

# Highest Degree Level for Part-Time Teaching Faculty

ACADEMIC AFFAIRS (Last revised on 06/06/22)

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*Form to be completed by chair or program director*

## HLC Statement

The following is an excerpt from the Higher Learning Commission's statement on Assumed Practices:

### B.2.a. Faculty Roles and Qualifications

Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and **at least one level above** the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on **equivalent experience**, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

Instructors teaching at the **doctoral** level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations. (B.2.b.)

See *YSU Faculty Credentials Guidelines* for the full HLC policy and guidelines.

## Faculty Information

Faculty Member:

Banner ID:

Department:

Highest Degree / Major:

Beginning Term / Year:

## Qualifications\*

Please indicate the highest degree level the instructor of record has attained to date in the discipline:

- ☐ **Baccalaureate** degree (credentialed for applied associate courses only—please list on page 2 of form)
- ☐ **Master's** degree (any) + **18 graduate hours** in discipline (credentialed for specific courses only - list on page 2 of form)
- ☐ **Master's** degree in discipline (credentialed for all undergraduate courses in discipline)
- ☐ **Doctoral** / Terminal degree in discipline or related discipline
- ☐ **Equivalent** qualifications have been established (justify exception in box below and credentialed for specific courses only – list on page 2 of form)

## Equivalent Qualifications

Describe qualifications based upon accreditation guidelines or professional field licensure conforming to *YSU Faculty Credentials Guidelines*:

Faculty Member:

### Signatures

Chair:  Date:

Dean:  Date:

Provost:  Date:

### Attachments

The following documents must be submitted along with this form to Academic Affairs:

- ☐ Current curriculum vita
- ☐ Official transcript(s)\*\*

### Courses

Please select which best applies to the courses the faculty member is eligible to teach:

☐ All undergraduate courses within   
Specific Degree/Program

☐ All graduate courses within   
Specific Degree/Program

☐ Specific courses only (please list courses below):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\* Contact the Office of Academic Affairs with any questions about faculty qualifications.

\*\* An official transcript is a transcript received directly from the issuing institution (whether on paper and in the sealed and stamped envelope or a certified electronic copy) that is properly signed/authenticated. An official paper transcript is printed on special, tamper-proof paper and sent in a sealed, signature-stamped envelope. Electronic transcripts are official when the intended party is the direct email recipient. If emailed to the requestor, then forwarded, it is then considered unofficial.