculty who hold the appropriate terminal degree that is not in the teaching discipline (i.e., “related discipline”) can be credentialed to
teach at the graduate level if they demonstrate their qualifications on the basis of graduate coursework and/or current accomplishments in research or relevant professional and artistic fields. A current curriculum vitae and transcript for the highest academic credential earned must be on file with Office of the Provost. These standards apply to both compensated and uncompensated graduate instruction.

**Terminal degree in teaching discipline**

A person who has earned a terminal degree in the teaching discipline is qualified to teach graduate courses in that discipline. In consultation with deans and chairs, FGCU’s Provost has determined the list of terminal degrees appropriate to the instruction offered in FGCU’s highly variable academic units. (See Appendix B for a list of all terminal degrees recognized by FGCU for its academic programs.)

The list of terminal degrees associated with each academic program specifies the terminal degree that qualifies the person holding it to teach a particular course or set of courses. Some academic programs have a single terminal degree in the teaching field; other units may have multiple teaching fields and several appropriate terminal degrees. Academic programs range from the homogeneous (B.A. in History, with a single degree) to the heterogeneous (B.A. in Environmental Studies, with 23 differently-named terminal degrees). Heterogeneous academic programs have often developed as an original discipline has given rise to more specialized degrees over the decades or when a new multi-disciplinary field emerges. Academic programs with multiple terminal degrees typically associate those degrees with a subset of the courses offered. In all cases, chairs of departments/deans of colleges/directors of schools are responsible for ensuring that faculty members are assigned to courses, theses, dissertations and other forms of instruction (e.g., Directed Independent Studies or DIS) solely within their areas of expertise.

**Terminal degree outside of the teaching discipline ("related discipline")**

Prospective instructors without a terminal degree in the teaching discipline (but do hold a terminal degree) may qualify to teach graduate courses, serve on dissertation committees, or offer other forms of graduate credit through one or both of the following:
Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.

Note: Documentation must be appropriate to the course being taught. An official transcript (or, in the case of a foreign degree, an approved agency’s evaluation of the equivalency of the foreign degree and its courses) must be used in this documentation. If the level/content of the coursework is not clear, the chair/director/dean should seek additional information from the degree-granting institution. Credits must be documented by course prefix/number, course name, year in which the credits were earned, and the institution/degree program in which they were earned. These graduate semester credit hours must be made up of formal coursework. Thesis, dissertation, internship, and similar credits do not count towards this documentation.

Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

Note: Documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; copies of book reviews published in scholarly journals or similarly significant venues; dissertation abstracts, listing the committee and the institution. In all cases, the accomplishments must be independently verified. For all accomplishments cited, the hiring authority should be prepared to provide the level of documentation required for the promotion portfolio, as this provides the best guide to comprehensive documentation of accomplishments. All documentation must be on file in the academic unit, available for review upon request by dean/provost or designee.

The chair/director completes the documentation of qualifications using the Letter of Justification template for the instructional assignment. If the dean finds the documentation to be appropriate, it is forwarded to the Provost. The Provost or designee will determine whether the narrative of accomplishments provides sufficient clear and compelling evidence that the person is qualified for the instructional assignment.

When the narrative is not sufficiently strong, either the dean or the Provost will require the hiring authority to provide a more detailed letter of justification of how the individual’s qualifications prepare him or her for the particular instructional assignment. This justification requires:
a course matrix that identifies key course learning objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of the evidence of accomplishment; and

a narrative justification that explicitly addresses how the individuals’ accomplishments constitute a level of preparation for the instructional assignment comparable to that of a terminal degree in the teaching field and how the individual’s graduate degree contributed to his/her accomplishment and preparation to teach this course.

(See Appendix D-1 for the instructions for completing the Letter of Justification.)

**Undergraduate instruction**

**Terminal degree within the teaching discipline**

Those holding the terminal degree in the teaching field are qualified for any instructional assignment within that field, provided that their chair/director has concluded that they have either the graduate training or have acquired the knowledge base for the particular course. In all cases, chairs of departments and directors of schools are responsible for ensuring that faculty members are assigned to courses, directed independent studies, and honors theses solely within their areas of expertise. FGCU assumes that professional development is an ongoing responsibility of full-time faculty. Professional development appropriately includes the development of new fields of competency as well as staying current in the fields of one’s graduate study.

**Master’s degree or terminal degree outside the teaching discipline**

Faculty who hold a master’s degree and faculty who hold a terminal degree outside the teaching field (i.e., related discipline) must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignment. The hiring authority would need to provide one or both of the following:

Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.

Note: Documentation must be appropriate to the course being taught. Credits must be documented by course prefix/number, course name, year in which the credits were earned, and the institution/degree program in which they were earned. An official transcript (or, in the case of a foreign degree, an approved agency’s evaluation of the equivalency of the foreign degree and its courses) must be used in this documentation. If the level/content of the coursework is not clear, the chair/director should seek additional
information from the degree-granting institution. These graduate semester credit hours must be made up of formal coursework. Thesis, dissertation, internship, and similar credits do not count towards this documentation, nor do courses on how to teach.

Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

Note: Documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: abstracts of published work, taken directly from the journals or proceedings; copies of published reviews of an exhibition or performance; copies of book reviews published in scholarly journals or similarly significant venues; dissertation abstracts, listing the committee and the institution. In all cases, the accomplishments must be independently verified. For all accomplishments cited, the hiring authority should be prepared to provide the level of documentation required for the promotion portfolio, as this provides the best guide to comprehensive documentation of accomplishments. All documentation must be on file in the academic unit, available for review upon request by dean or provost.

The dean and the provost or designee(s) will determine whether the narrative of accomplishments provides sufficient clear and compelling evidence that the person is qualified for the instructional assignment.

When the narrative is not sufficiently strong, the hiring authority will be required to provide a more detailed Letter of Justification of how the individual’s qualifications prepare him or her for the particular instructional assignment. This justification requires:

- a course matrix that identifies key course learning objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of the evidence of accomplishment; and

- a narrative justification that explicitly addresses how the individual’s accomplishments constitute a level of preparation for the instructional assignment comparable to that of a terminal degree in the teaching field and how the individual’s graduate degree contributed to his/her accomplishment and preparation to teach this course.

(See Appendix D-1 for the instructions for completing the Letter of Justification.)

No graduate degree/graduate degree in progress

Graduate teaching assistants (GTA’s) at FGCU may teach if they have completed 18 graduate semester hours in the teaching field AND are under the direct supervision of a faculty member,
receive regular in-service training, and receive planned and periodic evaluations of their teaching.

