Faculty Credentialing Policy

Office of Academic Affairs

This manual describes the policies and practices of Southern University – Baton Rouge. It serves to ensure that all courses are taught by instructors who are appropriately credentialed in accordance with university policies and SACSCOC guidelines. It includes the qualifying guidelines used to review the credentials of every instructor teaching a course at the university.

Title: Faculty Credentialing Policy
Effective Date: January 1, 2020

Approval Signature(s):

_____ _____
Bijoy Sahoo, Ph.D., Senior Associate Vice Chancellor for Academic Affairs and   **Date**
Chair of the Academic Council

_____ _____

Ray Belton, Ph.D., Chancellor   **Date**

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Introduction

Southern University – Baton Rouge (SUBR) is responsible for justifying and keeping a record of the qualifications of its faculty. The purpose of the Faculty Qualifications and Credentialing Manual is to provide information about the credentialing and verification process for faculty members at SUBR. Both full-time and adjunct/part-time instructors of record (teaching faculty) must possess the appropriate credentials in the respective teaching discipline. They must also possess credentials in the specific area/topic being taught and meet or exceed the minimum requirements of SUBR policies.

SACSCOC Principles of Accreditation

The Southern Association of Colleges and School Commission of Colleges and Schools (SACSCOC) operates to assure educational quality and improve the effectiveness of its member institutions, of which SUBR is one. Member institutions must demonstrate compliance with *The Principles of Accreditation,* which entails fourteen (14) sections each with related standards.

It is imperative that faculty members and all other stakeholders understand that accreditation is critical to SUBR. It determines eligibility for Title IV funds (student financial aid) and qualifies the university and enrolled students for access to federal funds to support teaching, research, and student financial aid. Thus, adherence to its standards is paramount.

SACSCOC Principles and Guidelines Related to Faculty

Section 6: Faculty (from SACSCOC *Principles of Accreditation*):

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution's mission and educational degrees, the faculty has responsibility for directing the learning enterprise including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Achievement of the institution's mission with respect to teaching, research, and service requires a critical mass of full-time qualified faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that takes into account the institution's obligations to foster intellectual freedom of faculty to teach, serve, research, and publish.

6.1. The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty) [CR]

6.2. For each of its educational programs, the institution:

> 6.2.a. justifies and documents the qualifications of its faculty members.
> (Faculty qualifications)
>
> 6.2.b. employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.
> (Program faculty)

6.2.c. assigns appropriate responsibility for program coordination.
(Program coordination)

6.3. The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status. (Faculty appointment and evaluation)

6.4. The institution publishes and implements appropriate policies and procedures for preserving and protecting academic freedom. (Academic freedom)

6.5. The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission. (Faculty development)

Southern University Guidelines for Faculty Credentials:

In alignment with SACSCOC guidelines for credentialing, Southern University determines faculty qualifications using faculty credentials and employs the following as credentialing guidelines:

>a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

>b. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

>c. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline.

>d. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Graduate teaching assistants may only teach undergraduate courses unless they have earned a terminal degree in the teaching discipline.

Justification for Exceptions

Southern University recognizes that some potential faculty members who are best suited to serve the needs of SUBR students may not have taken the typical academic route to developing her or his ability to effectively teach a particular subject. As explained in the SACSCOC Resource Manual for The Principles of Accreditation (2018): "While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching."

A request for exception is course-specific and requires major documentation for each proposed course assignment. A written petition justifying that the individuals' credentials reflect a level of preparation that is comparable to that of a person holding a graduate degree in the teaching field or documentation of how the faculty member's experience and accomplishments have prepared the individual to effectively deliver the instructional assignment based on the learning outcomes of the course must be approved by the College Dean and Academic Affairs.

Faculty teaching Less Commonly Taught Languages (LCTL) such as Swahili, Arabic, or Turkish, who have not earned 18 graduate hours in the LCTL, must possess a master's degree, demonstrate native fluency in the language, and provide other qualifying documentation that reflects the individual's preparation for teaching the specific language course. Upon approval by the College Dean and Academic Affairs, such faculty are restricted to teaching the lowest level introductory or conversational level courses.

SUBR Academic Programs
Credentialing Requirements for Each Discipline/Program

COLLEGE OF AGRICULTURAL, FAMILY, AND CONSUMER SCIENCES

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BS	AGRICULTURAL SCIENCES	**Terminal:** PhD in Agriculture, Animal Science, Agriculture Economics, Plant and Soil Sciences or Related Sciences; Doctorate of Veterinary Medicine (DVM) **Required Credentials:** Master's Degree in Agriculture, Animal Science, Agriculture Economics, Plant and Soil Sciences or Related Sciences
BS	URBAN FORESTRY	**Terminal:** PhD in Urban Forestry, Environmental Sciences, Natural Resources, and Related Sciences **Required Credentials:** MS in Urban Forestry, Environmental Sciences, Natural Resources, and Related Sciences
MS	URBAN FORESTRY	**Terminal:** PhD in Urban Forestry, Environmental Sciences, Natural Resources, and Related Sciences
PHD	URBAN FORESTRY	**Terminal:** PhD in Urban Forestry, Environmental Sciences, Natural Resources, and Related Sciences
BS	FAMILY AND CONSUMER SCIENCES	**Terminal:** PhD in Family and Consumer Sciences **Required Credentials:** Master's Degree in Family and Consumer Sciences or Related Sciences

