

CREDENTIALING POLICY

Policy Number: AD.01.02

SCOPE

All Faculty: Tenured, Tenure Track, Visiting, Instructor, Adjunct and Artist in Residence and Program Administrators (those persons assigned the responsibility for the review, development and implementation of programs of study leading to degrees, minors and certificates.)

PURPOSE

SACSCOC Comprehensive Standard 3.7.1 requires that the institution employ competent faculty members qualified to accomplish the mission and goals of the institution. The University of St. Thomas must also demonstrate that our faculty (all tenured and tenure-track faculty as well as non-tenure track faculty and adjuncts) have the credentials to teach in the discipline to which they are assigned.

This policy ensures that all faculty teaching in an academic setting at the University of St. Thomas have the necessary preparation, training, experience to teach our students, *meet or exceed the minimum standards* of SACSCOC in a manner consistent with the mission of the University of St. Thomas and the mission of the academic unit. The academic deans will determine for each faculty member if the field of study of their highest degree matches the field(s) of the courses each faculty member is teaching during the academic year.

If there is a direct match, then no further justification is needed. If there is not a direct match, then a justification for a faculty member teaching a course outside his or her highest degree field of study needs to be provided and additional documentation must be obtained that show that the faculty member is qualified to teach each learning objective of the course(s) he or she is teaching.

This policy delineates the *minimum qualifications* and the criteria for *other credentials specific to certain teaching disciplines*.

Minimum Faculty Qualifications:

UST gives *primary* consideration to the highest earned degree in the discipline in accordance with the following criteria:

1. **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).
2. **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).
3. **Faculty teaching graduate and post-baccalaureate course work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.
4. **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.

Other Credentials Specific to the Teaching Discipline:

1. Faculty teaching *Music Lessons and Ensemble Music* courses that provide post-baccalaureate credit must provide evidence of:
 - a. Terminal degree in teaching discipline, or
 - b. Master's degree and one, or more, of:
 - i. Eight years or more of experience as performer in a professional organization like symphony orchestra, opera company, ballet company orchestra, theater or military band.
 - ii. Seven years or more as a recording artist with participation in at least 5 commercial national productions.
 - iii. *Music lessons*: Ten or more years experience teaching music at the University level.
 - iv. *Ensemble music*: Ten or more years experience as an administrator at the Director/Executive level for a professional organization like symphony orchestra, opera company, ballet company orchestra, theater or military band.

2. In addition to the earned doctorate, either civil or ecclesiastical, the *University of St. Thomas School of Theology at St. Mary's Seminary* accepts the following credentials for master's-level instruction:
 - a. An ecclesiastical Licentiate degree in the area to be taught, e.g. J.C.L., S.T.L. (normally this criteria alone is sufficient justification employment of the individual);
 - b. At least a Master's degree in the area to be taught;
 - c. A Master of Divinity (or the ecclesiastical Bachelors of Sacred Theology (S.T.B.)) and another advanced degree;
 - d. A Master's degree and enrollment in a doctoral degree program in an institution accredited by a regional agency, national accrediting agency, an ecclesiastically recognized institution, or an institution internationally recognized;
 - e. A Master's degree and at least five years of professional experience in the area to be taught;
 - f. A Master's degree and participation in a recognized academic and/or professional organization for at least seven years;
 - g. A Master's degree and publication of articles, books, or works that have been professionally recognized;
 - h. A Master's degree and recognition of pastoral competence by legitimate ecclesiastical authorities in the form of evaluations or honors;
 - i. A Master's degree and recognition by other regional or professional accrediting agencies to teach on the graduate level;
 - j. A Master's degree and recognition and/or employment by other accredited graduate level institutions or ecclesiastically recognized institutions as to the individual's competence.
3. Faculty teaching the **First Year Experience** course must provide evidence of: A Master's degree and completion of faculty development training provided by the FYE course team for this course.
4. Faculty teaching **Military Science or ROTC** courses are selected and assigned by the military service area.
5. Faculty teaching **Studio Arts** courses must provide evidence of a:
 - a. Master's Degree in teaching discipline, or
 - b. Bachelor's degree and two or more of the following:
 - i. A National show or recital;
 - ii. Evidence of presenting a Master Class for a college or university program other than UST's;
 - iii. Five or more years teaching experience at the University level;
 - iv. Post baccalaureate diploma or certificate in the teaching discipline.
6. Faculty teaching undergraduate **Music Lessons and Ensemble Music** course(s) must provide evidence of:
 - a. Master's Degree in teaching discipline, or
 - b. Bachelor's degree and one, or more, of:
 - i. Four years or more of experience as performer in a professional organization like symphony orchestra, opera company, ballet company orchestra, theater or military band.
 - ii. Five years or more as a recording artist with participation in at least 5 commercial national productions.
 - iii. Seven or more years experience teaching music lessons or ensemble music at the University level.
 - iv. Seven or more years' experience as an administrator at the Director/Executive level of ensemble music for a professional organization like symphony orchestra, opera company, ballet company orchestra, theater or military band.
7. Faculty teaching lower division language instruction courses in languages not offered as a major or minor at UST must provide evidence of a:
 - a. Master's degree in language pedagogy, or
 - b. Master's degree in the language, or
 - c. Bachelor's degree and two or more of the following:
 - i. Be a native speaker of the language.
 - ii. Have published in or about the language.
 - iii. Five or more years teaching experience at the University level (in any discipline).
 - iv. Post baccalaureate diploma or certificate in the teaching discipline.
8. Academic deans can demonstrate that a faculty member has the necessary preparation, training, experience to teach our students, by providing documentation of alternative qualifications to the Provost for approval *before* the appointment. Relevant documentation may include:
 - a. Professional licensure and certification,
 - b. Diplomas and certificates
 - c. Relevant publications
 - d. Presentations
 - e. Honors and awards
 - f. Professional experience that demonstrates achievements and/or competencies relevant to the teaching discipline.

