



FACULTY QUALIFICATIONS AND CREDENTIALS MANUAL



AUGUST 1, 2024
OFFICE OF THE PROVOST
CAB 110

MTSU Faculty Recruitment Commitment

MTSU seeks faculty candidates committed to innovative teaching, robust research/creative activity, and meaningful service. We also seek to attract culturally and academically diverse faculty who value working with a diverse student body.

Faculty Qualifications and Credentials Manual

Table of Contents

| | |
|--|----|
| Purpose | 2 |
| Introduction | 3 |
| SACSCOC Requirements | 4 |
| SACSCOC Faculty Qualifications Standard 6.2.a | 4 |
| SACSCOC Faculty Credentials Guidelines | 4 |
| SACSCOC Alternate Qualifications | 5 |
| MTSU Policies for Faculty Qualifications | 6 |
| Full-Time Faculty Qualifications | 6 |
| Exceptions to Rank | 7 |
| Part-time (Adjunct) Faculty Qualifications | 7 |
| Graduate Teaching Assistant Instructors of Record Qualifications | 8 |
| Faculty Qualifications in the Hiring Process | 9 |
| Job Postings | 9 |
| Candidate Materials | 9 |
| Academic Credentials | 9 |
| Curriculum Vitae and Letters of Recommendation | 10 |
| Academic Preparation Certification (APC) Form | 12 |
| Alternate Justification | 12 |
| GTA APC Form | 13 |
| Faculty Rosters | 14 |
| Program Coordination Qualifications and Roster | 16 |
| Resources | 17 |
| Appendix A: Academic Preparation Certification Form | 18 |
| Appendix B: Graduate Teaching Assistant APC Form | 20 |

Faculty Qualifications and Credentials Manual

Purpose

The Faculty Qualifications and Credential Manual

- Identifies expectations for faculty qualifications at the time of hire and for instructional assignments that support:
 - the University's mission and academic programs.
 - faculty and their disciplines.
 - students and their engagement with academic disciplines.
 - compliance with institutional and specialized accrediting agency standards and Tennessee Higher Education Commission (THEC) academic policies.
- Serves faculty, academic administrators, and staff involved in:
 - recruiting and hiring new faculty.
 - assigning instructional and program coordination responsibilities.
 - maintaining the roster of faculty credentials required for MTSU's institutional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - documenting faculty qualifications for specialized accrediting agencies and external reviews of non-accredited programs required by THEC.
 - submitting proposals for new academic programs and off-campus instructional sites to THEC and SACSCOC.

Introduction

Qualified faculty ensure the quality and integrity of MTSU's academic programs through their earned degrees and, as appropriate, licensures and certifications, professional experiences, and scholarly and creative activities. All MTSU faculty must possess appropriate qualifications required for the University's accreditation by SACSCOC and embedded in MTSU and THEC policies and procedures. SACSCOC and MTSU faculty qualifications policies and procedures apply to all faculty, including adjuncts and graduate teaching assistants, regardless of location or method of delivery. Instructors should not be assigned to a course without documentation of the necessary qualifications.

Documenting appropriate faculty qualifications is critical for faculty recruitment and hiring for academic departments and programs. The credential roster maintained by the Provost's Office reaffirms these qualifications for every course section taught each term.

Additionally, appropriate faculty credentials are essential when assigning program coordination responsibilities and meeting requirements for specialized accreditations and external reviews required by THEC for non-accredited programs.

The Office of the University Provost works with departments, schools, and colleges on faculty credential matters for new faculty hires and the faculty credential roster. As accreditor requirements change, new disciplines emerge, existing disciplines evolve, and as faculty create new courses and programs, earn additional credentials, and develop new areas of expertise, the Provost's Office, departments, and colleges will collaborate to refine and revise the required qualifications and update faculty qualifications in the credential roster. The Provost's Office will review this manual annually; notify deans, department chairs, and school directors about revisions; and publish the manual in the faculty section of the Provost's Office website and in the Faculty Handbook. Please contact Mary Hoffschwelle (615-898-5806; Mary.Hoffschwelle@mtsu.edu) at any time with your comments, questions, and suggestions.

SACSCOC Requirements

This section of the manual covers faculty qualifications required by MTSU's institutional accreditor, the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC). Institutional accreditation is required to maintain MTSU's eligibility for federal funds to support teaching, research, and student financial aid. MTSU policies and procedures about faculty and instructional assignments align to these SACSCOC requirements.