COLLEGE OF BUSINESS

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BS	BUSINESS MANAGEMENT	Terminal: Ph.D. in Business, Doctor of Business Administration (D.B.A.) Required: Master's in Business Administration (M.B.A.) or M.S. in Business Administration
MBA	BUSINESS ADMINISTRATION	Terminal: Ph.D. Business, Doctor or Business Administration (D.B.A.)
GC	SUPPLY CHAIN MANAGEMENT	Required: Master of Business Administration (M.B.A.)
BS	ACCOUNTING	Terminal: Ph.D. Business, Doctor of Business Administration (D.B.A.) Required: M.B.A., MACC (or 18 graduate hours in Accounting)

BS	FINANCE	Terminal: Ph.D. Business, Doctor of Business Administration (D.B.A.) Required: M.B.A. (with 18 graduate hours in Finance) or M.S. in Finance
BS	MARKETING	Terminal: Ph.D. in Business; Doctor of Business Administration (D.B.A.) Required: M.B.A. (with 18 graduate hours in Marketing); M.S. in Marketing

COLLEGE OF HUMANITIES AND INTERDISCIPLINARY STUDIES

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BA	MASS COMMUNICATION	Terminal: Ph.D. in Mass Communication Required: Master's degree in Mass Communication
BA	ENGLISH	Terminal: Ph.D. or M.F.A. in English Required: Master's degree with a minimum of 18 graduate semester hours in English
Minor	PHILOSOPHY	Required: Master's degree with a minimum of 18 graduate semester hours in Philosophy
M ED	EDUCATIONAL LEADERSHIP	Terminal: Ed.D. or Ph.D. in Educational Leadership (K-12 school leadership)
BS	ELEMENTARY EDUCATION GR 1-5	Terminal: Ed.D. or Ph.D. in Curriculum and Instruction
BS	ELEM ED & SPEC ED M/MOD GR 1-5	Terminal: Ed.D. or Ph.D. in Curriculum and Instruction
PBC	ELEMENTARY EDUCATION GR 1-5	Terminal: Ed.D. or Ph.D. in Curriculum and Instruction
MAT	ELEMENTARY ED (GR 1-5)	Terminal: Ed.D. or Ph.D. in Curriculum and Instruction
BIS	INTERDISCIPLINARY STUDIES	Terminal: Ph.D. in an academic discipline offered by the degree program and competencies consistent with the program's learning outcomes. Required: Master's degree (or Master's degree plus 18 hours) in an academic discipline offered by the degree program and competencies consistent with the program's learning outcomes.

BS	MID SCH ED & SPEC ED M/MOD GR 4-8	Terminal: Ed.D. or Ph.D. in Special Education Required: M.Ed. in Special Education
BM	MUSIC	Terminal: Ph.D. or D.M.A. in Music Performance or Music Education Required: Master's degree with a minimum of 18 graduate semester hours in Music
Minor	FINE ARTS	Required: Master's degree with a minimum of 18 graduate semester hours in Fine Arts
Minor	SPEECH AND THEATER	Required: Master's degree with a minimum of 18 graduate semester hours in Communication or Theater Arts
MA	CLINICAL MENTAL HEALTH COUNSELING	Terminal: Ph.D. in Counseling

COLLEGE OF SCIENCES AND ENGINEERING

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BS	BIOLOGY	Terminal: Ph.D. in Biology Required: M.S. in Biology or Required: M.S. Biology or Master's degree with a minimum of 18 hours in Biology
MS	BIOLOGY	Terminal: Ph.D in Biology
BS	COMPUTER SCIENCE	Terminal: Ph.D in Computer Science, Computer Engineering Required: Master's degree with a minimum of 18 graduate semester hours in Computer Science
MS	COMPUTER SCIENCE	Terminal: Ph.D in Computer Science, Computer Engineering
PHD	SCIENCE AND MATHEMATICS EDUCATION	Terminal: Ph.D Science/Math/Education with qualifications and competencies consistent with the program's learning outcomes
ME	ENGINEERING	Terminal: Ph.D in Civil, Electrical, Mechanical Engineering
BSCE	CIVIL ENGINEERING	Terminal: Ph.D in Civil Engineering Required: M.S. in Civil Engineering and Professional Practice or Master's degree and 18 graduate hours in the discipline
BSEE	ELECTRICAL ENGINEERING	Terminal: Ph.D in Electrical, Computer Engineering Required: M.S. in Electrical Engineering and Professional Practice or Master's degree and 18 graduate hours in the discipline