These graduate semesters hours must be made up of formal coursework. Thesis, dissertation, internship, and similar credits do not count towards this documentation. Courses in pedagogy (“how to teach”) do not count towards this documentation but courses about the results of and methods for research on teaching (as taught in the College of Education) may count towards it. Directed independent study courses can be counted only if there is documentation of the content and outcome of the course: for example, a syllabus that details the work to be done and how it will be evaluated or a copy of the final research paper or a faculty critique of the completed artistic project. This documentation must be on file in the academic department in which the student will be teaching.

**Exceptional cases**

FGCU recognizes that the best interests of the students may, at times, be served by instruction delivered by someone who has not taken the typical academic route to developing her or his ability to effectively teach a particular subject. As SACSCOC 3.7.1 states: “When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. 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.”

A request for an exception to the University’s standards for teaching at the graduate or undergraduate level requires extraordinarily strong evidence of the qualifications of the prospective faculty member to effectively deliver the instructional assignment.

This request for exception is made for a particular course. The hiring authority will be required to provide a more detailed Letter of Justification of how the individual’s experience and accomplishments has prepared him or her for the particular instructional assignment. This justification requires:

- a course matrix that identifies key course learning objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work
• A narrative justification that explicitly addresses how the individuals’ accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field.

Additionally, the hiring authority must assemble a portfolio of documentation of the proposed instructor’s record of substantial and current accomplishments in the field of the teaching assignment.

Note: Documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; the venues of significant performances or exhibitions; copies of book reviews published in significant venues; letters of evaluation solicited by the hiring authority from persons able to dispassionately evaluate the accomplishments of the prospective faculty member. In all cases, the accomplishments must be independently verified by the chair/director. All documentation must be on file in the academic unit, available for review upon request by dean or provost or designee(s).

The request for exception is reviewed initially by the dean of the college. If the dean supports the request, it is forwarded to the Office of the Provost for consideration. Decisions from the Office of the Provost are final. Approval of a request for exception is specific to the particular course(s) approved.

PROCEDURE FOR REVIEW OF FACULTY/INSTRUCTOR CREDENTIALS

Credentialing database

In 2004, FGCU implemented a procedure for review of faculty/instructor credentials that is based on a dedicated credentialing database. The database was created to document and review the credentials of faculty and instructors assigned to teach in a given semester.

Credentials Database Load

**Frequency:** Instructor and instructor course data are pulled on a semester basis upon requested by the Credentials data owners.

**Purpose:** To collect and archive instructor credentials and instructor activity.

**Database Location:** Network database SQL Server host: rutile.student.ad.fgcu.edu
Process Flow:

- Log in to Cognos: http://fgcu-cichlid/cognos10/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/main.xts&startwel=yes
- Run the report “SACS Course Schedule w/Credit Hrs” o This report produces a list of new as well as existing instructors and their instructional activity on a term basis. The data is pulled from the official FGCU reporting instance called the Operational Data Store (ODS), which is directly loaded from the Banner modules, and imported into the Credentials database.

ODS Metadata:

For the purpose of the Credentials system, the Banner Student module is used to populate the Credential tables:

- dbo.tblCourses – one record for each course section
- dbo.tblInstructors – loaded once based upon semester hires

This data can be view through the Credentials interface. Access to the interface requires permission from the Credentials data owners. Once permission is granted, the Credential Database Manager will set up a user ID and password to the Credentials system: https://midas.fgcu.edu/acadaff/login.asp

Overview of the review process

The database is populated with data extracted from Banner. The Provost’s designee(s) reviews the files for all of the instructors in their academic programs. Unless the faculty member held a terminal degree in the teaching field, the chairs/directors provide additional documentation required by FGCU to ensure that all instructors have the necessary preparation for their instructional assignments.

Every instructor and every course in AY 13-14 were reviewed and assessed to ensure proper documentation was on file. If it was determined that additional documentation was required, Chairs/directors were required to submit a Letter of Justification that (a) documented the evidence of qualifications that led to the teaching assignment and (b) acknowledged that those qualifications were inadequate to the university’s current requirements and that the instructional assignment would not be repeated.

Details of the credentialing process and database

Step one: The credentials database manager runs a report named “SACS Course Schedule w/Credit Hrs”. This report produces a list of new as well as existing instructors and their instructional activity on a term basis. The data is pulled from the official FGCU reporting instance called the Operational Data Store (ODS), which is directly loaded from the Banner modules, and
imported into the credentials database. The credentials database manager uses the Banner Student module to populate the two credential tables; one is a record for each course section and the second is loaded once based upon semester hires. This data is viewed through the credentials interface. Access to the interface requires permission from the credentials data owners. Once permission is granted, the credential database manager will set up a user ID and password to the credentials system. The Provost’s designees work with the database manager to ensure that the database has the necessary information for the credentialing process to begin. If the information is not accurate the designee and manager work together to resolve the issue.

**Step two:** Chairs/director verify and document the faculty member’s qualifications for the instructional assignments. For full-time faculty this verification is done at the time of hire. For adjuncts/overloads and GTA’s this verification is done using an Adjunct, Overload and Summer Assignment Agreement (Appendix D). Documentation with this form shall include a current curriculum vitae, official transcript of the highest degree and a letter of justification if necessary.

**Step three:** After the chairs/directors submit their documentation to the Office of the Provost, the designee will conduct a final verification of the course assignment to the instructor’s qualifications in accordance to accreditation standards. Particularly complex cases would be discussed and analyzed with the Senior Associate Provost. After reaching a decision about the faculty member’s qualifications for their instructional assignments, the designee works with the database manager to get the required documentation into the database.

If the credential review is not approved, the Provost/Senior Associate Provost/or designees could indicate one or more of the following reasons for that decision:

- Ineligible course, for example:
  - Unacceptable graduate credits (e.g., thesis, internship) listed as part of the 18 graduate semester hours required
  - Need explanation of a course that is included as documentation for the instructional assignment but appears to be out of the teaching field
- Need information on coursework, for example:
  - Courses listed are not clearly connected to the instructional assignment
  - Request for confirmation that these are graduate credits
  - Need information on research, for example:
    - Need a clearer link between the research and the instructional assignment
    - Need a clearer statement of recent research
  - Need clarification (e.g., of the significance of a publication or a grant)
- Need information on other professional accomplishments, for example:
  - Need to know what documentation you have on these accomplishments
  - Need clearer statement of how these accomplishment are related to the instructional assignment
• Other reasons for declining to pass the record, not otherwise categorized.
• Out of compliance
  Does not meet FGCU’s standards: needs to be credentialed through a request for exception or needs documentation of the rationale for the assignment and an assurance that no further such assignment will be given.

