Florida Agricultural and Mechanical University
Board of Trustees Policy

Board of Trustees Policy Number: **2008-06**	Date of Adoption: August 12, 2008 Date of Revision: June 10, 2016

Subject	**Faculty Credentialing Policy**
Authority	Section 7(d), Article IX, Florida Constitution; Board of Governors Regulation 1.001
Applicability	This policy applies to faculty at Florida A&M University.

I.   Purpose

The purpose of this policy is to codify the credentials requirements that are utilized by Florida A&M University.

The credentials requirements ensure that the University employs competent faculty members who are qualified to carry out the goals and mission of the University in teaching, research and service. At least 25 percent of the discipline course hours in each undergraduate major shall be taught by faculty members holding a terminal degree, which is usually the earned doctorate in the discipline.

II. Policy

FAMU requires that faculty be appropriately credentialed to teach assigned courses on the undergraduate and graduate levels, and perform other assigned responsibilities including research, service, and student advisement.

   A. Primary Credentials:
The primary credentials considered are those identified by the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) in *The Commission Guidelines: Faculty Credentials* as follows*:*

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

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

3. Faculty teaching graduate and post-baccalaureate course discipline or a related discipline.

4. 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."

5. Faculty teaching developmental studies courses: Bachelor's degree in the teaching discipline or a Bachelor's degree in a related discipline with competencies in the discipline.

B. Other Credentials:

The University may also consider other credentials to substantiate the competence of faculty, such as:

1. A record of research activity;
2. Service;
3. Presentations;
4. Professional Licensure;
5. Certifications;
6. Significant professional experiences;
7. Honors and awards;
8. Continuous documented excellence in teaching;
9. Achievements that contribute to effective teaching; student learning outcomes; and
10. Publications in the faculty member's area of specialization.

C. Exceptional Cases:

An individual may be considered for instructional or other assignments normally requiring the higher academic credentials, where it can be clearly demonstrated by virtue of accomplishments and professional experiences that the individual lacking a doctorate or master's degree has the knowledge and skills normally associated with a person who is fully qualified on the basis of academic credentials. In such cases, the hiring official and the person making the assignment must provide a written rationale and maintain full documentation of the individual's accomplishments and professional experiences to justify the hiring decision and assignment.

III. **Other Requirements**

A. Tenured, tenure track and adjunct faculty must meet the guidelines stated above.
B. Tenured and tenure track faculty should have the terminal degree in the teaching discipline or other credentials considered appropriate by the specialized accrediting body for the program.
C. Teaching assistants must meet the guidelines stated above, specific to graduate teaching assistants.

Attachment(s)	n/a