



Policy Name:	Faculty Credentialing
Effective Date:	August 7, 2017
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Personnel

**Purpose**

To set forth expectations and requirements of qualifications regarding credentialing of faculty members at the university.

**Policy**

Faculty credentials refer to the degrees earned to establish faculty credibility as content experts. Northwest Missouri State University (Northwest) strongly advocates to hire the highest quality faculty and adheres to all Higher Learning Commission (HLC) assumed practices in meeting faculty qualifications. Below are the minimum qualifications expected for all faculty associated with Northwest.

Minimum faculty qualifications are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.

**Northwest’s requirements for faculty qualifications**

- Faculty should have completed a program of study in the discipline or subfield (as applicable) 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.
- If a faculty member holds a master’s degree or higher in a discipline other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which they are teaching.
- Graduate students who deliver instruction or lab supervision must do so under the supervision of qualified Northwest faculty.
- Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. Graduate faculty must meet and be approved by Graduate Council and the associate provost of graduate studies.

**Faculty qualifications that need to be approved by the provost/vice provost**

- Faculty have licensures or other credentials that document educational attainment one level beyond the level of teaching.

- Faculty have experience and expertise that uniquely qualifies the individual in their discipline. This will generally be satisfied by three years' experience or evidence of outstanding performance in the discipline. No more than nine hours of credit can be satisfied by prior experience or expertise.
- Faculty teaching in career and technical education college-level certificate and occupational associate degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience.
- Faculty hired that have completed all requirements for the terminal degree with the exception of the dissertation (ABD). This exception applies for a maximum of two years, after which time the faculty member must have completed the terminal degree to continue as tenure track.

All faculty hires will go through a hiring committee search and the committee will verify all degree credentials and make a recommendation to the provost for hire. All newly hired faculty members must submit their complete academic credentials to the Office of the Provost, including official transcripts from each institution promptly after being hired.

If the committee recommends a candidate who does not meet the minimum degree requirement for the position, they must submit a brief justification of hire and all the supportive documentation of "other credentials" to the provost. The candidate will not be offered the position until approved by the provost or vice provost.

Faculty teaching 500-level courses and above will also need to seek a graduate faculty status (graduate faculty, associate graduate faculty, adjunct graduate faculty) before the term instruction begins. Faculty and academic units may refer to the Graduate School for procedures and requirements needed for approval for graduate instruction.