**Step four:** The database is used each term to verify existing faculty member’s instructional assignment to their credentials. No additional information is needed for faculty members who hold a terminal degree in their teaching field. Additional information may be needed for faculty members who have been credentialed to teach a specific instructional course and are expected to teach a different instructional course for an upcoming term. In this instance a new Letter of Justification will need to be created with the new course information as well as a re-evaluation of the current curriculum vitae and official transcript. If the faculty member is deemed qualified to teach this additional class then the information is updated in the credentials database. If not, then the designee performs Step three.

**FUTURE CREDENTIALING MAINTENANCE**

The Provost or designee(s) will conduct ongoing reviews of instructor credentials in the credentials database. The database tracks faculty/course assignments that have already been approved in previous semesters. Therefore, the Provost/Associate Provost(s)/designee(s) will review situations in which new faculty are hired, new course assignments given, or new adjunct or graduate teaching assistants are assigned. Instructor credentialing will happen in conjunction with each semester’s schedule building process and with new hiring procedures. This ongoing procedure ensures that FGCU instructional assignments are in compliance with FGCU credentialing policy.
Appendix A: FGCU Faculty Credential Standards

FGCU Faculty Credential Standards

The following are the Credential Guidelines outlined by the Southern Association of Colleges and Schools (SACSCOC) and adopted by Florida Gulf Coast University. Where exceptions exist, academic qualifications and professional and/or other qualifications may deem an instructor suitably qualified to teach a specific course. Those exceptions and accompanying justifications are available within the FGCU Faculty Credentials Information System.

- **Developmental studies courses**: baccalaureate degree in a discipline related to the teaching assignment and either teaching experience in a discipline related to their assignment or graduate training in remedial education.

- **Associate degree courses not designed for transfer to the baccalaureate degree**: baccalaureate degree in the teaching discipline or an associate degree and demonstrated competencies in the teaching field.

- **Associate degree courses designed for transfer**: masters or doctoral degree in the teaching discipline or a master’s degree with a concentration (18 graduate semester hours) in the teaching discipline.

- **General education and baccalaureate degree courses**: masters or doctoral degree in the teaching discipline or a master’s degree with a concentration (18 graduate semester hours) in the teaching discipline.

- **Graduate and post-baccalaureate courses**: doctoral degree or terminal degree in the discipline or a related discipline.

- **Graduate teaching assistants**: masters in the teaching discipline or 18 graduate semester hours in the teaching discipline with direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
Appendix B: Terminal Degrees by Degree

- **Terminal Degrees by Department**

- **Accounting (B.S.)**
  - *Terminal degree for each discipline taught in Accounting*
  - Ph.D., DBA Accounting**
  - J.D. for courses in Business Law
  - M.S. Accounting with CPA for accounting courses
  - PhD Business with concentration of courses in accounting subjects
  - Ph.D., DBA in Business for non-accounting courses

- *Individuals can teach as adjuncts in any of these areas with master’s degrees in the fields, at least 18 graduate SCH in teaching area, with work experience preferred. Degree exceptions may be made for full-time faculty with significant professional experience. Different schools may call degrees by other names (e.g. Information Systems may be called Computer Information Systems or Management Information Systems).*

- **Accounting and Taxation (M.S.)**
  - *Terminal degree for each discipline taught in Accounting*
  - Ph.D., DBA Accounting
  - PhD, DBA in Business with concentration of courses in accounting areas
  - J.D for Business Law courses

- **Acute Care Nurse Practitioner (M.S.N.)**
  - *Acceptable degree disciplines with Terminal degree or Masters degree*
  - Ph.D. in Nursing, Education, or Health Related Discipline □ D.O.
  - D.N.A.P.
  - D.N.P. (Doctor of Nursing Practice) □ D.N.S; D.N.Sc; D.S.N.
  - Pharm.D.
  - Ed.D.
  - M.S.N.
  - M.A. Nursing
  - M.S. in Nursing
  - M.S. Health-related Discipline
  - M.S.P. in Pharmacy
  - M.P.H. in Public Health
  - M.D.
  - M.S. Chemistry

- **Anthropology (B.A.)**
  - *Terminal degree for each discipline taught in Anthropology*
  - PhD in Anthropology
  - PhD in Archaeology
• **Art (B.A.)**
  • *Terminal degree for each discipline taught in Art Doctorate in specific teaching discipline. MFA*
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.
  • Earned doctorate in one of the humanities, arts, or social science disciplines, or an MFA in one of the arts disciplines with 18 graduate hours or professional experience in the teaching discipline would be acceptable.

• **Music Performance (BA)**
  • *Terminal degree for each discipline taught in Music Performance*
  • PhD in Music
  • DMA
  • Earned doctorate in the area of music performance or an MM in performance with 18 graduate hours or professional experience in the teaching discipline would be acceptable.

• **Athletic Training B.S.A.T.**
  • *Terminal degree for each discipline taught in Athletic Training* M.S. with 18 hours of graduate coursework in relevant discipline.

• **Biochemistry (B.S.)**
  • *Terminal degree for each discipline taught in Biochemistry*
  • PhD Chemistry/Biochemistry
  • PhD in disciplines relevant to the subject matter being taught (Analytical Biochemical, Environmental, Forensic, Inorganic, Organic, Physical, Physics)
  • or
  • Masters degree in acceptable degree disciplines in Chemistry (Analytical, Biochemical, Environmental, Forensic, Inorganic, Instrumental, Organic, Physical) with 18 graduate hours in the teaching discipline.

• **Bioengineering (B.S.)**
  • *Terminal degree for each discipline taught in Bioengineering*
  • Ph.D., D.Sc. in Bioengineering
  • PhD, DSc Biomedical Engineering
  • PhD, D.Sc Chemical Engineering
  • PhD, D.Sc Mechanical Engineering
  • PhD, D.Sc Electrical Engineering
  • PhD, D.Sc Industrial Engineering
  • PhD, D.Sc Materials Science & Engineering
  • PhD, D.Sc in other closely related fields of engineering.

• **Biology (B.A.)**
  • *Terminal degree for each discipline taught in Biology*
  • Ph.D. in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment. Or
• M.S in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
• Or
• M.S. and 18 graduate hours in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.

• **Biology** (B.S.)
  • *Terminal degree for each discipline taught in Biology*
  • Ph.D. in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S. and 18 graduate hours in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.

• **Biology-Accelerated** (B.S.)
  • *Terminal degree for each discipline taught in Biology-Accelerated*
  • Ph.D. in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S. and 18 graduate hours in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.

• **Biotechnology** (B.S.)
  • *Terminal degree for each discipline taught in Biotechnology*
  • Ph.D. in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.
  • Or
  • M.S. and 18 graduate hours in Biology, a sub-discipline of Biology, or in a closely related discipline appropriate to the specific assignment.