SACSCOC Faculty Qualifications Standard 6.2.a

SACSCOC Standard 6.2.a (Faculty qualifications) requires that, "for each of its educational programs, the institution justifies and documents the qualifications of its faculty members" ([Principles of Accreditation](#) 17). Note that this SACSCOC standard refers to educational programs rather than departments, meaning that faculty qualifications must correspond to the discipline of each course they teach.

SACSCOC Faculty Credentials Guidelines

SACSCOC guidelines quoted below identify minimum faculty qualifications for each level of instruction. Note that although MTSU no longer offers associate degrees, those requirements are included here to correspond with notations in the faculty credential roster discussed below, which identifies undergraduate courses that are or are not transferable for SACSCOC reviewers' information.

SACSCOC guidelines for faculty credentials are:

- 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. ([Faculty Credentials Guidelines](#))

SACSCOC Alternate Qualifications

Qualifications other than academic credentials may be appropriate for faculty, whether full-time or part-time, who are teaching in specific disciplines, programs, and courses and require “additional” or “alternate” justification. SACSCOC expects institutions to provide compelling evidence for alternate and additional qualifications. The SACSCOC *Resource Manual* explains:

While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors, and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

....

Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a “perfect match” for the teaching assignments. ([Resource Manual](#), 45-46).

MTSU Policies for Faculty Qualifications

MTSU's policies not only meet SACSCOC requirements but maintain the quality and integrity of our academic programs and support our faculty and disciplines. This section of the manual reviews the faculty qualifications for different types of faculty (full-time, part-time, graduate teaching assistants). Discussion of University policies is followed by sections on job postings, candidate materials, and the Academic Preparation Certification form.

The Provost's Office publishes a comprehensive Faculty Recruitment Guide and other important resources for hiring faculty on the [Faculty Recruitment and Hiring](#) webpage. This manual and discussion of MTSU requirements supplements those documents to show the significance of faculty qualifications in our policies and procedures for hiring faculty. Careful consideration of required education and experience throughout the faculty hiring process is the foundation for instructional assignments and qualification listings in MTSU's faculty credential roster.

Full-Time Faculty Qualifications

MTSU [Policy 202](#) specifies qualifications required for full-time faculty. These qualifications apply to new hires and are the basis for tenure and advancement in rank addressed in Section VI.B. of Policy 202 for non-tenurable faculty, [Policy 204](#) Tenure, and [Policy 205](#) Promotion of Tenured and Tenurable Faculty. In addition to University policies, some college and department [tenure and promotion policies](#) establish qualification requirements for initial appointment, tenure, and promotion and the Graduate Council establishes [guidelines](#) for graduate faculty status that can factor into decisions about faculty qualifications

The minimum credential requirements for full-time faculty in MTSU [Policy 202](#) are:

- Tenurable full-time faculty
 - Assistant Professor: Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
 - Associate Professor: Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
 - Professor: Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
- Non-tenurable full-time faculty
 - Lecturer: master's degree from an accredited institution in the academic discipline or related area.
 - Instructor: master's degree from an accredited institution in the academic discipline or related area.
 - Senior Instructor: master's degree from an accredited institution in the academic discipline or related area.
 - Master Instructor: master's degree from an accredited institution in the discipline or related area. It is desirable that the master instructor has an earned

doctorate or terminal degree in an appropriate discipline or equivalent professional experience.

- Coordinator-Track: Policy 202 defines appointment, continuation, and promotion criteria as “excellence in teaching and ability to perform instruction-related administrative responsibilities.”
- Clinical-Track and Professional Practice-Track: Policy 202 explains that these appointments require evidence of “expertise, achievements, and reputation over a sustained period in an area of practice or discipline.”
- Research-Track: According to Policy 202, “the primary criterion for appointment ... and promotion is excellence in teaching and/or research/scholarship/creative activity.”
- Policy 202 also states “all coordinator, clinical, professional practice, and research-track faculty must “have a degree in an area appropriate for the discipline.”

Exceptions to Rank

Policy 202 addresses exceptions and alternate qualifications when a proposed faculty hire does not have the specified academic credentials for a particular academic rank.

Section IV.D. covers exceptions to rank: “Exceptions to the minimum rank qualifications can be approved by the Provost; however, such exceptions are not favored and should be granted only upon a showing of a candidate’s exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines. This determination will be made at the time of hire.”

