



Policy: Faculty of Record

Effective: July 1, 2019

Policy Type: Administrative/Regulatory

Responsible Department: Registrar Office

Policy: This policy sets the standards for establishing faculty of record for courses.

- 1.0 Faculty are full-time or part-time course instructors who have met the academic qualifications for courses they are teaching. They do not need to have a faculty of record for their courses
 - 1.1 To teach at the undergraduate level, faculty members must possess at least a Master's Degree relevant to the discipline in which they are teaching. If the graduate degree is not related to the course they are teaching they need 18-credit hours of graduate work in that subject area
 - 1.2 To teach at the master degree level, instructors must possess a doctorate or terminal degree (MFA). One exception is in seminary programs in which the Master of Theology degree is one level above the Master of Divinity and Master of Arts degrees.
 - 1.3 To teach in terminal degree programs, instructors must possess the same level of degree.
- 2.0 If course instructors do not have the academic qualifications but are employed based on equivalent experience, each department chairs will use the minimum threshold of experience needed to approve the instructor
 - 2.1 Each has department determined what meets the "equivalent experience" threshold.
 - 2.2 The Dean of the School is ultimate responsible to approve the "equivalent experience" threshold and the instructors qualifications.
 - 2.3 Each course instructor approved with "equivalent experience", must have documentation in his/her faculty folder explaining and approving "equivalent experience" in order to teach.
- 3.0 In cases where an instructor has equivalent experience, but not the academic qualifications, a faculty member with approved qualifications will be assigned as Faculty of Record for the courses the instructor teaches
 - 3.1 The Faculty of Record is to approve syllabi for the courses, help with instruction, and review grading of assignments and tests.
 - 3.2 Being a Faculty of Record does not count toward faculty load requirements
- 4.0 If course instructor approved only by equivalent experience becomes a regular part-time teacher (3 courses per year), the school dean may determine if there is a need for an academically qualified Faculty of Record.



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Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template