



# Guide to Faculty Credentialing

The University of North Texas at Dallas (UNT Dallas) employs faculty qualified to teach in their academic disciplines and to meet the mission and goals of the University. Further, UNT Dallas subscribes to the values and academic self-regulation process developed through the regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) outlined in the Resource Manual for *The Principles of Accreditation: Foundations for Quality Enhancement*,

**Standard 6.2a. For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (*Faculty qualifications*).**

## Faculty Qualifications Guidelines

For each course faculty are assigned as the instructor of record, they must meet certain credentials:

### Graduate Instruction

- Doctorate or terminal degree in the teaching discipline
- Terminal degree in a teaching discipline affiliated with the teaching discipline of the course being taught. Narrative justification must accompany the hire as cited in the section on “Documentation of Faculty Credentials.”
- In rare cases, UNT Dallas will review requests for an exception on an individual basis based on factors listed in “Documentation of Faculty Credentials.”

### Undergraduate Instruction

- Doctorate or master’s degree in the teaching discipline
- Master’s degree with 18 graduate-level credit hours in the teaching discipline
- In rare cases, UNT Dallas will review requests for an exception on an individual basis based on factors listed in “Documentation of Faculty Credentials.”

### General Education Instruction

- Doctorate or master’s degree in the teaching discipline
- Master’s degree with 18 graduate-level credit hours in the teaching discipline
- In rare cases, UNT Dallas will review requests for faculty in specific disciplines to teach common core courses if the graduate degree includes the use of the course material in the discipline (for example, science faculty who are assigned to teach general education mathematics courses). Narrative justification must be included in the hiring proposal.

## Documentation of Faculty Credentials

### Faculty Credentialing Form

A faculty credentialing review must be completed for all full-time and part-time employees who are or will be listed as instructors of record. This form and supporting documentation should be sent to the Office of the Provost for the faculty file.

All faculty must have the Credential Evaluation Summary on file. Those faculty who do not meet the degree requirements must also have the Faculty Justification Form on file with supportive documentation.

### Transcripts and Degrees

Official transcripts are required for the hiring portfolio and must be on file in the Office of the Provost upon hire. Transcripts need to list the degrees earned and the coursework completed that is relevant to the credentialing of faculty for particular courses.

### Curriculum Vitae

The curriculum vitae (CV) is required for the hiring portfolio and must be on file in the Office of the Provost upon hire. The curriculum vitae needs to reflect the degrees earned, courses taught at other institutions of higher education, and other relevant experience that may contribute to Narrative Justification for exceptional cases.

### Narrative Justification for Exceptional Cases

In the event that a faculty candidate does not meet the stated degree requirements for the teaching level, a narrative justification must explicitly address how the individual's accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field. Other factors, in addition to the highest degree earned, could be documented in the narrative justification, such as:

- record of research,
- professional achievements such as creative productivity or publications,
- related work or experience in the field that includes the number of years,
- other degrees earned,
- coursework completed toward a degree that is relevant to the instruction of the course,
- honors, awards, and special recognition,
- licensure or certification,
- continued and documented excellence in teaching, or
- competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes.

In cases that require narrative justification, both the Dean and the Provost must review and sign off on the candidate based on the justification and documentation provided **before the written hiring contract is issued and onboarding begins.**