

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-8

EQUIVALENCIES FOR COLLEGE TEACHING

1 General Information.

- 1.1 Scope: Academic policy regarding employment equivalencies for college teaching and professionally related experience.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History: Amended to reflect Higher Learning Commission (HLC) definitions. This section approved by Faculty Personnel Committee, April 30, 1984, signed by the President, June 8, 1984, “with the understanding that all final work experience must be approved by the President.” Revisions approved by BOG: 7/28/03, 3/8/2006, 6/27/2019, and 6/25/2020.

2 Policy

- 2.1 Faculty hired by (or engaged to teach courses at) the University will have an earned a degree at least one level above that of the program in which they are teaching, or the terminal degree as determined by the discipline. If the degree is in a discipline other than the appointment (or of the course they have been engaged to teach), the faculty will have at least 18 graduate hours in the discipline being taught.
- 2.2 Recognition of Verified Experience
 - 2.2.1 An academic department may use verified experience to substitute §2.1 degree requirements. The verified experience will represent at least five years of continuous employment or notable professional accomplishments recognized by the discipline. In no case may the faculty member have a degree lower than the one offered by the program in which they are teaching.
 - 2.2.2 Verified experience will include full-time professional activities completed when the faculty applicant was not engaged in college teaching. These activities include, but are not limited to, notable professional practice and credentials, licenses, or professional certifications, employment in which the applicant has used the skills of their discipline, and other activities related to the discipline to be taught.
 - 2.2.2.1 The applicant must have a degree from a regionally accredited institution (or equivalently accredited institution outside the United

States) earned before beginning the activities to be counted for the verified experience.

- 2.2.2.2 Each academic unit wanting to use verified experience must develop qualification criteria that outline minimum degree requirements, a minimum threshold of experience (though not less than five years of full-time activity) and a system of evaluation. Disciplines and programs must indicate specific skill sets, types of certifications, licenses, or additional credentials, and experiences that constitute acceptable qualifications. These criteria and procedures must be approved by the academic Dean and the Chief Academic Officer of the University, and must be reviewed and approved by the Faculty Senate and President.
- 2.2.2.3 The verified experience may not be used for tenure purposes.
- 2.2.2.4 Negotiations for the verified experience equivalency will be part of the formal interview and appointment process. At the time of appointment, the Dean and the Department Chair will document the verified experience in the individual's permanent personnel file.

2.3 Using Professional Experience for Determining Salary

- 2.3.1 Faculty coming to the university with related experience outside of higher education employment and who fulfill the criteria of §2.1 or §2.2 may receive credit for that experience if the duties are related to the current teaching appointment. Each case will require a decision concerning the extent of "relatedness" of each professional, business, or governmental experience to the individual's present academic teaching area. The specific types of experience include but are not limited to:
 - 2.3.1.1 Public school teaching in areas directly related to the faculty member's present academic teaching area.
 - 2.3.1.2 Post-secondary teaching experience not previously reported as "higher education teaching" (nursing diploma schools, post-secondary vocational-technical programs, etc.).
 - 2.3.1.3 Professional, business or government related experience in an area directly related to the individual's present academic teaching area.
 - 2.3.1.4 Postdoctoral experience outside a university setting may be counted as related experience just as university-based postdoctoral experience is counted.
 - 2.3.1.5 Military experience, either teaching in an area related directly to the present academic teaching area or functioning within the military in another manner directly relating to the faculty member's present academic teaching area, will be counted.
- 2.3.2 Credit for Professionally Related Experience may only be granted for:
 - 2.3.2.1 Full-time experience which is equal to or greater than 4.5 months during a year.
 - 2.3.2.2 Unduplicated years of experience. A faculty member will not be credited with experience in two capacities during the same period.
- 2.3.3 Credit for Professionally Related Experience may not be granted for:

- 2.3.3.1 Teaching assistantships and graduate assistantships.
- 2.3.3.2 Sabbatical leaves.
- 2.3.3.3 Leaves of absence to pursue an additional degree.
- 2.3.3.4 The chair of the academic department, in consultation with the academic Dean and Chief Academic Officer, shall determine a salary that complies with this policy as well as others governing faculty compensation.

