

# Who can teach undergraduate courses?

Faculty, adjuncts and teaching fellows with the appropriate credentials can teach at the undergraduate level.

- The minimum qualifications are 18 graduate level SCH in the teaching discipline.
- Chairs are responsible for verifying coursework on transcripts. If the course work is not obviously in the discipline, the chair must explain why it is appropriate.
  - Dissertation, Thesis, Internships, and Special Problems courses do not count toward the 18 hours.

# Who can teach Graduate courses?

Faculty and adjuncts with the appropriate credentials can teach at the graduate level.

- The minimum qualifications are a terminal degree in the teaching discipline.
- Faculty who hold a terminal degree in a degree other than the teaching discipline can be credentialed through transcribed graduate coursework (18 SCH), significant experience, and/or research in the teaching discipline.
- Teaching Fellows, regardless of candidate status, may not teach at the graduate level- **Even if the course is cross-listed with an undergraduate course.**

# Exceptions...

Potential instructors who hold a terminal degree in a discipline other than the teaching discipline may be eligible to teach an undergraduate course if they can be credentialed by one or both of the following:

- Documentation of 18 graduate level SCH in the teaching discipline
- Documentation of substantial accomplishments in the teaching discipline

# Exceptions...

Potential instructors who do not hold a terminal degree or hold a terminal degree in a discipline other than the teaching discipline may be eligible to teach a graduate course if the chair has requested and received an exception to the university's standards for teaching. The request for exception is made for a particular course and requires 2 documents per course:

- A narrative justification that explicitly details why the individual is qualified and how their accomplishments/experience compare to that of a person holding the appropriate terminal degree.
- A course matrix that identifies key course objectives (learning outcomes from syllabus) and explains the evidence for concluding that the individual is prepared to meet those objectives.

# Current Issues with Course Assignments

- An existing full-time instructor hired and credentialed to teach at the undergraduate level was assigned to teach a graduate level course. Chairs must verify credentials again for the change in level.
- Teaching Fellows assigned to teach undergraduate courses without proper credentials.
- Teaching Fellows teaching graduate level courses.