

<b>University of Dallas</b>	<b>Academic and Student Affairs</b>  <b>Faculty Qualifications Policy</b>	<b>POLICY SAFQ</b> Responsible Executive: Provost Responsible Office: Office of the Provost Approved by: Provost Issued: Revised: June 25, 2024
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## 1. PURPOSE

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This Policy outlines the policy and procedures for approving and documenting qualifications of tenured, tenure-track, non-tenure-track, and adjunct faculty at the University of Dallas.

When determining qualifications of faculty, the University of Dallas considers graduate degrees, any relevant work experience, professional licensures and certifications, or other achievements that contribute to teaching effectiveness.

This policy is guided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) [Faculty Credentials Guidelines](#).

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## 2. ACADEMIC QUALIFICATIONS

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1.2. in which they are teaching.

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2.1. A terminal degree in any discipline with at least 18 completed graduate semester credit hours in the teaching discipline; or

2.2. A ; or

2.3. a demonstrated record of research and scholarship in the teaching discipline.

3. Doctoral level courses

3.1. A terminal degree in the teaching discipline; and

3.2. Demonstrated record of research and scholarship appropriate to the program and degree offered.

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### **3. WORK EXPERIENCE**

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Part-time faculty may be qualified to teach a course based on a combination of academic credentials and other credentials such as related work experience, professional licensure and certifications, or other achievements that contribute to teaching effectiveness. These experiences should be equivalent to the degree that would otherwise be required for the teaching position. Experience should include a breadth and depth of experience outside the classroom in real-world situations relevant to and current in the discipline in which the faculty member is teaching.

While qualified experience will vary across disciplines, schools and colleges relying on experienced-based qualifications should:

1. Consider experiences that qualify faculty to teach pursuant to a system of evaluation established within the discipline; or
2. Develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluating the professional qualifications of the faculty member.
3. Experience qualifications should be consistent across all hires in that area and expressed clearly in the position description at the time of hire.

The acceptability of the significance of work experience in the teaching discipline is the decision of the Dean of the school or college in which the faculty will be teaching.

1. Scholarly publications in peer-reviewed journals;
2. Creative exhibitions or performances;
3. Papers presented at professional meetings;
4. Publication of textbooks;
5. Articles in popular journals and book reviews;
6. Professional editorial work;
7. Creation of computer software and/or technology that has received acceptance by members of the profession;
8. Obtaining funded grants.

The acceptability of research and scholarship in the teaching discipline is the decision of the Dean of the school or college in which the faculty will be teaching.

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## **5. PROCESS FOR APPROVING QUALIFICATIONS**

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The process for approving faculty qualifications is at the discretion of the Dean of the College or School in which the faculty member will be teaching. The department chair or program director should submit to the Dean or the a current CV, graduate transcript(s), and any narrative on work experience and/or research for the faculty member currently being considered for hire. After the department chair or program director of the decision regarding the qualifications of the faculty member.

Questions regarding the qualifications of the faculty member should be brought the Assistant Provost for Accreditation and Strategic Initiatives, or the Provost.

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## **6. DOCUMENTATION OF QUALIFICATIONS**

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It is the responsibility of the School or College offering the courses that the faculty member will teach to verify the teaching qualifications. Copies of all credentials and original transcripts shall be maintained within the faculty held by the School or College and the Office of the Provost.

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## **7. RESPONSIBILITIES**

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<b>Responsible Party</b>	<b>List of Responsibilities</b>
Office of the Provost	1. Monitor compliance with this policy and SACSCOC requirements.
	1. Review requests for faculty hiring.

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## **8. POLICY ENFORCEMENT**

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Enforcement	The Office of the Provost will investigate suspected violations of this Policy and
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Reporting Violations                      Report suspected violations of this Policy to the Office of the Provost.

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## 9. RELATED DOCUMENTS

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<b>Policy or Document</b>	<b>Web Address</b>
Human Resources	<a href="https://udallas.edu/09Tmv12792reW*nBT/F111612792reW*nBTTJ16T/F/">https://udallas.edu/09Tmv12792reW*nBT/F111612792reW*nBTTJ16T/F/</a>