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-8 EQUIVALENCIES

QUALIFICATIONS FOR COLLEGE TEACHING

1. General Information

- 1.1.1. Scope: Academic policy regarding employment equivalencies for college teaching and professionally related experience.
- 1.2.1.2. Authority: W. Va. Code §40B18b-1-6.
- 1.3.1.3. Passage Date: August 27, 2020.
- 1.4.1.4. Effective Date: September 28, 2020.
- 1.5.1.5. Controlling over: Marshall University.
- 1.6.1.6. History: Amended to reflect Higher Learning Commission (HLC) definitions. This section approved by Faculty Personnel Committee, April 30, 1984, signed by the President/president, June 8, 1984, "with the understanding that all final work experience must be approved by the President/president." Revisions approved by BOG: 7/28/03, 3/8/2006, 6/27/2019, and 6/25/2020.

2. Policy

2. Faculty hired by (or Required Educational Credentials)

- 2.1. The core requirement for educational credentials is that each person engaged to teach courses at the University Marshall will have an earned a degree aligned with, and at least one level above that of, the program in which courses they are employed to teach.
- 2.1.1. For courses in terminal degree programs, the degree of the course instructor may be at the same level.
- 2.1.2. This requirement includes adjunct faculty, course instructors for dual credit courses, individuals in non-faculty lines, and all others assigned to teach courses for Marshall.
- 2.1.3. Items (2.2) and (2.3) provide modifications to the core requirement for prospective instructors who have a degree above but not relevant to the field of the course (2.2) or at the same level as the course (2.3).
- 2.2. If the degree of a prospective course instructor is at a level above, but not relevant to, the courses they will be employed to teach, the prospective course instructor must have (or be actively working toward earning) sufficient graduate level coursework that is relevant to the courses they will be employed to teach.
- 2.2.1. In this context, Marshall defines sufficient as 15 graduate level semester credit hours, as 15 hours represents 50% of the minimum number of credit hours (30) required to earn most master's degrees.

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~~2.2.1. Courses in the pedagogy of teaching or college-level courses in the terminal degree as determined by the appropriate discipline. If the degree is in may comprise a discipline other than the appointment (or portion) of the 15 graduate level semester credit hours.~~

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~~2.2.3. If a course they have been engaged instructor who is actively working toward earning 15 graduate level semester credit hours is employed to teach, the by Marshall, a fully qualified Marshall faculty member must supervise their teaching. This supervision will have include approval of the course syllabus and materials, at least 18 graduate hours in the discipline two teaching observations during each term, and an end of term evaluation.~~

~~2.2.4. In some cases, graduate students at Marshall may teach courses. Until such students satisfy the core requirement from (2.1), they are subject to the restrictions of item (2.2).~~

~~2.4.2.3. If the degree is at the same level as the courses being taught, the prospective course instructor must have Tested (Verified) Experience as described in (3) of this policy.~~

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~~2.2—Recognition of Verified Experience~~

~~2.2.1—An academic department may use verified experience to substitute §2.1 degree requirements. The verified experience will represent at least five years of continuous employment or notable professional accomplishments recognized by the discipline. In no case may the faculty member have a degree lower than the one offered by the program in which they are teaching.~~

~~2.2.2—Verified experience will include full-time professional activities completed when the faculty applicant was not engaged in college teaching. These activities include, but are not limited to, notable professional practice and credentials, licenses, or professional certifications; employment in which the applicant has used the skills of their discipline, and other activities related to the discipline to be taught.~~

~~2.2.2.1—The applicant must have a degree from a regionally accredited institution (or equivalently accredited institution outside the United~~

States) earned before beginning the activities to be counted for the verified experience.

