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 transcripted 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.