



**NORTH CAROLINA A&T STATE UNIVERSITY**  
**CHAPTER 300 – ACADEMIC AFFAIRS**  
**UNIVERSITY POLICY 302, FACULTY CREDENTIALING**

**Section 302.1            Policy Statement**

Individuals assigned instructional responsibilities for credit-bearing courses at North Carolina A&T State University (University or N.C. A&T) shall meet all qualifications to teach at the University.

**Section 302.2            Purpose**

This policy exists to set forth the criteria for faculty credentialing at N.C. A&T, and to establish and document the qualifications for instructors consistent with the University's standards of quality and the Principles of Accreditation provided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**Section 302.3            Scope**

This policy applies to:

- (a) All individuals assigned as Instructor of Record;
- (b) All individuals assigned as a Primary or Secondary Instructor in any section of a credit-bearing course, including lecture, laboratory, seminar, clinical, and other sections, regardless of academic rank or appointment type; and
- (c) All class sections offered for N.C. A&T credit entered on student transcripts as N.C. A&T courses. If a potential faculty member is not found to meet credentialing requirements, it is the responsibility of the college dean and academic department chairperson to cover courses until a qualified Instructor of Record can be assigned to the course.

**Section 302.4            Compliance**

The Office of Strategic Planning and Institutional Effectiveness (OSPIE), shall provide administrative oversight of the credentialing process and credentialing approval of faculty. Deans bear responsibility for compliance by each of their academic departments, and are responsible for the faculty credentialing process. When a potential faculty member does not meet credentialing requirements, the dean and academic department chairperson shall cover courses until a qualified Instructor of Record is assigned to the course.

## Section 302.4 Definitions

- (1) “Faculty Credentialing” is the process for verifying and documenting the qualifications of faculty to meet SACSCOC Principles of Accreditation and N.C. A&T requirements.
- (2) “Faculty Qualifications” is the necessary education, training, certification, experience and skills needed for faculty members to teach courses in their disciplines.
- (3) “N.C. A&T Faculty Credentialing Form” is the University’s credentialing application used to determine the credentials of all core and non-core faculty members.
- (4) “Core Faculty” means any tenured, tenure-track, or non-tenure-track faculty who have 9-month or 12-month contracts and who have as their primary responsibility teaching, advising, and/or research.
- (5) “Non-Core Faculty” means five-month appointees, whose primary responsibility is teaching. This includes staff/administrators who are employed at N.C. A&T in non-teaching roles, but who additionally teach a course during some semesters. Part-time faculty are also considered non-core faculty.
- (6) “Instructor of Record” is an individual qualified and assigned to teach the course and who has overall responsibility for the development/implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades.
- (7) “Graduate Teaching Assistant (GTA)” means full-time graduate students employed on a part-time basis, maximum 20 hours per week, (.50 FTE during the academic year) specifically to teach or assist with teaching courses at N.C. A&T. In cases where they are assigned to teach a course, they must meet the minimum credentialing requirement.

## Section 302.5 Qualifications for Teaching

To qualify for a teaching assignment at N.C. A&T, an individual must be appointed to an appropriate instructional role with the University and meet specific academic and/or experiential requirements for the courses to be taught.

An instructor’s qualifications must be appropriate for the level, discipline, and title of each course taught. Qualifications may consist of academic credentials (earned degrees or completed coursework) or alternative credentials (professional experience or demonstrated competency—license or certification) or a combination of these credentials.

The qualifying degree should be in the same discipline or one closely related to the subject matter of the course(s) to be taught. The level of the course dictates the minimum level of the degree the instructor must hold.

### Section 302.5.1 Undergraduate General Education and Baccalaureate Courses:

The following criteria must be met in order to teach general education and baccalaureate courses:

- Faculty who have an earned doctorate or master's degree in the same or closely related discipline as the course taught, or master's degree with a concentration in that discipline (a minimum of 15 graduate semester hours).
- Graduate teaching assistants with a master's degree or minimum of 15 graduate semester hours in the same or related teaching discipline prior to teaching the course, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
- Graduate teaching assistants who are earning a master's degree in the same or closely related discipline as the course to be taught may be credentialed to teach only lower division undergraduate courses.
- Doctoral students with earned master's degree or at least 30 graduate semester hours may be credentialed to teach undergraduate level courses.

### Section 302.5.2 Graduate and Post-Baccalaureate Courses

The following criteria must be met in order to teach graduate and post-baccalaureate courses:

- Faculty who have an earned doctorate or terminal degree in the same or closely related discipline as the course(s) taught.
- Graduate teaching assistants who may not serve as the instructor of record unless they already have an earned doctorate or terminal degree in the discipline or closely related discipline to the course which will be taught.

### Section 302.6 Alternative Qualifications

Significant experience can be considered as an alternative qualification in some disciplines. Instructors may be qualified by professional experience or by a combination of education and professional experience. The University also considers other qualifications, including, as appropriate (a) undergraduate or graduate (non-terminal) degrees, (b) specialized coursework, (c) record of research in the field, (d) significant work experiences, (e) professional licensure and/or certifications, (f) significant honors and/or awards, (g) significant documented excellence in teaching, or (h) other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes of the course.

### Section 302.7 Credentialing Process

The credentialing process begins with department chairpersons or their designees completing the *Faculty Credentialing Form* to present the qualifications of individuals who will be serving as the Instructors of Record. Their recommendations must be supported by their respective deans, then the *Faculty Credentialing Form* goes to the credentialing officer, in the Office of Strategic Planning and Institutional Effectiveness (OSPIE), who makes the final decision and affixes the final signature to the credentialing application. Written justification for exceptions from the degree

requirements must accompany the *Faculty Credentialing Form* and describe the distinguished professional experience in the teaching discipline.

Credentialing approval is required before a new instructor is hired in all cases.

For currently hired faculty, credentialing is required when a new course is assigned that reflects a departure from the faculty member's terminal degree.

#### Section 302.8            Documentation of Qualifications

Documents verifying the qualifications of an individual to become an Instructor of Record may include official transcripts, letters of recommendation, professional licenses or certifications, honors and awards, and other evidence of professional experience.

When the primary qualification for teaching a course is an earned doctoral or terminal degree or completion of 15 graduate credit hours in the discipline of the course, the appropriate documentation is an official transcript from the institution that awarded the degrees and/or course credits.

When the primary qualification is an earned degree from a Non-US institution, appropriate documentation also includes an evaluation of the transcript by a certified external agency.

When an individual is qualified for teaching a course by alternative professional credentials or demonstrated competency, required documentation includes: (1) an official transcript for highest earned degree and any other credentials that are used to establish qualifications for teaching courses; (2) objective evidence of qualifying experiences such as prior work experience, professional licenses and certifications, and other qualifications; and (3) the department chair's written justification clearly describing the relationship between the experience and course content and level.

### **POLICY HISTORY**

Eff. September 14, 2020

**AUTHORITY:**            Board of Trustees

**POLICY OWNER:** Provost and Executive Vice Chancellor for Academic Affairs

**RESPONSIBLE OFFICE:** Office of Strategic Planning and Institutional Effectiveness

**RESOURCES:** (Links)