Additionally, in the discussion of terminal degrees, Section V states “The University may recognize equivalent work experience credit when a candidate has not obtained the terminal degree, but has a record of extraordinary achievement in a given field. The equivalent work experience credit may include relevant teaching experience or other related experiences. These exceptions must be approved by the Provost.”

An exception to rank requires the chair/director to prepare a memo requesting the Provost’s approval that justifies the exception and is signed and dated by the chair/director and dean.

Part-time (Adjunct) Faculty Qualifications

Policy 202 defines part-time or adjunct faculty as “professional staff members of businesses, industries and other agencies and organizations who are appointed on a part-time basis to carry out teaching, research, or service functions” ([Policy 202, Section II. E.](#))

Part-time/adjunct hires must

- hold the terminal degree or have at least 18 graduate credit hours in the teaching field and/or have commensurate professional qualifications.
- be recommended by the department chair and the undergraduate college dean for undergraduate courses.
- be recommended by the Graduate Council and by the dean of the College of Graduate Studies for graduate courses. ([Part-Time/Adjunct Faculty Employment Policies](#))

Graduate Teaching Assistant Instructors of Record Qualifications

Graduate teaching assistants (GTAs) may be assigned as instructors of record when appropriately qualified. MTSU follows SACSCOC's guidance for GTA academic qualifications: "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" ([SACSCOC Faculty Credential Guidelines](#)).

Faculty Qualifications in the Hiring Process

Faculty qualifications specified in [Policy 202](#) are the basis for the required education and experience sections of job postings. Applicant materials such as official transcripts, curriculum vitae (CVs), and professional letters of recommendation document those qualifications. This manual section addresses credentials and professional qualifications as components of the hiring process.

Job Postings

Faculty, chairs/directors, and deans work with the Provost's Office to create job postings that specify appropriate faculty qualifications following the policies and procedures for faculty hires outlined at <https://acadadmin.mtsu.edu/recruit/>. The required education and experience for the new hire's instructional assignments must align with MTSU faculty policies, as well as college and department/school tenure and promotion policies, and Graduate Council policies.

Credentials or experience outside the specific teaching discipline may be acceptable when in a related area, as specified in Policy 202 and in some college/department/school policies. Please inform the Provost's Office in advance about the appropriate related disciplines to ensure that qualified applicants are not excluded by the Office of Institutional Equity and Compliance or rejected by the Provost's Office. Additionally, a job posting should require an official transcript even if the applicant has not yet completed the degree if a department/school wishes to hire faculty on the basis of a minimum (18) graduate hours in the teaching discipline.

Candidate Materials

Candidates are responsible for providing the required documentation of the specified qualifications. Search committee chairs, department chairs and school directors, and deans are responsible for ensuring that a candidate recommended for hire meets the requirements in the job posting and has provided the necessary materials documenting those qualifications: official transcripts documenting academic credentials, CVs, licensure and/or certification documents, and letters of recommendation.

Academic Credentials

Faculty are qualified primarily by academic credentials—degrees earned in an academic discipline from an accredited institution. Faculty members must hold those credentials in the discipline of the course(s) and academic program in which they teach, or in a related field. All candidates must provide official transcripts to document their academic credentials and graduate credit hours in the teaching discipline. If a job posting calls for licensure or certification, the department must verify the applicants' licensure or certification status.

Official transcripts must be issued to MTSU directly from the institution where the candidate earned their degree and must:

- state that the degree was awarded.
- bear the institution's seal or be printed on copy-protected paper.
- include the appropriate registrar's signature.
- be dated.
- be printed by the department and submitted with copies of the transmittal page and any additional emails received with the transmittal if a password protected electronic transcript is received.

Unofficial transcripts are not accepted as credentials for full-time or part-time faculty. However, the Office of Academic Affairs will provide copies of official transcripts already on file at the request of current or former MTSU faculty applicants.

For degrees earned from non-US institutions, candidates must provide:

- a translation, if not in English.
- an evaluation by a foreign credential evaluation agency, including for English-language transcripts. The evaluation agency must be a NACES member. Costs for transcripts and credential evaluation are the responsibility of the candidate, although in extraordinary cases the hiring department may pay for an evaluation.

For GTA instructors of record, the Office of the Provost accepts transcripts submitted during the admission process and department chair/school director review of the student's unofficial transcript in Pipeline. The College of Graduate Studies holds official transcripts for domestic students and the Office of International Affairs maintains official transcripts and transcript evaluations for international students.

