# Teaching Qualifications and Documentation

**Subject (R*)**
TEACHING QUALIFICATIONS AND DOCUMENTATION

**Effective Date (R*)**
March 29, 2010

**Policy Number (O*)**
320.090

## Policy Statement (R*)
All instructional personnel must be proficient in English, academically qualified, and must meet the accreditation requirements for the Southern Association of Colleges and Schools, other appropriate accrediting agencies, and relevant state regulations.

## Reason for Policy (O*)
To ensure that all instructional personnel possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of accrediting bodies and state agencies. This policy applies to all full-time and part-time faculty and teaching assistants whether they are teaching on one of our campuses, on the web, or off campus.

## Related Information (O*)
**Authority/Source**
- Provost and Executive Vice President
- Southern Association of Colleges and Schools Comprehensive Standard 3.7.1

## Procedures (O*)
Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members.

**Graduate Courses:** All persons who teach graduate credit courses (courses at the 5000 level or above) must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. Exceptions to these minimum qualifications, in cases where experience and/or scholarly or creative activity warrant substitution, can be made only with the written approval of the program chairperson, the appropriate academic dean, and the Office of the Provost. Exceptions for full-time faculty members will need to be evaluated after seven years, while those for part-time faculty members will need to be evaluated after four years.

**Undergraduate Courses:** Every person teaching undergraduate credit courses must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Exceptions to this rule must be made only with the written approval of the chairperson of the degree-granting program, the appropriate dean, and the Office of the Provost. Exceptions for full time faculty members need to be evaluated after seven years, while those for part-time faculty members will need to be evaluated after four years.

Graduate Teaching Assistants (admitted graduate students who have completed a minimum of eighteen graduate semester hours in the teaching field) may be listed as the Primary Instructors for courses, provided a qualified full-time faculty member is listed as the Secondary Instructor. In such cases it is presumed that the work of the Teaching Assistant is being directly and actively advised and guided by the designated Secondary Instructor. The designation of the Teaching Assistant as “primary” here recognizes the fact that this individual plays the predominant role in the delivery of instruction and assessment of the students, while working under the advice and direct guidance of the designated Secondary Instructor.

Graduate students with a masters degree in the teaching field (or those who have advanced well beyond this status in the teaching field) may be assigned as primary instructors for undergraduate courses where their department or program judges they are sufficiently prepared to be instructors of record.
Exceptions For Consortia Agreements

Because FIU is committed to fostering academic excellence by providing and enhancing educational opportunities for its students through the establishment of strong collaborative relationships within the United States and around the globe, we have established specific consortia relationships and contractual agreements with other institutions that allow students to receive credit when they enroll in courses provided or supported by those institutions. Such consortia relationships are formally established contractual agreements which formalize the relationship between FIU and the other institutions. In negotiating such agreements exceptions to this policy may be made as appropriate—for example, in the case of foreign institutions, instruction in English may not occur (and proficiency in English would not be expected). In all cases, however, such negotiated agreements will require that the academic qualifications of those engaged in instruction are consistent with the expectations of this policy. Annual reports and regular reviews of such Consortia agreements are required, and we maintain conformity with all the provisions of SACS requirements in such cases (our processes and procedures in regard to these agreements are specified in our 2010 SACS Reaccreditation report, section 3.4.7).

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Division of Academic Affairs
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*R = Required  *O = Optional