



**Teaching Qualifications and Documentation #320.090**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
March 29, 2010	May 13, 2024	Office of the Provost, Planning and Finance

**POLICY STATEMENT**

All instructional personnel must be proficient in English, academically qualified, and must meet the accreditation requirements for the Southern Association of Colleges and Schools Commission on Colleges, other appropriate accrediting agencies, and relevant state regulations.

**SCOPE**

This policy applies to all instructional personnel in the university community.

**REASON FOR POLICY**

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 regardless of the location or modality.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Instructional Personnel	Refers to full-time and part-time faculty and teaching assistants assigned as a Primary Instructor of record.

**ROLES AND RESPONSIBILITIES**

**The Role of Faculty**  
It is the responsibility of the faculty member to provide the University with all required documentation needed to verify their qualifications.

**Department Chairperson/School Director,**



The department chair, and/or associate dean (as appropriate) will examine and validate faculty member's qualifications meet the requirements of the position and of the specific courses the faculty member may be assigned.

**Academic Unit Deans and/or Deans Designee**

The dean of the college/school shall examine and validate the qualifications of faculty within the unit meet the accreditation requirements. The dean will work with the department chair, and/or associate dean (as appropriate) to acquire the documents required.

**Office of the Provost, Planning and Finance**

The Office of the Provost, Planning and Finance will examine and validate the qualifications of faculty within the university meet the accreditation requirements. The Provost's Office will also provide routine audits of faculty files to ensure compliance with stated guidelines.

**RELATED RESOURCES**

- Faculty Credential Manual
- Faculty HR Manual
- Southern Association of Colleges and Schools Commission on Colleges, Standard 6.2.a

**CONTACTS**

*Questions about this policy should be directed towards the office with administrative oversight of this policy.*

Office of the Provost, Planning and Finance  
Barbara Manzano, Associate Vice President  
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**HISTORY**

**Initial Effective Date:** March 29, 2010

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): May 13, 2024



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PROCEDURE STATEMENT

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 master's 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 the Southern Association of Colleges and Schools Commission on Colleges requirements in such cases.