• **Business Administration** (M.B.A.)
  • *Terminal degree for each discipline taught in*
  • Ph.D., D.M. or DBA in Business or a closely related discipline
  • MBA and significant high-level managerial experience in business
• **Business Administration (Executive M.B.A.)**
  • *Terminal degree for each discipline taught in*
  • Ph.D., D.M. or DBA Business or closely related discipline.
  • M.B.A. and significant high-level managerial experience in business

• **Chemistry (B.A.)**
  • *Terminal degree for each discipline taught in Chemistry, Marine Biology & Fisheries, Geochemistry PhD Chemistry/Biochemistry*
  • PhD in disciplines relevant to the subject matter being taught (Analytical Biochemical, Environmental, Forensic, Inorganic, Organic, Physical, Physics) or
  • Masters degree in acceptable degree disciplines in Chemistry (Analytical, Biochemical, Environmental, Forensic, Inorganic, Instrumental, Organic, Physical) with 18 graduate hours in the teaching discipline.

• **Child and Youth Studies (B.S.)**
  • *Terminal degree for each discipline taught in Child and Youth Studies*
  • Ph.D./EdD in Early Education
  • Ph.D./EdD in Elementary Education
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or Masters degree with 18 graduate hours in the teaching discipline.

• **Civil Engineering (B.S.C.E.)**
  • *Terminal degree for each discipline taught in Civil Engineering*
  • PhD or D.Sc. in Civil Engineering, Aerospace Engineering, Structural Engineering, Engineering – Civil and Environmental, or other closely related fields of engineering

• **Clinical Laboratory Science (B.S.)**
  • *Terminal degree for each discipline taught in Clinical Laboratory Science* M.S. with 18 hours of graduate coursework in relevant discipline.

• **Clinical Mental Health Counseling (M.A.)**
  • *Terminal degree for each discipline taught in*
  • PhD for content courses. Masters with license or certification for clinical supervision. CACREP accreditation requires new full time faculty be graduates from a counselor education program or have taught at least one year on a full time basis in a counseling program prior to 7/1/2013.

• **Communication (B.A.)**
  • *Terminal degree for each discipline taught in Communication*
  • PhD Communication
  • PhD Speech
  • PhD Media Ecology
  • PhD Rhetoric
  • PhD Mass Communication
  • PhD Communication Studies
  • PhD Telecommunications
• PhD Journalism

• Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Community Health (B.S.)**
  • *Terminal degree for each discipline taught in* **Community Health** M.S. with 18 hours of graduate coursework in relevant discipline.

• **Computer Information Systems (B.S.)**
  • *Terminal degree for each discipline taught in* **Computer Information Systems**
  • Ph.D., D.M. or DBA Information Systems
  • Ph.D., DBA Information Systems, Computer Information Systems or Management Information Systems;
  • D.M. Information Systems, Computer Information Systems or Management Information Systems; PhD Engineering Management *; PhD in Business Admin with concentration of courses in information systems topics

• **Operations Management & Statistics courses:** PhD or DBA Operations Management, Production Management, Operations Research, Engineering Management*; of PhD in business with concentration of courses in ops management or statistics
  • PhD or DBA in Business for other courses*
  • * Individuals can teach in these areas with masters degrees in the fields or at least 18 graduate SCH in teaching area, with work experience preferred.

• **Computer Information Systems (M.S.)**
  • *Terminal degree for each discipline taught in* **Computer Information Systems**
  • Ph.D., DBA Information Systems
  • PhD, DBA Computer Information Systems
  • PhD, DBA Management Information Systems
  • PhD, DBA in Business with concentration of courses in Information Systems
  • PhD Engineering Management
  • D.M. Information Systems, Computer Information Systems or Management Information Systems Master’s degree in related field and significant related experience

• **Criminal Justice (B.S.)**
  • *Terminal degree for each discipline taught in* **Criminal Justice**
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.
  • PhD in Criminology
  • PhD in Criminal Justice
  • PhD in Psychology
  • PhD in Human Services
  • J.D. – Courses in Law
• **Criminal Justice (M.S.)**
  • *Terminal degree for each discipline taught in Criminal Justice*
  • PhD in Criminology
  • PhD in Criminal Justice
  • JD – Courses in Law

• **Curriculum & Instruction (M.Ed.)**
  • *Terminal degree for each discipline taught in Curriculum & Instruction*
  • Ph.D./Ed.D Curriculum & Instruction
  • Ph.D./ Ed.D. Elementary Education
  • Ph.D. / Ed.D. Education
  • Ph.D./Ed.D. English or Language Arts Education
  • Ph.D./Ed.D. Mathematics Education
  • Ph.D./Ed.D. Science Education
  • Ph.D., Ed.D. Social Science Education

• **Curriculum & Instruction – Educational Technology (M.A.)**
  • *Terminal degree for each discipline taught in Curriculum & Instruction*
  • Ph.D., EdD Curriculum & Instruction
  • Ph.D., EdD Educational Leadership
  • Ph.D., EdD Educational Technology

• **Curriculum & Instruction – Educational Technology (M.Ed.)**
  • *Terminal degree for each discipline taught in Educational Leadership*
  • Ph.D., EdD Instructional/Educational Technology

• **Early Childhood Education (B.A.)**
  • *Terminal degree for each discipline taught in Early Childhood Education*
  • PhD in Early Childhood Education
  • EdD in Early Childhood Education
  • PhD in Curriculum and Instruction
  • EdD in Curriculum and Instruction
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Economics (B.S.)**
  • *Terminal degree for each discipline taught in Economics*
  • Ph.D., DBA in Economics
  • PhD or DBA Economics or in Business with concentration of courses in Economics*
  • PhD or DBA in Business for other courses*
  • * Individuals can teach in these areas with master’s degrees in the fields or at least 18 graduate SCH in teaching area, with work experience preferred.

• **Education (Ed.D) – 2 concentrations**
• Terminal degree for each discipline taught in Education
  • Curriculum & Instruction Concentration
  • PhD, Ed.D Curriculum & Instruction

  • Educational Leadership Concentration
  • Ph.D., EdD Educational Leadership

  • Educational Leadership (M.A.)
  • Terminal degree for each discipline taught in Educational Leadership
  • Ph.D., EdD Educational Leadership

  • Educational Leadership (M.Ed.)
  • Terminal degree for each discipline taught in Educational Leadership
  Ph.D., EdD Educational Leadership

• Educational Specialist (Ed.S.) – 2 concentrations
  • Terminal degree for each discipline taught in
  • Concentration: Curriculum & Instruction
  • Ph.D., EdD Curriculum & Instruction
  • Concentration: Educational Leadership Concentration
  • Ph.D., EdD Educational Leadership

• Elementary Education (B.A.)
  • Terminal degree for each discipline taught in Elementary Education
  • PhD, EdD Elementary Education/Curriculum & Instruction
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or Masters degree with 18 graduate hours in the teaching discipline.

