**Documenting Compliance with SACS and University Qualifications for Teaching Assignments**

NC State’s guidelines for the credentials required for faculty teaching a course at any level are the same as those of the [Commission on Colleges of the Southern Association of Colleges and Schools, available on the Commission](http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf)’s website.

Departments must be prepared to provide documentation of the required credentials for each faculty member teaching a course in their departments or programs:

Note: An instructor of record is qualified in relation to course content. Credentials much match both level and the content of each course taught.

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 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).

3. 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.

4. 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).

5. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

6. 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.

**Required Documentation**

Information in the faculty member’s personnel file including up-to-date information describing qualifications, e.g., transcripts, CVs, justifications of alternative credentials. Use the template below for justifying and documenting alternative credentials.

**Template for Documenting Alternative Faculty Credentials**

If a faculty member does not have the academic credentials required by NC State for the discipline and level of a course he or she is teaching, the department must document that the faculty member has sufficient alternative credentials to prove the faculty member is qualified to teach the course.

Documentation should provide a rationale for why the faculty member is qualified to teach the course based on alternative credentials and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.

A description of the alternative credentials or qualifications alone is not adequate to document the faculty member's qualifications. The department should assemble documentation beyond a resume or CV that can be provided when requested to confirm the faculty member’s credentials.

Examples of alternative credentials identified are listed on the following page; there may be "other demonstrated competencies and achievements" that can be included for particular faculty members. For each item included for a faculty member's documentation, the department should state the credential (e.g. a PhD in --------, 15 years' experience teaching--------), its relevance to the specific course, and a list of documentation that has been or could be collected. Documentation and explanation should be placed in the faculty member's personnel file.

**Name of Faculty Member:**

**Course:**

**Department:**

**Summary Justification for Adequacy of Credentials for Teaching Assignment:**

**Supporting Documentation (complete as appropriate):**

**1. Relevant degree or coursework**

**2. Relevant work or professional experience**

**3. Licensure and certifications**

**4. Scholarly publications and presented papers**

**5. Continuous documented excellence in teaching**

**6. Honors and awards**

**7. Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes**

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**Department Head Date**