

Faculty Qualifications Policy
Oakland University

Minimum Qualifications for a Faculty Member

1. Qualified faculty members are identified primarily by academic credentials, but other factors, including but not limited to equivalent, tested experience, are considered in determining whether a faculty member is qualified.
 - A. Using academic credentials to qualify faculty:
 - i. Faculty have an academic degree in the discipline, or subfield of the discipline, in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed, except in programs for terminal degrees or when equivalent experience is established. An academic subfield refers to a component of the discipline in which the instruction is delivered. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses, including General Education courses, the faculty member would teach in accordance with the conventions of the academic field.
 - ii. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, the faculty member is expected to have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
 - iii. Faculty teaching and supervising scholarly activity in graduate programs have the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.
 - iv. Faculty teaching and supervising scholarly activity in terminal degree programs (e.g. DNP, DPT, Ph.D., etc.) have the same level of degree. Faculty guiding doctoral education have a record of scholarship and preparation to teach and supervise scholarly activity at the doctoral level. Research and scholarship are appropriate to the program and degree offered.
 - v. Faculty who are not the instructor of record (often leading a discussion or lab section) have at least the same level of degree as the course being

taught. In such cases, the instructor of record has the qualifications outlined in 1.A.i.-1.A.iv. OR 1.B.i.-1.B.iii., and has regular interaction with, and guidance of, the faculty members who are not the lead instructors in the course. The instructor of record is responsible for final assessment of the students in the course, including assigning grades.

B. Using equivalent, tested experience to qualify faculty (tested experience is defined as breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching) ***if academic credentials are not met:***

- i. Faculty teaching bachelor's-level courses:
 - a. Have a minimum of a bachelor's degree in the discipline or subfield, AND a minimum of three (3) years of tested experience in a related discipline to the courses; OR,
 - b. Have a minimum of a bachelor's degree in any discipline, AND a nationally recognized credential (certification, license, etc.) for the discipline or subfield (in those fields with such designation) OR are recognized by their peers for distinguished professional accomplishments, AND a minimum of three (3) years of tested experience in a related discipline to the courses.
- ii. Faculty teaching master's-level courses:
 - a. Have a minimum of a master's degree in the discipline or subfield, AND a minimum of three (3) years of tested experience in a related discipline to the courses; OR,
 - b. Have a minimum of a master's degree in any discipline, AND a nationally-recognized credential (certification, license, etc.) for the discipline or subfield (in those fields with such designation), OR are recognized by their peers for distinguished professional accomplishments, AND a minimum of three (3) years of tested experience in a related discipline to the courses; OR,
 - c. In certain circumstances, a faculty member may teach a master's-level course with a bachelor's degree if they are recognized by their peers for distinguished professional accomplishments, AND are considered an expert in the content covered in the course.

- iii. Faculty teaching doctoral-level courses:
 - a. Have a doctoral degree in any discipline, AND a nationally-recognized credential (certification, license, etc.) for the discipline or subfield (in those fields with such designation), OR are recognized by their peers for distinguished professional accomplishments AND a minimum of five (5) years of tested experience in a related discipline to the courses; OR,
 - b. In certain circumstances, a faculty member may teach a doctoral-level course with a master's degree if they are recognized by their peers for distinguished professional accomplishments, AND are considered an expert in the content covered in the course, AND have a minimum of seven (7) years tested experience in a related field to the course.

Ensuring Hiring of Qualified Faculty

1. All faculty position postings or solicitations must include requirements consistent with the *Minimum Qualifications for a Faculty Member*.
2. A current resume or curriculum vita, along with academic transcripts or other documents verifying credentials, must be submitted prior to the hire for all faculty positions. Records of the resume/curriculum vita and academic credentials will be kept by the Academic Human Resources Office for all faculty hires. It is the responsibility of the Dean's Office to ensure that these documents are collected and submitted to the Academic Human Resources Office.
3. For full-time positions, the current University hiring process for selecting a qualified pool of candidates for interview will continue to be utilized, i.e., approvals by the search committee, department chair and Dean (or designees), Inclusion Office and the Provost. The review will use the *Minimum Qualifications for a Faculty Member* when selecting and approving the pool of candidates for interviews to ensure faculty are appropriately qualified for positions.
4. For part-time and visiting faculty hiring, the department chair will ensure that candidates meet the *Minimum Qualifications for a Faculty Member* prior to hiring the selected candidate.
5. Current faculty members not holding the proper credentialing to their teach assigned course(s) will be offered the opportunity to develop an Academic Development Plan (ADP). Specific assistance rendered to faculty members subject to an ADP will be determined on an individual basis. These plans will be developed by the faculty member

and Department Chair and approved by the respective Dean (or designee) as well as the Academic Human Resources department. These plans will include a mutually agreed upon timeline for meeting the established faculty credential requirements for the academic courses they teach. ADPs are expected to be completed within three (3) years.

6. A *Faculty Qualifications Assurance Form* must be completed for every faculty member prior to final hire. The form is kept with the Academic Human Resources Office. It is the responsibility of the Dean's office to ensure that this form is completed and forwarded to the Academic Human Resources Office.

Ensuring Staffing of Courses with Qualified Faculty

1. Documentation of faculty credentials is reviewed periodically. Minimally, faculty credentials will be reviewed whenever the faculty member is up for appointment.
2. Each semester, the department chair will review assignments prior to submission to the Dean's Office to ensure that courses are staffed by faculty with appropriate qualifications.
3. The Dean's Office will perform a final review of assignments each semester to ensure that courses are appropriately staffed.
4. The Office of the Provost will routinely audit course staffing to ensure compliance.