

P-018 MINIMUM FACULTY QUALIFICATIONS FOR COURSE ASSIGNMENT

The fundamental issue to be addressed when assigning an instructor to a course is whether the instructor possesses the qualifications that are needed to teach that specific course effectively. This policy applies to all course assignments at Southwest Minnesota State University, regardless of the mode or location of course delivery. This policy is consistent with qualifications for adjunct appointments as specified in Article 21, Section E, Subd. 3 of the IFO contract and with HLC Assumed Practice B.2. This policy does not address qualifications for the initial hire and assignment to rank of full-time faculty. Those are specified in Article 21, Section D of the IFO Contract.

Minimum Qualifications

An instructor's credentials are the primary basis for ascertaining minimum faculty qualifications to teach a given course. Credentials must be awarded by accredited institutions.

1. Undergraduate courses: Instructors must hold a master's degree or higher in the discipline of any course they have been assigned to develop or teach. If the instructor holds a master's degree or higher in a discipline other than that of the assigned course, the instructor must have a minimum of 18 graduate hours in the discipline of the assigned course.
2. Graduate courses: Instructors must meet the eligibility requirements outlined in SMSU Policy A-044 Graduate Faculty Status.
3. Broad considerations may be used to determine faculty qualifications to teach interdisciplinary courses (e.g., general education courses).
 - a. Instructors must possess a master's degree or higher in a discipline related to the disciplines of the assigned course or suitable relevant experience (e.g., a scientist in any field of science teaching a general-education science course).
 - b. For interdisciplinary seminars (such as LEP 101) a faculty member who possesses a master's degree or suitable tested experience in a recognized academic field is viewed as having the minimum qualification necessary for appointment.

Teaching and Experience

An instructor whose credentials do not meet the minimum qualifications may be approved to teach courses based on evidence of a combination of substantial teaching experience, advanced coursework appropriate to the discipline, progress toward academic credentials, and/or other relevant experience and expertise. Instructors teaching 300- and 400-level undergraduate or graduate courses are ordinarily expected to have more related experience than required at the 100- and 200-level.

Programs will identify appropriate related experience for their area. Relevant examples include, but are not limited to, the following:

1. *relevant work experience*
2. *current relevant professional licensure or certification*
3. *relevant professional organization membership*
4. *relevant continuing education or training*

5. *relevant honors and awards*
6. *excellence in relevant teaching*
7. *authoring or co-authoring one or more relevant journal articles or book chapters*
8. *recognition in relevant journals, online sources, or textbooks*
9. *expertise recognized by other relevant credentialed professionals*

Related Documents

P-018.1 Selection of Concurrent Enrollment Faculty (<http://catalog.smsu.edu/policies-procedures/p0181/>)

Policy History

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Date and Subject of Amendments

10/30/2024 – New policy describing minimum qualifications for course assignment