



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 60.12, Documentation of Academic Credentials for Faculty Teaching Assignments

PURPOSE: Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) 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, assistant vice president for faculty affairs and the vice president for academic affairs or designee, with recommendations for revision submitted to the president or designee by November 1.

POLICY/PROCEDURE:

I. Definitions:

- A. **Instructor (or Faculty) of Record** - The instructor (or faculty) of record shall be a person, or persons, qualified to teach the course who has overall responsibility for development and implementation of the syllabus, achievement of student learning outcomes and issuing grades.
- B. **Full-Time Faculty** – A full-time faculty member at TTUHSC El Paso is a faculty member who is employed by TTUHSC El Paso at least 0.5 FTE.
- C. **Part-Time Faculty** – A part-time faculty member is a faculty member who is employed by TTUHSC El Paso at less than 0.5 FTE.

II. Responsibility

- A. **University:** TTUHSC 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, serving as an instructor of record, to provide all of the documentation needed to verify her or his credentials.

III. Faculty Credentials for Instructors of Record

A. 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 academic credentials described in Section III.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 academic credentials in Section III.A.1 through reliance on alternative credentials as described in Section III.A.2 of this policy must be reviewed and approved by the dean of each school.

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 III.A. Reviews of academic credentials will be conducted by the following designated representatives:

1. Paul L. Foster School of Medicine: Assistant Deans for Medical Education
2. Gayle Greve Hunt School of Nursing: Dean
3. Graduate School of Biomedical Sciences: Dean