Curriculum Vitae and Letters of Recommendation

Curriculum vitae (CVs) and professional letters of recommendation are required for all faculty hires and are especially important for exceptions to rank and alternate justifications. These documents, together with academic credentials, provide external evidence that supports the department's or school's selection of a qualified candidate. CV entries must demonstrate that the applicant has the required education and experience, as well as any additional qualifications listed as required in the job posting and/or required by policy. Thus, an applicant's CV should list, with specific dates, all academic degrees earned, all relevant and current professional certifications and licensures, all relevant professional experiences, all professional organization membership and leadership roles, and, as appropriate for the position, all research, creative activity, service, and specialized skills relevant to the content and outcomes of assigned classes.

Professional letters of recommendation must be uploaded into the hiring system or, for part-time faculty, addressed and sent directly to the department chair or school director. Candidates

may not provide letters. Recommendation letters must be specific to the position, on letterhead, and signed. If a recommendation letter is not on letterhead, the writer must provide full contact information (address, telephone number, email address). Letter writers must outline their knowledge of the candidate's academic training and/or professional employment and evaluate the scope and quality of the candidate's knowledge and skills. Recommenders must also evaluate the candidate's potential for or previous experience in collegiate-level instruction. Character references, letters that refer only to the candidate's professional experience outside the teaching discipline, from employees under the direct supervision of the candidate, or from members of the search committee, department chair/school director, or dean associated with the hire are not acceptable.

Academic Preparation Certification (APC) Form

Most commonly used at the time of hire or appointment of a GTA instructor of record, the Academic Preparation Certification (APC) form may also be necessary when a faculty member qualified in one discipline is assigned to a course in a different discipline. Chairs and school directors complete the APC form (Appendix A) to identify the faculty member's academic credentials that meet requirements for their appointment, as well as other requirements such as online teaching and language competency requirements.

Alternate Justification

When hiring or assigning a faculty member who does not have the required academic credential(s), chairs and directors must complete the alternate justification section of the APC form. An alternative justification demonstrates that a candidate's professional experience, skills, etc. are commensurate with the required academic credential.

The APC form provides guidance for writing justifications:

Appointee qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Where an exception is requested, provide the justification in the space below and attach supporting documentation to this request. For faculty justified by alternative means, documentation should include evidence of appropriate professional experience, applicable licenses, relevant awards and recognitions, letters of reference which refer to the reason for the justification, and other documentation to support the justification. A curriculum vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, provide documentation independent of the faculty member.

Justification statements must be precise in describing a faculty's professional experiences across their career and clearly and relating those professional experiences to the content and level of the course(s) the faculty member will teach. For example, the justification should specify the number of years of experience; the types of positions held; involvement in professional organizations and activities; and recognition by others in the profession; and skills or competencies taught in the assigned course(s). The explanation should be clear and convincing to a reader without knowledge of the discipline to facilitate creation of the credential roster listing described below and, if needed, quickly answer an external reviewer's concerns about qualifications.

GTA APC Form

GTA instructors of record appear in the faculty credential roster discussed below and are also subject to external review for institutional accreditation. Department chairs/school directors are responsible for assigning qualified graduate assistant instructors of record to courses and must complete the GTA APC form (Appendix B). The GTA APC form must list the specific graduate courses and earned credit hours that qualify them to teach the course (minimum 18 hours in the teaching discipline). That list may not include graduate courses with earned grades of U, grades of C in excess of the maximum allowable semester hours of C grade coursework for a degree program, or courses in which the student is currently enrolled.

When assigning a GTA who possesses the minimum 18 hours in a related discipline or professional qualifications, a chair/director must provide an alternate justification.

Faculty Rosters

SACSCOC’s [interpretation](#) of Standard 6.2.a states, “an institution is responsible for identifying the instructor of record; that is, the person who provides direct instruction for the course. This person should be qualified to teach the course.” The Faculty Credential Roster is a listing, by department, of all instructors of record and their qualifications for each course section taught in each term. The roster follows a [format](#) specified by SACSCOC (below).

