

October 2011

## 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 checked="" type="checkbox"/> <b>Interim</b>		<b>Faculty Qualifications</b>  <b>Policy 5.303</b>	
<b>Academic Policies</b>		Effective date: September 1, 2017	
<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
Revised (Non-Substantive)	Office of University Counsel	N/A	September 1, 2017
Revised	Chancellor	N/A	April 13, 2018
<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 Provost 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 Provost 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. In the event a faculty member does not meet qualifications standards, the appropriate unit head will develop a Faculty Qualifications Development Plan with the faculty member, which addresses any areas of deficiency and establishes benchmarks for progress toward attainment of the required qualifications.

## **B. Expected Education**

1. Faculty possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.

a) Faculty teaching general education courses, or other non-occupational courses possess a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 semester or 27 quarter graduate credit hours in the discipline or subfield in which they teach;

b) Faculty teaching in graduate programs possess the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program; and

c) 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 expected 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, as well as the appointment of said faculty member, must be approved by the relevant Provost.

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

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 Provost.
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.
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.

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

The Office of Human Resources office of every campus and University-wide 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.
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.

### **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