Program Administrators

1. Persons directing programs that lead to undergraduate majors or minors or grant undergraduate credit must provide to the Provost's office evidence of a:
 - a. Terminal degree in discipline, or
 - b. Master's degree in discipline, or
 - c. Master's degree with a minimum of 18 graduate semester hours in the discipline not including Thesis courses.

2. Persons directing post-baccalaureate programs must provide to the Provost's office evidence of an: Earned terminal degree in the teaching discipline.

When an Administrator does not have the specified qualifications, alternative qualifications can be presented to support the appointment of the Administrator. Documentation of alternative qualification must be made by the Dean of the appropriate School and approved by the Provost *before* the appointment. These may include:

- a. Professional licensure and certification,
- b. Diplomas and certificates
- c. Relevant publications
- d. Presentations
- e. Honors and awards
- f. Demonstrated achievements
- g. Demonstrated competencies

APPROVED: Dr. Robert Ivany

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Appendices for Faculty Credentialing Policy

Transcripts

An official transcript is a transcript or other academic record that includes some notation indicating that the document is an official document of the issuing institution. A transcript must contain:

1. An official seal if used by the issuing institution
2. Signature of an appropriate agent
3. Official letterhead or stationery
4. Official watermark or other identifier
5. Issue date
6. Degree Conferral

Official transcripts must be sent directly to Office of the Provost. The official transcript is kept in the permanent faculty file. Electronic copies of the official transcript can be made available to the Dean as needed.

Terminal Degrees

Doctor of Philosophy (PhD)
Doctor of Education (EdD)
Master of Fine Arts (MFA) (For Drama and Studio Arts)
Doctor of Business Administration (DBA)
Doctor of Musical Arts (DMA)
Doctor of Science
Doctor of Natural Sciences
Doctor of Juris Prudence (JD)
Sacred Scripture Doctorate from a Pontifical University (SSD)
Sacred Theology Doctorate from a Pontifical University (STD)
Sacred Liturgy Doctorate from a Pontifical University (SLD)
Doctor of Canon Law (JCD)
Doctor of Nursing Science (Doctor Nursing Science)
Doctor of Literature and Philosophy (DLitt et Phil)

Licentiatees

Licentiate in Sacred Scripture from a Pontifical University (SSL)
Licentiate of Sacred Theology from a Pontifical University (STL)
Licentiate in Sacred Liturgy from a Pontifical University (SLL)
Licentiate in Canon Law from an Ecclesiastical University (JCL)

Master's Degrees

Master of Arts (MA)
Master of Sciences (MS)
Master of Education (MEd)
Master of Business Administration (MBA)
Master of Music (MM)
Master of Fine Arts (MFA) (For Music and Studio Arts)
Master of Liberal Arts (MLA)
Master of Social Work (MSW)
Master of Divinity (M Div)
Bachelor of Sacred Theology (STB)
Master of Arts in Faith and Culture (MAFC)
Meisterschülerin (A Master's in Art in the tradition of Master Class with Old Master)

FACULTY CREDENTIALS SUMMARY FORM

Official transcripts of all degrees used for credentialing must be submitted to the Provost/VPAA before appointment.

1. FACULTY NAME : _____

FT _____ PT _____

2. Teaching Discipline: _____

3 Education (list degree(s) in order earned & indicate if transcript is included.

Year	Degree	Major	Institution	Transcript Received (Yes, No)

4. Graduate Courses in Teaching Discipline if different from degree ·

Course	Course Title	Hours

5. Certifications:

6 Relevant Employment Experience with Written Documentation·

Evaluated by Department Chair: _____ **Date:** _____

Evaluated by Dean: _____ **Date:** _____

Approved: _____ **Date:** _____

VP Academic Affairs

University of St. Thomas Policies CR

Faculty Appointment Process

In addition to the process for recruiting and hiring faculty stated in **Policy F.02.01**, a complete set of credentialing documents will be delivered to the office of the Provost. This will include:

1. A current CV.
2. All official transcripts.
3. Letters of recommendation; two for adjunct faculty appointments three for all others.
4. Copies of all other exceptional documentation that is used to support an exception.
5. A completed "Faculty Credentialing Summary Form" (see page 5 above) signed by the Dean.

After delivery of the complete set of documentation, if the Provost approves of the appointment, then the Personnel Action Form or Contract, depending on the type of appointment can be issued.