  • English (B.A.)
  • Terminal degree for each discipline taught in English
  • MFA Creative Writing
  • PhD English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

  • English (M.A.)
  • Terminal degree for each discipline taught in English
  • PhD English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)

• Environmental Engineering (B.S.Env.E.)
  • Terminal degree for each discipline taught in Environmental Engineering
  • PhD or DSc in Environmental Engineering
• PhD or DSc in Civil Engineering
• PhD or DSc in Environmental Engineering Sciences or closely related fields in Engineering

• Environmental Science (M.S.)
  • Terminal degree for each discipline taught in Environmental Science
• PhD Biological Oceanography
• PhD Biology
• PhD Botany
• PhD Civil Engineering
• PhD Coastal Zone Management
• PhD Curriculum & Instruction
• PhD Earth Science
• PhD Ecology
• PhD Environmental & Forest Biology
• PhD Environmental Science
• PhD Environmental Studies
• PhD Fisheries
• PhD Geographic Information Systems
• PhD Geology
• PhD Horticulture Science
• PhD Marine Affairs & Policy
• PhD Marine Biology
• PhD Marine Science
• PhD Oceanography
• PhD Physical Sciences
• PhD Public Administration
• PhD Zoology

Environmental Studies (B.A.)
  • Terminal degree for each discipline taught in Environmental Studies
• PhD Biological Oceanography
• PhD Biology
• PhD Botany
• PhD Civil Engineering
• PhD Coastal Zone Management
• PhD Curriculum & Instruction
• PhD Earth Science
• PhD Ecology
• PhD Environmental & Forest Biology
• PhD Environmental Science
• PhD Environmental Studies
• PhD Fisheries
• PhD Geographic Information Systems
• PhD Geology
• PhD Horticulture Science
• PhD Marine Affairs & Policy
• PhD Marine Biology
• PhD Marine Science
• PhD Oceanography
• PhD Physical Sciences
• PhD Public Administration
• PhD Zoology

• Or
• Master’s degree in Biological Oceanography, Biology, Botany, Civil Engineering, Coastal Zone Management, Curriculum & Instruction, Earth Science, Ecology, Environmental & Forest Biology, Environmental Science, Environmental Studies, Fisheries, Geographic Information Systems, Geology, Horticulture Science, Marine Affairs & Policy, Marine Biology, Marine Science, Oceanography, Physical Science, Public Administration, Zoology with 18 graduate hours in teaching discipline.

• Environmental Studies (M.A.)
• Terminal degree for each discipline taught in Environmental Studies
• PhD Biological Oceanography
• PhD Biology
• PhD Botany
• PhD Civil Engineering
• PhD Coastal Zone Management
• PhD Curriculum & Instruction
• PhD Earth Science
• PhD Ecology
• PhD Environmental & Forest Biology
• PhD Environmental Science
• PhD Environmental Studies
• PhD Fisheries
• PhD Geographic Information Systems
• PhD Geology
• PhD Horticulture Science
• PhD Marine Affairs & Policy
• PhD Marine Biology
• PhD Marine Science
• PhD Oceanography
• PhD Physical Sciences
• PhD Public Administration
• PhD Zoology

• Exercise Science (B.S.)
• Terminal degree for each discipline taught in Exercise Science M.S. with 18 hours of graduate coursework in relevant discipline.
• PhD Exercise Physiology
• Ph.D., EdD Heath/Physical Education
• Ph.D., EdD Health Science

• Finance (B.S.)
• Terminal degree for each discipline taught in Finance
• Ph.D. or D.B.A. in Finance
• Ph.D. or DBA in Finance, Real Estate or in Business with concentration of courses in Finance and/or Real Estate for FIN courses*
• Ph.D. or DBA in Economics, Finance, Real Estate or in Business with concentration of courses in Finance and/or Real Estate for REE courses
• JD for Real Estate Law
• Ph.D. or DBA in Business for other courses*
• * Individuals can teach in these areas with master’s degrees in the fields or at least 18 graduate SCH in teaching area, with work experience preferred.

• Forensic Studies (B.S.)
• Terminal degree for each discipline taught in Forensic Studies
• Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• Forensic Studies (M.S.)
• Terminal degree for each discipline taught in Forensic Studies
• PhD in Anthropology
• PhD in Criminal Justice

• Health Science (B.S.)
• Terminal degree for each discipline taught in Health Science
• M.S. with 18 hours of graduate coursework in relevant discipline.

• Health Science (M.S.)
• Terminal degree for each discipline taught in Health Science
• MS with 18 graduate coursework in relevant discipline.
• EdD, PhD in Health Science field

• History (B.A.)
• Terminal degree for each discipline taught in History
• PhD in History
• Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• History (M.A.)
• *Terminal degree for each discipline taught in History*
  • PhD in History

• **Journalism (B.A.)**
  • *Terminal degree for each discipline taught in Journalism/Mass Communication*
  • PhD in Journalism
  • PhD Digital Journalism
  • PhD Online Journalism
  • PhD Multimedia Journalism
  • PhD Mass Communication(s)
  • PhD Broadcast(ing)
  • PhD Broadcast Journalism, Radio and Television Production
  • PhD Digital Media, Media Production, Media Studies, Multimedia Studies
  • PhD Writing
  • PhD Creative Writing
  • MFA Creative Writing
  • PhD English
  • PhD Interactive Communications
  • PhD Interactive Media
  • PhD Interactive Journalism
  • PhD Media Entrepreneurship
  • PhD Electronic Media, New Media
  • PhD Visual Journalism
  • PhD Art
  • PhD Graphic Design, Design, Photography, Photojournalism
  • PhD Legal Studies  □  LL.M., MSL □  J.D.
  • PhD Communication or Communication Studies.
  • Or
  • Master’s degree in Journalism, Digital Journalism, Multimedia Journalism, Mass Communication(s), Broadcast(ing), Broadcast Journalism, Radio and Television Production, Digital Media, Media Production, Media Studies, Multimedia Studies, Writing, Creative Writing, English, Interactive Communications, Interactive Media, Interactive Journalism, Media Entrepreneurship, Electronic Media, New Media, Visual Journalism, Art, Graphic Design, Design, Photography, Photojournalism, Legal Studies, or Law (LL.M., MSL or J.D.), Communication or Communication Studies with 18 graduate hours within the teaching discipline (Journalism or Mass Communication or Digital Media) or professional journalism experience.