SACSCOC Faculty Roster Form examples, taken from <https://sacscoc.org/app/uploads/2019/08/General-Instructions-for-Completing-the-Faculty-Roster-Form.pdf>

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Great Minds University

Name of Primary Department, Academic Program, or Discipline: XXXX

Academic Term(s) Included: Fall 20XX, Spring 20XX

Date Form Completed: 08/01/201X

| 1 NAME (F, P) | 2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments | 3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed | 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
|------------------|---|---|---|
| Joe Alvarez (F) | <p>Fall 20XX BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2001 Principles of Accounting I, 3 (UT)</p> <p>Spring 20XX BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2002 Principles of Accounting II, 3 (UT)</p> | <p>MBA (General), Old Main University included the following coursework: BUS 516 Cost Accounting (3) BUS 572 Federal Income Tax (3) BUS 573 Accounting Information Systems (3) Total: 9 Graduate Semester Hrs</p> <p>BBA (Accounting), Greenhill University</p> | <p>Current CPA license, NC</p> <p>1999-2009 Accountant, Big Four Accounting Inc., Durham, NC</p> <p>3 years Auditing experience 7 years Income Tax experience</p> |
| Yolanda Bing (F) | <p>Fall 20XX HIS 101, Western Civilization I, 3 (UT) HIS 110, American Society and Culture, 3 (UT) GEO 222, Latin America, 3 (UT)</p> <p>Spring 20XX HIS 102, Western Civilization II, 3 (UT) KIN 103, Karate, 1 (UT)</p> | <p>MA (History), Grand State University Included the following coursework: GEO 512, Hist of Cartography GEO 516, Latin American Geography GEO 640, Geo Info Sys GEO 651, Migration GEO 670, Europe GEO 680, 20th Century US Total: 18 Graduate Semester Hrs</p> | <p>Holds black belt and was first alternate to US Olympic team in Karate</p> |

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment

Form Updated: May 2018

| 1 NAME (F, P) | 2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments | 3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed | 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
|------------------|---|---|--|
| Joseph Green (P) | Spring 20XX MUS 305, Music Composition. 3 (UT) | BM (Music Composition), Gary Conservatory of Music | Published composer, including four produced symphonies and one opera, which debuted last winter at the Houston Grand Opera Formerly the composer in residence for the Peoria Symphony Orchestra |
| Samuel Twain (P) | Spring 20XX ENG 101, Effective Writing, 3 (UT) [Dual] Fall 20XX ENG 102, World Literature, 3 (UT) [Dual] | PhD (English), Calaveras University MAT (Secondary English), Hannibal College MFA (Creative Writing), Mississippi River University | |

The Provost’s Office generates and evaluates a faculty roster each term to document continuous compliance with this SACSCOC standard. Qualification requirements and documentation at the time of hire provide essential information for the roster, as seen below.

Roster of Instructional Staff
Qualifications of Full-time and Part-time Faculty

Name of Institution: Middle Tennessee State University

Name of Primary Department, Academic Program, or Discipline: History

Academic Term: Spring 2016

Date Form Completed: June 27, 2017

| Faculty Name (F,P) | Courses Taught Course Number and Title, Credit Hours, (D, UN, UT G) | Academic Degrees Earned | Other Qualifications and Comments |
|--------------------------------|---|--|-----------------------------------|
| HOFFSCHWELLE, DR MARY SARA (F) | HIST-2030-001 TENNESSEE HISTORY, 3 (UT) | PHD, History General - Vanderbilt University, TN (1993) | |
| | HIST-2030-008 TENNESSEE HISTORY, 3 (UT) | MA, History General - College of William & Mary, VA (1980) | |
| | HIST-4950-002 PUBLIC HISTORY INTERNSHIP, 3 (UT) | BA, History General - Chatham University, PA (1977) | |
| | HIST-4970-004 SENIOR IND RESEARCH, 3 (UT) | | |
| | HIST-8104-002 SEMINAR: TOPICS IN AMERICAN HISTORY:AMERICAN WOMEN'S HISTORY, 3 (G) | | |
| | HIST-6640-008 THESIS RESEARCH, 1 (G) | | |
| | HIST-7104-002 SEMINAR: TOPICS IN AMERICAN HISTORY:AMERICAN WOMEN'S HISTORY, 3 (G) | | |
| | HIST-7640-009 DISSERTATION RESEARCH, 5 (G) | | |

