

Faculty Qualifications Certification (FQC) Form for New Faculty Appointments  
Guidelines and Procedures  
*Rev. 2-28-14*

To comply with accreditation standards, TTU must verify that all faculty members are qualified in the discipline(s) in which they are assigned courses as the instructor of record. Therefore, whenever a department hires a new faculty member it should complete an FQC form to accompany the other documents required for hiring. This procedure applies to all new full-time tenure-track and one-year faculty, as well as new adjunct instructors, and any current TTU administrative/professional employees assigned to teach a TTU course. It also applies to faculty already certified in one discipline who are assigned a course in a different discipline. This procedure covers all courses earning TTU credit, such as ROCC, dual-credit, and sections taught at off-campus sites.

**Completing the Form:**

- Check the item indicating the new faculty member's highest educational credential relevant to the discipline in which he or she is to be assigned course(s).
- An exception based on professional achievement may be claimed but must be supported by a detailed rationale highlighting elements in the *curriculum vitae* that show the prospective faculty member's expertise in the course discipline.
- Such exceptions must also be certified by FQC when assigning courses in any new teaching discipline for which a current faculty member does not have a standard academic credential and has not previously been certified, such as when a member of one department is assigned to teach a course in a different department or program.
- A new FQC should be completed if a faculty member qualified by exception achieves a standard credential for teaching in the discipline.
- A new FQC must also be completed when a faculty member who was previously certified to teach baccalaureate courses is to be assigned a graduate-level course upon earning the appropriate credential.

**Routing:**

- The hiring department should send the FQC form, signed and dated, along with the PAF, *curriculum vitae*, official transcripts, and TTU application (with the rationale for an exception based on professional achievement, if applicable) to the dean's office, retaining copies of all hiring documents for the faculty member's department file.
- The dean should determine the completeness and accuracy of the hiring documents and verify that the department has correctly certified the prospective faculty member's qualification to teach in the discipline, especially when an exception is claimed.
- The dean then forwards the hiring paperwork to the Provost's Office by the required deadline, retaining a copy of the PAF and completed FQC form in the college office.
- The Provost's Office will review the FQC form, PAF, and accompanying hiring documents and, if correct, forward them to Human Resources for documentation in the official personnel file.



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## FACULTY CREDENTIALS

### - Guidelines -

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

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. 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.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate 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: doctorate 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: doctorate 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).
- 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.