• **Legal Studies (B.S.)**
  • *Terminal degree for each discipline taught in Legal Studies PhD in Criminal Justice*

• **Management (B.S.)**
  • *Terminal degree for each discipline taught in Management*
  • PhD or DBA in Management
• Ph.D., D.M. or DBA Management or related area or in Business Administration with concentration of courses in Management or related area
• EdD Leadership
• PhD in Health Administration or Psychology
• PhD in Sports/Recreation or related field
• PhD Educational Psychology
• DM in Organizational Leadership
• Ed.D. in Human Resource Development
• Ph.D. in Organizational Psychology
• Ph.D., DBA or D.M. in any Business discipline to teach Introduction to Business*
• PhD or DBA in Business for other courses*

• Marine Science (B.S.)
  • Terminal degree for each discipline taught in Marine Science
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline).

• Marketing (B.S.)
  • Terminal degree for each discipline taught in Marketing
  • PhD or DBA in Marketing
  • PhD or DBA Marketing, Advertising, Communications or Sociology*
  • PhD or DBA in Business for other courses*
  • * Individuals can teach in these areas with masters degrees in the fields or at least 18 graduate SCH in teaching area, with work experience preferred.

• Mathematics (B.A.)
  • Terminal degree for each discipline taught in Mathematics
  • PhD Mathematics
  • PhD Statistics
  • PhD Operations Research
  • PhD Applied Mathematics
  • PhD Biostatistics
  • Or
  • Masters degree in Statistics, Mathematics, Operations Research, Biostatistics, Applied Mathematics with 18 graduate hours in the teaching discipline.
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• Mathematics (M.S.)
  • Terminal degree for each discipline taught in Mathematics PhD Mathematics
  • PhD Statistics
  • PhD Operations Research
  • PhD Applied Mathematics

• Music Education (B.M.E.)
• Terminal degree for each discipline taught in Music Education
• DMA, DOA, DOM, PhD in Music for all History, Literature, Theory, Pedagogy and Composition disciplines EdD, Ph.D, in Music Teacher Education
• MM in Music for all Performance, Arts Management, and Opera Production disciplines
• Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduates hours in the teaching discipline).

• Music – Performance (B.A.)
• Terminal degree for each discipline taught in Music – Performance □ DMA, PhD Music
• Any doctorate in the area of music performance or an MM in performance with 18 graduate hours or professional experience in the teaching discipline would be acceptable.

• Nursing (B.S.N.)
• Terminal degree for each discipline taught in Nursing
• Acceptable degree disciplines with Terminal degree or Masters degree
• Ph.D. in Nursing, Education, or Health Related Discipline □ D.O.
• D.N.A.P.
• D.N.P. (Doctor of Nursing Practice) □ D.N.S; D.N.Sc; D.S.N.
• Pharm.D.
• Ed.D.
• M.S.N.
• M.A. Nursing
• M.S. in Nursing
• M.S. Health-related Discipline
• M.S.P. in Pharmacy □ M.P.H. in Public Health □ M.D.
• M.S. Chemistry
• For clinical nursing staff – B.S.N.

• Nurse Anesthesia (M.S.N.)
• Terminal degree for each discipline taught in Nursing
• Acceptable degree disciplines with Terminal degree or Masters degree
• Ph.D. in Nursing, Education, or Health Related Discipline □ D.O.
• D.N.A.P.
• D.N.P. (Doctor of Nursing Practice) □ D.N.S; D.N.Sc; D.S.N.
• Pharm.D.
• Ed.D.
• M.S.N.
• M.A. Nursing
• M.S. in Nursing
• M.S. Health-related Discipline
• M.S.P. in Pharmacy M.P.H. in Public Health
• M.D.
• M.S. Chemistry
• **Occupational Therapy (M.S.)**
  
  *Terminal degree for each discipline taught in Occupational Therapy*
  
  - PhD in related field
  - EdD in related field
  - Post-professional OTD

• **PGA Professional Golf Management (B.S.)**
  
  *Terminal degree for each discipline taught in PGA Golf Management*
  
  - MBA, M.P.S.; Master’s Degree in related field
  - B.S/B.A. and Class A PGA member to teach Player Development & Teaching
  - B.S/B.A. with professional experience in related field

• **Philosophy (B.A.)**
  
  *Terminal degree for each discipline taught in Philosophy*
  
  - PhD in Philosophy, M.A. in Philosophy or related field with 18 graduate credit hours in Philosophy
  - Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduates hours in the teaching discipline.

• **Physical Therapy (D.P.T.)**
  
  *Terminal degree for each discipline taught in Physical Therapy*
  
  - NOTE: The Commission on Accreditation in Physical Therapy Education (CAPTE) Accreditation Standards requires more than 50% of program faculty have a terminal degree (PhD, EdD, DSc). Faculty without a terminal degree must hold a Masters degree and have a minimum of 18 credit hours of graduate coursework in the discipline.

• **Political Science (B.A.)**
  
  *Terminal degree for each discipline taught in Political Science*
  
  - PhD Political Science
  - PhD Government
  - PhD Public Administration
  - PhD Public Policy
  - PhD Policy Analysis
  - PhD Policy Studies
  - PhD Public Affairs
  - PhD Urban Affairs
  - PhD Urban Planning
  - PhD Urban Politics
  - PhD Urban Studies
  - PhD Regional Affairs
  - PhD Regional Planning
  - PhD Regional Politics
  - PhD Regional Studies
• PhD Comparative Politics
• PhD Comparative Government
• PhD International Relations
• PhD International Politics
• PhD International Studies
• PhD Security Studies
• PhD Regional Politics
• PhD Regional Governance
• PhD Regional Studies
• PhD European Politics
• PhD European Government
• PhD European Studies
• PhD Asian Politics
• PhD Asian Government
• PhD Asian Studies
• PhD Latin American Politics
• PhD Latin American Government
• PhD Latin American Studies
• PhD African Politics
• PhD African Government
• PhD African Studies
• PhD Political Economy
• Juris Doctor
• Or
• Masters degree in Political Science; Government; Public Administration; Public Policy; Policy Analysis; Policy Studies; Public Affairs; Urban Affairs; Urban Planning; Urban Politics; Urban Studies; Regional Affairs; Regional Planning; Regional Politics; Regional Studies; Comparative Politics; Comparative Government; International Relations; International Politics; International Studies; Security Studies; Regional Politics; Regional Governance; Regional Studies; European Politics; European Government; European Studies; Asian Politics; Asian Government; Asian Studies; Latin American Politics; Latin American Government; Latin American Studies; African Politics; African Government; African Studies; Political Economy; Juris Doctorate with 18 graduate hours within the teaching discipline.

