

**AOP-10-23-07-01 (REVISED 9/11/18)**  
**FACULTY QUALIFICATIONS AND CREDENTIALS**

*Troy University hereby adopts the SACS/COC guidelines on Faculty Credentials as the standard for determining acceptable qualifications of its faculty. All full-time and part-time faculty will be formally certified on the Troy University form, titled "Certification for Faculty," to teach specific courses, and this certification will be included in the official faculty file.*

Troy University employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the University gives primary consideration to the highest earned degree in the discipline. Faculty qualifications are determined based on the following faculty credentials:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree from a regionally accredited institution or its equivalent in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours or 25-27 graduate quarter hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree from a regionally accredited institution or its equivalent in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours or 25-27 graduate quarter hours in the teaching discipline).
- c. Faculty teaching courses that cannot be used in meeting minimum degree requirements for an associate's or bachelor's degree: a minimum of a bachelor's degree in the teaching discipline from a regionally accredited institution or its equivalent and demonstrated competencies in the teaching discipline, or a masters or doctorate degree.
- 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 or 25-27 graduate quarter hours in the teaching discipline) from a regionally accredited institution or its equivalent.
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline from a regionally accredited institution or its equivalent.
- f. Faculty teaching doctoral courses: earned doctorate in the teaching discipline or appropriate specialized discipline. (Ex. Hold a doctorate in Pharmacy – teaching in the DNP)
- g. Graduate teaching assistant: Master's in the teaching discipline and 18 graduate semester hours or 25-27 graduate quarter hours in the teaching discipline from a regionally accredited institution or its equivalent. Under specific circumstances, Graduate Teaching Assistants may deliver selected coursework without these credentials. See Note 3 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. A completed "Justification and Documentation of Faculty Qualifications"

form is required for those faculty members who do not meet the above stated faculty credential qualifications. Additional documentation substantiating their special/unique qualifications related to the area of certification request based upon individual qualifications, with various combinations of the following applicable types of documents must be provided in support of the above mentioned form.

- Diplomas or certificates
- Current related work experience/special expertise
- Current professional licensures and certifications
- Honors and awards, or special recognitions
- Continuous documented excellence in teaching
- Participation in professional organizations
- Publications, papers, presentations, and other forms of research
- Other demonstrated competencies and achievements that contribute to demonstrated competence in the required subject area, effective teaching and student learning.

Note 1: Faculty teaching in the Associate of Nursing program must have a minimum of a master's degree with a major in Nursing from a regionally accredited institution or its equivalent.

Note 2: Clinical Supervisors in Nursing must be a licensed Registered Nurse, acting in a supervisory capacity of clinical learning experiences, who is accessible to assign or prescribe a course of action. Give procedural guidance, direction and evaluation for a nursing student (s).

Note 3: The above requirements do not apply to graduate teaching assistants engaged in assignments such as teaching laboratory courses, teaching physical education activity courses, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups. Graduate students who are engaged in support, or delivery, of academic credit within these areas must also receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Additionally, graduate teaching assistants teaching physical education activity courses, must demonstrate competency in the activity and possess a current CPR certification.

Graduate Students in STEM programs in their final semester of coursework may be reviewed and certified as lab instructors using the requirements above. These graduate students may or may not have a "graduate teaching assistant" status depending on their remaining course load prior to degree completion.

Note 4: All graduate teaching assistants for whom English is a second language must demonstrate an acceptable level of spoken English that will be verified by the supervising faculty member.

**APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007  
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**OPR: Dr. HAL FULMER**