BSME	MECHANICAL ENGINEERING	Terminal: Ph.D. in Mechanical Engineering Required: M.S. in Mechanical Engineering and Professional Practice
BS	ELECTRONICS ENGINEERING TECHNOLOGY	Required: M.S. in Engineering including 18 graduate hours in Electrical Engineering and Industry Experience
PHD	ENVIRONMENTAL TOXICOLOGY	Terminal: Ph.D in Chemistry, Biology, Biochemistry, or Toxicology
BS	MATHEMATICS AND PHYSICS	Terminal: Ph.D. in Math or Physics Required: M.S. in Math or Physics (or Master's degree with a minimum of 18 graduate hours in Math or Physics)
MS	MATHEMATICS AND PHYSICS	Terminal: Ph.D. in Math or Physics
BS	CHEMISTRY	Terminal: Ph.D. in Chemistry Required: M.S. in Chemistry or Master's degree with a minimum of 18 graduate hours in Chemistry.

NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BS	PSYCHOLOGY	Terminal: Ph.D. or Psy.D. in Psychology Required: M.S./M.A. Psychology, Counseling, Sociology, or Neuroscience
BS	CRIMINAL JUSTICE	Terminal: Ph.D. in Criminal Justice Required: M.A. in Criminal Justice or Sociology
MS	CRIMINAL JUSTICE	Terminal: Ph.D. in Criminal Justice
MPA	PUBLIC ADMINISTRATION	Terminal: Ph.D. in Public Administration
PHD	PUBLIC POLICY	Terminal: Ph.D. in Public Policy/Ph.D., in Political Science
BS	SOCIAL WORK	Terminal: Ph.D. in Social Work Required: Masters of Social Work (MSW)
MA	SOCIAL SCIENCES	Terminal: Ph.D. in History, Sociology, or Psychology
BA	POLITICAL SCIENCE	Terminal: Ph.D. in Political Science, Ph.D. in International Studies Required: M.A. any of the following areas (political science, government, international relations, public administration.)

BS	SOCIOLOGY	Terminal: Ph.D. in Sociology Required: M.S. in Sociology
BA	HISTORY	Terminal: Ph.D. in History Required: M.A. in History

COLLEGE OF NURSING AND ALLIED HEALTH

	ACADEMIC DISCIPLINE	Terminal Degree/Required Credentials
BS	SPEECH PATHOLOGY AND AUDIOLOGY	Terminal: Ph.D. in Speech-Language Pathology, Ph.D. in Speech and Hearing Science, Doctor of Speech-Language Pathology, (DSLP), Clinical Science Doctorate in Speech-Language Pathology (Clin ScD) Required: Master of Science in Speech-Language Pathology, (M.S.), Master of Arts in Speech-Language Pathology (M.A.), Master of Education with Specialization in Speech-Language Pathology (M.Ed)
MS	SPEECH-LANGUAGE PATHOLOGY	Terminal: Ph.D. in Speech-Language Pathology, Ph.D. in Speech and Hearing Science, Doctor of Speech-Language Pathology, (DSLP), Clinical Science Doctorate in Speech-Language Pathology (Clin ScD) Required: Master of Science in Speech-Language Pathology, (M.S.), Master of Arts in Speech-Language Pathology (M.A.), Master of Education with Specialization in Speech-Language Pathology (M.Ed)
BS	THERAPEUTIC REC. & LEISURE STUDIES	Terminal: Ph.D. in Health Care Administration Required: Master of Science in Therapeutic Recreation, National Council for Therapeutic Recreation Certification (Certified Therapeutic Recreation Specialist, CTRS); Masters in Recreation
GC	THERAPEUTIC RECREATION	Required: Master of Science in Therapeutic Recreation, National Council for Therapeutic Recreation Certification (Certified Therapeutic Recreation Specialist, CTRS)
BS	REHABILITATION SERVICES	Terminal: Ph.D. in Rehabilitation and Disability Studies
MS	CLINICAL REHABILITATION COUNSELING	Terminal: Ph.D. in Rehabilitation and Disability Studies or Rehabilitation Counseling
BSN	NURSING	Terminal: Ph.D in Nursing, Doctor in Nursing Science (DNS); Doctor of Nursing Practice (DNP)

		Required: Master of Science in Nursing (MSN, Master of Nursing (MN)
MSN	FAMILY HEALTH NURSING	Terminal: Ph.D in Nursing., Doctor in Nursing Science (DNS); Doctor of Nursing Practice (DNP)
PHD	NURSING	Terminal: Ph.D in Nursing., Doctor in Nursing Science (DNS); Doctor of Nursing Practice (DNP)
DNP	NURSING PRACTICE	Terminal: Ph.D in Nursing., Doctor in Nursing Science (DNS); Doctor of Nursing Practice (DNP)