• Primary Health Care Nurse Practitioner (M.S.N.)
• Terminal degree for each discipline taught in Primary Health Care Nursing
• Acceptable degree disciplines with Terminal degree or Masters degree
• Ph.D. in Nursing, Education, or Health Related Discipline  □  D.O.
• D.N.A.P.
• D.N.P. (Doctor of Nursing Practice)  □  D.N.S;  D.N.Sc;  D.S.N.
• Pharm.D.
• Ed.D.
• M.S.N.
• M.A. Nursing
• M.S. in Nursing
• M.S. Health-related Discipline
• M.S.P. in Pharmacy M.P.H. in Public Health
• M.D.
• M.S. Chemistry

Psychology (B.A.)
• Terminal degree for each discipline taught in Psychology
• PhD in Psychology
• PsyD in Psychology
• Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduates hours in the teaching discipline).

• Public Administration (M.P.A.)
  • Terminal degree for each discipline taught in Public Administration
• PhD Public Administration
• PhD Political Science
• PhD Government
• PhD Public Policy
• PhD Policy Analysis
• PhD Policy Studies
• PhD Public Affairs
• PhD Urban Affairs
• PhD Urban Planning
• PhD Urban Politics
• PhD Urban Studies
• PhD Regional Affairs
• PhD Regional Planning
• PhD Regional Politics
• PhD Regional Studies
• PhD Human Resources
• PhD Non-Profit Administration
• PhD Non-Profit Management
• Juris Doctor

• Reading (M.Ed.)
  • Terminal degree for each discipline taught in Reading
• Ph.D./Ed.D Reading
• Ph.D./Ed.D. Language Arts Education
• Ph.D./Ed.D. in Education
• Ph.D./Ed.D. in Curriculum & Instruction

• Resort & Hospitality Management (B.S.)
• **Terminal degree for each discipline taught in Resort & Hospitality Management**
  - Ph.D., DBA Hospitality or related field
  - Ph.D., DBA Hospitality Administration/Management or closely related area
  - EdD Educational Leadership PhD Recreation, Tourism*
  - * Individuals can teach in these areas with masters degrees in the fields or at least 18 graduate SCH in teaching area, with work experience preferred.

• **School Counseling (M.A.)**
  - Terminal degree for each discipline taught in School Counseling
  - PhD for content courses. Masters with license or certification for clinical supervision. CACREP accreditation requires new full time faculty be graduates from a counselor education program or have taught at least one year on a full time basis in a counseling program prior to 7/1/2013.

• **School Counseling (M.Ed.)**
  - **Terminal degree for each discipline taught in School Counseling**
  - PhD for content courses. Masters with license or certification for clinical supervision. CACREP accreditation requires new full time faculty be graduates from a counselor education program or have taught at least one year on a full time basis in a counseling program prior to 7/1/2013.

• **Secondary Biology Education (B.A.)**
  - **Terminal degree for each discipline taught in Secondary Biology Education**
  - Ph.D., EdD in Science Education
  - Ph.D., Ed.D. in Curriculum & Instruction with a Specialization in Science Education
  - Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Secondary Mathematics Education (B.A.)**
  - **Terminal degree for each discipline taught in Secondary Mathematics Education**
  - Ph.D., EdD in Math Education
  - Ph.D., Ed.D. in Curriculum & Instruction with a Specialization in Mathematics Education
  - Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Secondary Social Science Education (B.A.)**
  - **Terminal degree for each discipline taught in Secondary Social Science Education**
  - Ph.D., EdD in Social Science Education
  - Ph.D., Ed.D. in Curriculum & Instruction with a Specialization in Social Science Education
  - Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Social Work (B.S.W.)**
  - **Terminal degree for each discipline taught in Social Work**
  - PhD in Social Work/Social Welfare
  - PhD Psychology
• MSW, MSSW, MS in Social Work

• **Social Work (M.S.W.)**
  • *Terminal degree for each discipline taught in Social Work*
  • PhD in Social Work
  • PhD in Psychology
    MSW MSSW, MS in Social Work and doctoral degree in social work or closely related

• **Sociology (B.A.)**
  • *Terminal degree for each discipline taught in Sociology*
  • PhD Sociology
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Software Engineering (B.S.)**
  • *Terminal degree for each discipline taught Software Engineering*
  • Ph.D., D.Sc. in Software Engineering
  • Ph.D., D.Sc. Computer Engineering
  • Ph.D., D.Sc. Electrical Engineering
  • Ph.D., D.Sc. Computer Science
  • Ph.D., D.Sc. or other closely related fields of engineering and computing

• **Special Education (B.A.)**
  • *Terminal degree for each discipline taught in Special Education*
  • PhD Special Education EdD Special Education
  • Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline.

• **Special Education (M.Ed.)**
  • *Terminal degree for each discipline taught in Special Education*
  • PhD/EdD Special Education
  • PhD/EdD Education with specialization or masters in Special Education
  • PhD/EdD Curriculum & Instruction with specialization or masters in Special Education

• **Theatre (B.A.)**
  • *Terminal degree for each discipline taught in Theatre*
  • MFA Acting MFA Directing
  • MFA Dance
  • MFA Technical Theatre
  • MFA Stage Design and/or Technology
  • MFA Costume Design
  • MFA Theatre (with noted technical specialization)
  • PhD Drama
  • PhD Theatre
• PhD Performance Studies PhD
  Educational Theatre
• Acceptable degree disciplines (Terminal degree or Masters degree in the teaching discipline or masters degree with 18 graduate hours in the teaching discipline).

• **Transitional DPT (tDPT)**
• *Terminal degree for each discipline taught in Physical Therapy*
• DPT
Appendix C-1: Instructions, Letter of Justification

Instructions for Completing the Letter of Justification

Objective: Provide a matrix and summary of the instructor’s documentable qualifications that make them qualified to teach a particular instructional course.

Course Qualifying Matrix: identifies key course learning objectives and explains the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

1. Summarize the key course learning objectives or expected course outcomes for the specific course number and title;
2. For each of the course learning objectives or outcomes, summarize the qualifications that make this instructor particularly suitable to facilitate students’ achieving that objective/outcome. Explain how the qualifications do this, in terms that someone outside of the field could understand. This information should be drawn from the official transcript and curriculum vitae.

Narrative Justification: explicitly addresses how the individuals’ accomplishments constitute a level of preparation for the instructional assignment comparable to that of a terminal degree in the teaching field and how the individual’s graduate degree contributed to his/her accomplishment and preparation to teach this course.

Pitch the narrative to a non-specialist audience (the reader may not have a basic familiarity with abbreviations common to the discipline, for example). Include in the narrative all the following that are both (1) relevant to the course, and (2) documentable:

1. Highest degree earned in relevant field: name of degree, institution, and date earned;
   a) Some cases may call for more than one degree;
   b) Some cases may require noting the number of semester hours and listing the titles of specific courses taken under one or more degrees.
2. Additional qualifications, such as:
   a) Diplomas, licenses, certificates: title/name, date earned, and if applicable, whether the license/certificate is current;
b) Work or professional experience: title/role, organization, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total extent of experience);

c) Clinical experience or professional practice: title/role, organization, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total extent of experience);

d) Excellence in teaching: how demonstrated, and for what date range;

e) Honors and awards: awarding agency, date conferred;

f) Scholarly publications and presentations: bibliographic citation, (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total number);

g) Creative achievements, performances, and presentations: title/body of work, venue, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total number).

