

# UNT FACULTY CREDENTIALING USER'S GUIDE

The University of North Texas subscribes to the values and practices developed through the regional body for academic self-regulation, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC states the basic standards that an institution should meet in order ensure that its faculty holds the appropriate level and kind of credentials as detailed in the SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement* Comprehensive Standard 3.7.1.

Additional information on each of these options is provided in the *UNT Faculty Credentialing Manual* (<https://vpaa.unt.edu/sites/default/files/Credentialing-Manual.pdf>).

## Graduate Instruction

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### Credentialing Options:

#### 1) Terminal degree in teaching discipline

A person who has earned a terminal degree in the teaching discipline is qualified to teach graduate courses in that discipline.

#### 2) Terminal degree outside of the teaching discipline (“related discipline”)

Faculty teaching graduate and post-baccalaureate course work should have an earned terminal degree in the teaching discipline or a closely related discipline. There are rare cases in which an exception request could be made by providing:

- A Narrative Justification that explicitly addresses how the individuals’ accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field; documentation of how the faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

## Undergraduate Instruction

### Credentialing Options:

#### 1) Terminal degree within the teaching discipline

A person who has earned a terminal degree in the teaching discipline is qualified to teach undergraduate courses in that discipline.

#### 2) Master’s degree or terminal degree outside the teaching discipline

Faculty who hold a master’s degree and faculty who hold a terminal degree outside the teaching field (i.e., related discipline) must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignment. The hiring authority would need to provide one or both of the following:

- Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.
- Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

### 3) No graduate degree/graduate degree in progress

Graduate teaching fellows (TF's) at UNT may teach if they have completed 18 graduate semester hours in the teaching field, are under the direct supervision of a faculty member, receive regular in-service training, and receive planned and periodic evaluations of their teaching.

## Exceptional cases

UNT recognizes that the best interests of the students may, at times, be served by instruction delivered by someone who has not taken the typical academic route to developing his or her ability to effectively teach a particular subject. The request for exception should be made for a particular course. The hiring authority must assemble (and maintain in the department) a portfolio of documentation of the instructor's record of substantial and current accomplishments in the field of the teaching assignment. Completion of two documents for each course are required (see Faculty Credentialing Manual, pages 7-8 and 13-17).

- A **Narrative Justification** that explicitly addresses how the individuals' accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field; documentation of how the faculty member's experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work
- 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