Additionally, MTSU’s faculty roster documents [graduate faculty](#) status. The College of Graduate Studies regularly updates graduate faculty status in Banner for the roster. Full Graduate Faculty status and Teaching Graduate Faculty status require a terminal degree in the discipline. Adjunct Graduate Faculty status requires a terminal degree in the teaching discipline or an alternate justification using the APC form. Although the Provost’s Office can approve an alternate

justification on an applicant’s APC form, only the Graduate Council can approve graduate faculty status required to teach graduate courses.

| Faculty Name (F,P) | Courses Taught Course Number and Title Credit Hours (D,UN, UT,G) | Academic Degrees Earned | Other Qualifications and Comments |
|-----------------------------------|--|---|-----------------------------------|
| HOFFSCHWELLE, DR MARY SARA (F) | HIST-7640-012 DISSERTATION RESEARCH, 1 (G) | PHD, History General - Vanderbilt University, TN (1993) MA, History General - College of William & Mary, VA (1980) BA, History General - Chatham University, PA (1977) | • Member, Graduate Faculty |

During the decennial reaffirmation of accreditation, SACSCOC reviewers will examine rosters for the most recent Fall and Spring terms to evaluate the University’s compliance with Standard 6.2.a. If the roster information for an individual faculty member teaching a course or serving as a program coordinator or director does not meet reviewers’ expectations, reviewers may inspect faculty files and MTSU must provide even more information justifying the qualifications.

Program Coordination Qualifications and Roster

Undergraduate program coordinators and graduate program directors must also be appropriately qualified to meet the requirements of SACSCOC Standard 6.3 (Program coordination): “For each of its educational programs, the institution assigns appropriate responsibility for program coordination” ([Principles of Accreditation](#)). The [Resource Manual](#) section on Standard 6.3 explains, “there is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program” (51).

SACSCOC reviewers evaluate the qualifications of undergraduate program coordinators and graduate program directors for compliance with Standard 6.2.c. during the decennial Reaffirmation of Accreditation and the Fifth-Year Interim Report. The Provost’s Office creates a coordinator credential roster for these reviews and programs based on those individuals’ faculty credential roster listings. Department chair, school directors, and the Provost’s Office may be called upon to provide additional qualification information and open faculty files for review by request during SACSCOC reviews.

Resources

SACSCOC

SACSCOC website <https://sacscoc.org/>

The Principles of Accreditation

<https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf>

Resource Manual <https://sacscoc.org/app/uploads/2024/02/2024-POA-Resource-Manual.pdf>

Faculty Credentials Guidelines <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>

General Instructions for Completing the Faculty Roster Form

<https://www.sacscoc.org/pdf/081705/General%20Instructions%20for%20Completing%20the%20Faculty%20Roster%20Form.pdf>

MTSU

Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types

<https://www.mtsu.edu/policies/p202/>

Part-Time/Adjunct Faculty Employment Policies https://faculty.mtsu.edu/mt_personnel_pt/

Graduate Faculty Membership and Guidelines <https://www.mtsu.edu/graduate/gfmember/>

Academic Preparation Certification (APC form)

<https://acadadmin.mtsu.edu/wp-content/uploads/sites/50/2024/08/apc.pdf>

Faculty Handbook https://faculty.mtsu.edu/fac_handbook/

MTSU SACSCOC Accreditation website <https://mtsu.edu/sacscoc/>

MTSU Specialized Accreditations https://mtsu.edu/sacscoc/Specialized_Accreditations.php

External Program Review Rubric for Baccalaureate Programs

<https://mtsu.edu/iepr/docs/uprchecklist.pdf>

External Program Review Rubric for Graduate Programs

<https://mtsu.edu/iepr/docs/gprchecklist.pdf>

MTSU Academic Preparation Certification Form

Completion of this form is required for all teaching appointments including full time and part time (adjunct, dual enrollment, dual service, extra compensation, etc.) instruction.

Term _____ Year _____ Department _____

M# _____ Full Name _____
Full time faculty Adjunct
Staff/Administrator teaching
for extra compensation

Academic degrees: List degree, major (as shown on transcript), institution (include city/state) and date of graduation or relevant coursework below. Returning faculty, reference PPAGENL and/or SHADEGR in Banner.

Doctoral degree(s)

Terminal degree in field? Yes No

Official transcript on file?* Yes No

Master's degree(s)

Official transcript on file?* Yes No

Bachelor's degree(s)

Official transcript on file?* Yes No

Required for part time instructors only: Provide course title(s) and course number(s). Limited to 9 hours for adjuncts; dual enrollment, dual service, and extra compensation part time faculty members).