Note: In exceptional cases the hiring authority must assemble a portfolio of documentation of the proposed instructor’s record of substantial and current accomplishments in the field of the teaching assignment. Documentation must be appropriate to the course being taught. Accomplishments must be documented by the hiring authority. Documentation would include such items as: abstracts of published work, taken directly from the journals or proceedings; evidence of book publication, including the rigor of the reviewing process and the press; copies of published reviews of an exhibition or performance; the venues of significant performances or exhibitions; copies of book reviews published in significant venues; letters of evaluation solicited by the hiring authority from persons able to dispassionately evaluate the accomplishments of the prospective faculty member. In all cases, the accomplishments must be independently verified by the chair/director. All documentation must be on file in the academic unit, available for review upon request by dean or provost or designee(s).

The request for exception is reviewed initially by the dean of the college. If the dean supports the request, it is forwarded to the Office of the Provost for consideration. Decisions from the Office of the Provost are final. Approval of a request for exception is specific to the particular course(s) approved.
Appendix C-2: Form, Letter of Justification

LETTER OF JUSTIFICATION

TO: Dr. Ronald Toll  
Vice President & Provost for Academic Affairs

FROM: _____________________________________  (Chair or Dean of the Department)  
Title:_________________________________

DATE: _____________________________________

RE: Letter of Justification for ________________

___________________ is qualified to teach the following courses in the College of _______________,  
based on academic coursework and professional experience.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Course Learning Outcomes</th>
<th>-Coursework (list specific courses from transcripts)</th>
<th>-Certification</th>
<th>-Other [Supplement by Documentation]</th>
<th>Work experience (within the last 5 years) that meets the course learning outcomes [Reflected on the CV]</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
NARRATIVE JUSTIFICATION

________________ has the following advanced degrees, including 18 credit hours in __________________:

Although his terminal degree is not in __________________ (___ graduate hours) did focus on the field _______________ education, and ________________ also has ___ graduate hours in the related field of __________________. In addition, __________ is also professionally qualified to teach these courses. He/She has worked in the ______________ industry and the field of __________________________ for over ____ years. In these positions he/she has been responsible for ______________.
Appendix C-3: Justification Checklist

If instructional personnel cannot be credentialed by any of the means provided, additional letter of justification must be submitted. You may use this checklist to review appropriate content for justifications and must be submitted for each individual. Use this list to assist you in providing the maximum amount of information to justify instructional personnel.

- All documents on file in the Provost’s office, including transcripts, updated CV, current syllabus
- Letter of Justification with Course Qualifying Matrix and Narrative Justification
- Coursework taken that is relevant to instruction of course
- Professional licensure and certifications
- Honors and awards
- Continuous documented excellence in teaching
- Demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes
- Professional/work experience (give number of years)
- Sustained artistic or creative accomplishments that directly relate to instruction of course
- Sustained record of research that directly relates to instruction of course (provide detail on publications, grants, and/or patents)
- Unique qualifications, including an explanation of why no other individual is better qualified to teach course
- Other relevant skills
- Other relevant experiences
- Other relevant information
Appendix D: Adjunct, Overload and Summer Salary Agreement

Florida Gulf Coast University
Adjunct, Overload and Summer Salary Agreement

This agreement is to pay the following:
1. Adjunct pay ____________________________ 2. Faculty overload ***________________________
3. A&P overload*** ________________________ 4. USPS overload (exempt only) ***
5. Faculty Summer Salary (9 mo. faculty only) ________________

I. Information (Sections I, II, and III to be completed by College/Department)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Home College/Dept.:</th>
</tr>
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<tbody>
<tr>
<td>College/Dept. Name:</td>
<td></td>
</tr>
<tr>
<td>Employee UIN:</td>
<td>Banner Index #:</td>
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<tr>
<td></td>
<td>**Banner Fund #:</td>
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<tr>
<td></td>
<td>Banner Org. #:</td>
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<th>Fall (year)</th>
<th>Spring (year)</th>
<th>Summer A (year)</th>
<th>Summer (year)</th>
<th>Summer C (year)</th>
<th>Summer D (year)</th>
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II. Assignment

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<th>Title</th>
<th>Credit Hours</th>
<th>Contract Amt.</th>
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</thead>
</table>

III. Additional Information/Non-Instructional Activity:

For Adjuncts Only: In compliance with the SACS accreditation standards, this agreement is contingent upon receipt by Academic Affairs of an original, official transcript of academic work and a current vita or resume within 10 working days from the date of this agreement. In the event official transcript(s) is not received, the university will consider your signature below as authorization to request the transcript(s). This offer is also contingent upon your eligibility to work under the provisions of the Immigration Reform and Control Act of 1986. An Employment Eligibility Verification Form (I-9) must be completed within three (3) business days of the date your employment begins. Please contact the Human Resources Department prior to your first day to schedule a new employee sign-on, be prepared to provide the necessary employment eligibility documentation.

IV. Please Read: In the event that the course or activity is canceled due to lack of enrollment or funding, reassignment of faculty workload, etc., remuneration shall be pro-rated on a daily basis to compensate for work completed up to the point of
cancellation. This agreement will serve as the official Faculty Academic Activity Assignment form, Faculty Activity Report for adjuncts, USPS and A&P employees overload agreement and Summer Salary assignments for 9 month faculty. Twelve month employees who have been approved for extra compensation conducted during normal working hours must report annual leave for the hours or document an adjustment to their work schedule.

V. If the employee is performing an overload for a college/dept. other than their home dept., the home dept. dean/director must sign. Home Dept. Authorization: **For any payment made from a sponsored research account (Banner fund that begins with a #20) this form must be routed to the Office of Research & Sponsored Programs for approval.

***If the payment is for an OVERLOAD this form must be accompanied by the ORSP “Authorization Request for Faculty and A&P Overload Payments & Staff Overtime Payments” form and sent to the Office of Research & Sponsored Programs.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Department Head/Chairperson/Principal Investigator</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean</th>
<th>Date</th>
<th>Reviewed: Office of Academic Affairs</th>
<th>Date</th>
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<table>
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<th>Start Date:</th>
<th>Ending Date:</th>
<th>No. of Pay Periods:</th>
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<tbody>
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<td>ADJ_ ______</td>
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Revised 4/27/2006