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## 5.303 Faculty Qualifications

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Faculty Qualifications</b>  <b>Policy 5.303</b>	
<b>Academic Policies</b>		Effective date: <b>September 6, 2011</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	September 6, 2011
Revised	Chancellor	N/A	February 20, 2013
Revised (Non-substantive)	Office of University Counsel	N/A	May 19, 2017
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of University Director of Human Resources	Director of Human Resources	937-769-1375	All Faculty

## I. Introduction and Purpose

As part of its commitment to valuing and supporting effective teaching, and consistent with the requirements the University's accrediting body and current higher education practices, Antioch University assures that all faculty members are appropriately qualified in their disciplines or fields of study relative to their responsibilities in engagement in student learning, scholarship, and service. Part of that assurance includes the verification that faculty hold the degrees appropriate to their disciplines or fields of study, as well as the academic level in which they fulfilling their faculty role. The purpose of this policy is to establish a process by which Antioch University ensures that all faculty members employed by the University are appropriately qualified prior to being hired.

## II. Guidelines for Faculty Qualifications

### A. Determination of Appropriate Academic Credential

The campus or University program Chief Academic Officer (“CAO”) is responsible for reviewing all transcripts to determine that the faculty member possesses the appropriate academic degree(s) and professional license. In most cases, the transcript from the highest degree earned will provide sufficient documentation of faculty qualification. In some circumstances, the CAO may determine that additional transcripts for a particular faculty member may be required. In addition, some faculty may be required to hold professional licensure as part of their qualifying education.

## **B. Minimum Education**

1. Faculty teaching in undergraduate programs possess a degree relevant to what they are teaching and at a minimum one level above the level at which they teach;
2. Faculty teaching in graduate programs possess the terminal degree determined by the discipline;
3. Faculty teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.

## **C. Qualifying Equivalent Experiences**

In some cases, faculty may not hold the minimum educational credentials listed above, but may qualify to be hired based upon a combination of education and experience relevant to the degree level and to the specific faculty roles for which the faculty member is responsible. This is particularly true of working practitioners who fulfill an important pedagogical need by bringing professional, real-world expertise as scholar-practitioners into Antioch classrooms. When faculty members are employed based on equivalent experience, they must be able to provide evidence of successful work experience relevant to the faculty roles assigned. Such work experience must demonstrate that the faculty member has gained knowledge or skills on par with those expected of faculty who hold the minimum educational credentials. The minimum threshold of experience applied, as well as the appointment of said faculty member, must be approved by the campus or University program CAO.

## **III. Qualification Verification Process for Core Faculty**

A. The Human Resources office of every campus and University-wide program shall have original transcripts and professional license verification, as appropriate, for all core faculty.

1. All official core faculty personnel files must contain the official transcript from the institution from which the core faculty member obtained his or her highest degree. In some cases, additional official transcripts or documentation of professional licenses may be required, a determination made by the CAO.

2. Core faculty are responsible for providing an official transcript of the required degree. Faculty who are required to hold professional licensure as a condition of their qualifications related to their assigned faculty roles at Antioch University must submit copies of these credentials along with official transcripts. Upon accepting a core faculty contract, the faculty member will provide written permission to the appropriate campus or University human resources office to obtain official transcripts for the appropriate degree. Core faculty will be responsible for paying the established processing fee to the University.

3. Any core faculty contract issued by the University shall be conditioned and contingent upon the timely receipt of the required official transcripts and licensure verification.

**B. Transition guidelines for core faculty hired prior to or employed as of the effective date of this policy**

1. Each campus Human Resources Office (“HRO”) is responsible for assuring and documenting for the University human resources office that the core faculty personnel files include an official transcript for the faculty member’s highest degree earned. For University programs, the University HRO serves as the campus human resources office.

2. If official transcripts need to be obtained, the campus HRO will send the faculty member a letter requesting that he or she request that official transcripts for the appropriate degree be sent to the University.

3. The campus will reimburse the core faculty member for the cost of securing the transcript.

**C. General Conditions and Timeline**

If the campus needs to obtain more than one transcript for a single core faculty member, the same process will be followed.

1. Each campus will have an official transcript on file for every core faculty member by December 31, 2011.

#### **IV. Verification Process for Non-core Faculty**

**A.** Each campus and University program must have official transcripts and professional license verification, as appropriate, for all non-core faculty who have been employed by the institution for more than one term.

1. All official non-core faculty personnel files must contain the official transcript from the institution from which the non-core faculty member obtained his or her highest degree. In some cases, additional official transcripts or documentation of professional licenses may be required.

2. Non-core faculty are responsible for providing, at their expense, an unofficial transcript of the required degree by the first day of class and an official transcript of said degree by the end of the first term in which they are hired. Upon accepting a non-core faculty contract, the faculty member will provide written permission to the appropriate campus or University human resources office to obtain official transcripts for the appropriate degree. Non-core faculty will be responsible for paying the established processing fee to the University.

3. Any non-core faculty contract issued by the University is contingent and conditioned on the timely receipt of the required official transcripts and licensure verification.

#### **B. Transition guidelines for Non-core Faculty hired prior to or employed as of the effective date of this policy**

1. Each campus Human Resources Office (“HRO”) is responsible for assuring and documenting for the University human resources office that the non-core faculty personnel files include an official transcript for the faculty member’s highest degree earned. For University programs, the University HRO serves as the campus human resources office.

2. If official transcripts need to be obtained, the campus HRO will send the non-core faculty member a letter requesting that he or she request that official transcripts for the appropriate degree be sent to the University.

3. Non-core faculty will be responsible for paying the cost of providing the University with the required official transcripts.

#### **C. General Conditions and Timeline**

1. If the campus requires more than one transcript for a single non-core faculty member, the same process will be followed.

2. All currently employed or active non-core faculty members will be expected to provide, at their expense, the required official transcript to the University by no later than December 31, 2011.

**V. New Faculty Classifications**

As Antioch University approves new faculty employment classifications, faculty hired under these classifications will be required to submit official transcripts and verification of professional licensure, as appropriate, as a condition of their contract.

**Policy Cross References:**

Faculty Classifications Policy	Policy # 5.301
Core Faculty Contracts & Development Plans	Policy # 5.305
Background Check Policy	Policy # 4.109