



## Policy 10.10

### Guidelines and Procedures for Credentialing Instructors of Record

**Responsible Official:** Provost and Executive Vice President for Academic Affairs

**Administering Division/Department:** General Policies

**Effective Date:** April 01, 2013

**Last Revision:** April 26, 2017

#### Policy Sections:

- I. Overview
- II. Policy Details
- III. Related Links
- IV. Contact Information
- V. Revision History

#### Overview

Academic units must identify all instructors for all credit-bearing course sections and ensure that instructors meet at least minimal credentials as outlined by SACSCOC: <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>.

#### Policy Details

The minimum SACSCOC criteria for instructors are:

- a. *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);
- b. *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);
- c. *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;
- d. *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);
- e. *Faculty teaching graduate and post-baccalaureate course work:* earned doctorate/terminal degree in the teaching discipline or a related discipline;
- f. *Graduate teaching assistants:* master's in the teaching discipline or 18 graduate semester hours in the teaching discipline with direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

In addition, Emory considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, 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 and student learning outcomes. For all cases, Emory is responsible for justifying and documenting the qualifications of its Instructors of Record.

In advance of each semester, the Office of Planning and Budgeting will provide each Dean with a complete listing by department of all Instructors of Record. Each Dean will review the listing and confirm the credentials of all Instructors of Record and ensure that the documentation is on file. The latter involves:

- For those whose relevant degree is from a domestic institution of higher education: an official transcript from the degree-granting, accredited institution;
- For those whose relevant degree is from a foreign institution of higher education: a copy of the diploma or a certified translation of the diploma, if the original document is not in English. In addition, the Dean of the academic unit in which the faculty member's primary appointment is located is responsible for evaluating the authenticity of the degree and its equivalency to a U.S. degree. To assist with this process, faculty may need to obtain letters from officials of foreign institutions of higher education verifying the academic credentials of the candidate or inspecting the original diploma.
- For those who do not meet the SACSCOC degree guidelines: a written justification documenting the additional credentials of the Instructor of Record. This documentation includes, but is not limited to, a current curriculum vita, copies of appropriate licenses or certifications, related research/publications, copies of awards and honors, achievements that demonstrate effective teaching, verification of work related to teaching experience, and/or other credentials that clearly show the instructor is qualified to teach the subject material of the class. The Justification Narrative Form is located at <http://opb.emory.edu/accreditation/resources/policy.html>.

All documentation for each Instructor of Record must be submitted in electronic format to the Office of Planning and Budgeting, whereas originals will be kept in the Dean's Office. The Office of Planning and Budgeting will review the submitted credentials and notify a Dean if the documentation is insufficient. If such deficiencies are not addressed prior to the first day of class, the Instructor of Record must be replaced with a person who has all required credentials.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/10.10>
- [SACSCOC Faculty Credentials Guidelines](http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf): (<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>)
- [Justification Narrative Form](http://opb.emory.edu/accreditation/resources/policy.html): (<http://opb.emory.edu/accreditation/resources/policy.html>)

## Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Office of the Provost	4047277452	nbliwis@emory.edu

## Revision History

- Version Published on: Mar 13, 2014
- Version Published on: Mar 13, 2014 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*