SACSCOC credentials guidelines: The SACSCOC Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement (2018) states: "Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. ... While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching."

Undergraduate instructors:

Appointee holds, at minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline).

Appointee does **NOT** hold, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline). Alternate justification provided.

Graduate instructors:

Appointee holds an earned doctorate/terminal degree in the teaching discipline or a related discipline.

Appointee holds graduate faculty status. Faculty member **must** have graduate faculty status in order to teach 5000, 6000, or 7000 level courses. Graduate faculty status expiration date: _____

Appointee is not a graduate faculty member. Graduate faculty renewal required. Graduate faculty application submitted on: _____

Appointee not teaching graduate courses.

Term _____ Year _____ Department _____

M# _____ Full Name _____

Alternate justification (provide for those not meeting degree or graduate hour requirements)

Appointee qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Where an exception is requested, provide the justification in the space below and attach the supporting documentation to this request. For faculty justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licenses, relevant rewards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification. A curriculum vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, provide documentation independent of the faculty member.

Documentation of academic preparation - must be attached to hiring instrument or on file

The highest degree earned must relate directly to the courses taught. Example: A person holding an Ed.D. degree teaching math is acceptable provided he/she holds a master's degree in math.

Official transcripts are required for all degrees and will be retained in the Office of the University Provost.

International candidates

The college dean accepts the international credentials as presented by the candidate. International transcripts/diplomas translated to English and evaluated by a foreign credential verification company are required.

Dean's Initials _____

Proficiency in oral and written communication

MTSU Policy 207 requires that "all new faculty, full-time and part-time, as well as graduate assistants who will be in a position to instruct students, are proficient in the English language."

Yes No Appointee meets MTSU requirements for oral and written English proficiency

Proficiency in online teaching

If this faculty member is to teach online courses, training in the University supported course management system (currently Desire2Learn) and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

Appointee meets online teaching requirements

Appointee is not scheduled to teach online courses

Approval:

Department Chair _____ Date _____

College Dean _____ Date _____

Provost (if SACSCOC exception) _____ Date _____

MTSU GTA Academic Preparation Certification Form

Completion of this form is required for all graduate teaching assistants (GTAs) designated as instructor of record.

Term _____ Year _____ Department _____

M# _____ Full Name _____

Current Degree Program and Concentration

Academic degrees: List degree, major (as shown on transcript), institution (include city/state) and date of graduation or relevant coursework below. Documentation of academic preparation must be on file. Academic preparation--an earned graduate degree or minimum 18 graduate hours in the teaching discipline--must relate directly to the course(s) taught.

Master's degree(s)

Official transcript on file?* Yes No

Bachelor's degree(s)

Official transcript on file?* Yes No

* Academic transcripts are held in the College of Graduate Studies for domestic students and the Office of International Affairs for international students.

Assigned course titles(s) and course number(s). Limited to 6 hours (or 2 courses) for GTAs.

GTA instructors of record for undergraduate courses must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.

GTA instructor holds a master's degree in the teaching discipline.

GTA instructor holds a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline)

GTA instructor holds, at a minimum, 18 graduate hours in the teaching discipline.

GTA instructor qualifies for an exception to the educational requirement by other demonstrated competencies and achievements.

GTA instructor earned the GTA Teaching Preparation Certificate on _____

Term _____ Year _____ Department _____

M# _____ Full Name _____

Academic qualifications or alternate justification for GTA instructors of record not meeting graduate hour requirements

List below (course number, title, and credit hours) for a minimum of 18 graduate hours in the teaching discipline as shown on official transcript. If GTA qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes, provide the justification in the space below and attach the supporting documentation to this request. For GTAs justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licenses, relevant awards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification.

International candidates

The college dean accepts the international credentials as presented by the candidate. International transcripts/ diplomas translated to English and evaluated by a foreign credential verification company are required.

Dean's Initials _____

Proficiency in oral and written communication

MTSU Policy 207 requires that "all new faculty, full-time and part-time, as well as graduate assistants who will be in a position to instruct students, are proficient in the English Language."

GTA meets MTSU requirements for oral and written English proficiency

Proficiency in online teaching

If GTA is to teach online courses, training in the University supported course management system (currently Desire2Learn) and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

GTA meets online teaching requirements

GTA is not scheduled to teach online courses

Approval:

Department Chair

Date

College Dean

Date

Provost
(if SACSCOC
exception)

Date