

**MEMORANDUM**

**DATE:** April 27, 2015

**TO:** Deans  
Megan Davis, Interim Executive Director, HBOI

**FROM:** Gary Perry, Provost and Vice President  
Academic Affairs



**RE:** Policy on Qualification of Instructors (**Supercedes all previous memoranda**)

FAU adheres to the guidelines established by its regional accrediting association, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). These guidelines require that primary consideration be given to the highest degree earned in the discipline:

1. Instructional personnel teaching graduate courses hold the doctorate or appropriate terminal degree in the teaching discipline or a related discipline.
2. Instructional personnel teaching undergraduate courses (including general education courses) hold a doctorate or appropriate terminal degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline. For interdisciplinary courses, faculty qualifications must be relevant to the disciplines that are components of the courses.
3. Graduate teaching assistants assigned primary responsibility for teaching a course must hold a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Graduate TAs without these

qualifications may not be assigned primary responsibility for teaching a course for credit or for assigning final grades, but may assist the primary instructor with course-related activities. Graduate TAs receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Exceptions to the highest degree standard can be made in cases where the instructor possesses related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching. Dates for these additional qualifications must be specified, as well as a description of the relationship between these qualifications and the expected outcomes of the course.

The FAU Credentialing Manual describes the policies and practices of Florida Atlantic University for ensuring that all courses are taught by well-qualified instructors. It includes the procedures used to review the credentials of every instructor teaching a course. In addition, it contains Terminal Degree Lists and Alternate Credentialing Policies for every college.

Cc: Provost's Leadership Team  
Mary Walsh, Director of Credentialing  
Kathleen Wright, Coordinator of Academic Personnel