



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 60.12, Faculty Credentialing for Teaching at Texas Tech University Health Sciences Center El Paso

PURPOSE: Texas Tech University Health Sciences Center El Paso (TTUHSC EP) is committed to the employment of faculty members who are qualified to fulfill the mission and goals of the university.

This policy is designed to address the procedures for credentialing of faculty instructors of record as specified in Comprehensive Standard 3.7.1 of the *Principles of Accreditation, Foundation for Quality Enhancement*, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the *SACSCOC Faculty Credentials Guidelines*.

REVIEW: This HSCEP OP will be reviewed by October 1 of every even-numbered year (ENY) by the Deans of the Schools and the Vice President for Academic Affairs or designee, with recommendations for revision submitted to the President or designee by November 1.

POLICY/PROCEDURE:

1. Definitions:

- A. Instructor (or Faculty) of Record** - The Instructor (or Faculty) of Record shall be a person, or persons, qualified to teach the course and who has overall responsibility for the development and implementation of the syllabus, the achievement of student learning outcomes, and for issuing grades.
- B. Full Time Faculty** – A full-time faculty member at TTUHSC EP is a paid university employee who is employed at least 0.5 FTE.
- C. Part Time Faculty** – A part-time faculty member is a paid university employee who is employed at less than 0.5 FTE.
- D. Clinical Faculty** – Per HSCEP OP 60.01, *Tenure and Promotion Policy*, clinical faculty appointments are available for appointees with less than 0.5 FTE and less than half-time compensation. These non-tenure track faculty do not have to be employed by the institution and may or may not receive compensation or remuneration for teaching efforts.

2. Responsibility

- A. University:** Texas Tech University Health Sciences Center El Paso is responsible for maintaining documentation of credentials for all full-time and part-time faculty members.
- B. School:** Each school within TTUHSC El Paso can establish procedures to certify that faculty members possess appropriate educational and/or other qualifications to perform teaching duties for assigned courses and are responsible for maintaining files to document compliance with this policy. At a minimum, each school must follow the minimum qualifications defined in this policy.

- C. Faculty Member:** It is the responsibility of each full-time or part-time employed faculty member, or clinical faculty member serving as an instructor of record, to provide all of the documentation needed to verify her or his credentials.

3. Faculty Credentialing Guidelines for Faculty Instructors of Record

A. Primary Academic Credentials

1. Faculty instructors of record must meet the following guidelines depending on the course level taught:
 - a) 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).
 - b) Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
 - c) Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
2. Alternative Credentials
 - a) If a faculty instructor of record does not possess the primary academic credentials described in Section IV.A.1 above, alternative credentials may be considered in establishing the faculty member's overall qualifications for teaching a course.
 - b) These credentials may include, but are not limited to, the following:
 - i. licensure
 - ii. certification
 - iii. other undergraduate and/or graduate degrees
 - iv. related work experience
 - v. honors and awards
 - vi. continuous documented excellence in teaching, and/or
 - vii. other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
 - c) All exceptions to primary academic credentials in Section IV. A 1 through reliance on alternative credentials as described in Section IV.A.2 of this policy must be reviewed and approved by the dean of each school and documented and be readily available if requested by the accrediting agency.

B. Review of Credentials of Instructors of Record Prior to Course Assignment

Prior to assigning a faculty member as an instructor of record, the school's designated representative reviews the credentials of the instructor of record to ensure compliance with Section IV.A. Reviews of primary academic credentials and any requests for exceptions will be initiated by the following designated representatives:

1. PLFSOM: Assistant Deans for Medical Education

2. GGHSO: Associate Dean of Academic Programs
3. GSBS: Provost

C. Exceptions to the Minimum Academic Preparation for Faculty Instructors of Record

For instructors of record who teach graduate and post-baccalaureate courses who are not graduate teaching assistants and who do not hold the terminal degree in the subject area taught, a request must be made by the individual designated in Section IV B by taking the actions outlined below. Final approval of the exception is granted by the signature of the Dean or his/her designee on the form.

1. Complete "Additional Qualification" of the teaching credentials form (See below). Each category of relevant competencies and achievements should be checked off in the form. In addition, each checked item must be briefly explained in the space provided.
2. Collect and present documentation of competencies and achievements that will be offered in lieu of formal academic preparation. These include, but are not limited to, documentation of research and publications, copies of professional licenses or certification, special training and/or related work experience, documented teaching excellence in the discipline, honors, awards or special recognition, and other competencies and achievements.