2.2.2.4. Each academic unit wanting to use verified experience must college may develop more specific qualification criteria that outline minimum degree requirements, a minimum threshold of experience (though not less than five years of full-time activity) and a system of evaluation. Disciplines and programs as referenced, and the method the college uses to evaluate this experience. Colleges (or schools/departments) must indicate specific skill sets, types of certifications, licenses, or additional credentials, and experiences that constitute acceptable qualifications. These criteria and procedures must be approved by the academic Deandean and the Chief Academic Officer/Chief Academic officer of the University/university and must be reviewed and approved by the Faculty Senate and President/president.

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2.2.2.3. The verified experience may not be used for tenure purposes:

2.4.1. College-level policies may clarify the application of this policy to their faculty, but may not weaken the requirements of (2.1)–(2.3).

2.4.2. In the absence of a college-level policy, the requirements of this policy apply.

2.5. Faculty teaching graduate courses must also possess Graduate Faculty status as described in policy UPAA-13, Graduate Faculty Membership.

2.6. Appendix 1 provides a list of the degrees that Marshall will treat as terminal in each discipline. Equivalent degrees from international institutions will also be treated as terminal degrees.

3. Tested (Verified) Experience

3.1. If their degree is at the same level as the courses they will be employed to teach, the prospective course instructor must provide evidence of sufficient experience, as defined by the discipline, using their skills in employment and/or field-specific settings outside of higher and K-12 educational settings, and other evidence that they are qualified to teach courses in the discipline.

3.2. Other evidence might include a) specialized credentials or certifications in the discipline in which they will teach; b) documented professional development in the discipline, e.g., continuing education; c) leadership in discipline related organizations or learned societies; d) a record of scholarly presentations or publications on topics related to the course/s they will teach; 5) a record of creative activity related to the course/s they will teach; 6) regional, national, or international reputation in the discipline.

3.3. Negotiations for the tested (verified) experience equivalency will be part of the formal interview and appointment process. At the time of appointment, the Deandean and the Department Chair/department chair will document the tested (verified) experience in the individual's permanent personnel offer letter.

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3.4. In rare cases, a candidate, without any degree, may be hired to teach specific courses. The candidate must be a widely respected expert / professional / artist in that specific discipline. These cases are handled on a case-by-case basis and must be approved by the academic unit's dean and Provost.

4. Credential Review Process

- 4.1. At the time of hire, evidence of education qualifications for each prospective course instructor must be reviewed by the unit's head (e.g., school director, department chair, program director, etc.) who will determine if the prospective instructor is qualified to teach in the discipline.
- 4.2. This evidence will then be reviewed by the dean of the prospective instructor's college. The dean will make the final decision regarding the sufficiency of the educational credentials for each prospective faculty member.
- 4.3. In the case of dual credit instructors, evidence will first be reviewed by the Director of the Herd Academy and the Associate Dean of Undergraduate Studies, followed by the chair of the department of the discipline in which the student will receive dual credit, with final review by the dean of the college.
- 4.4. Appropriate deans will deliver original transcripts to the offices of the Director of the Herd Academy (dual credit) or Academic Affairs (all other instructors).
- 2.2.2-4.5. The Herd Academy and Academic Affairs offices will maintain official transcripts in locked file cabinets.
- 4.6. Using The Academic Affairs office will upload scanned copies of official transcripts to a secure Faculty Credential Banner database.

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Appendix I. List of Terminal Degrees

College of Arts and Media

- Ph.D., D.M.A., D.M.E., D.M., or M.F.A.
- Ed.D. with master's in an appropriate field

Lewis College of Business

- Ph.D., D.B.A., D.P.H., D.H.A., J.D.,
- J.D. for courses related to law, legal ethics, or legal aspects of degrees in the college,
- Ed.D. with master's in an appropriate field

College of Engineering and Computer Sciences

- Ph.D., D.Eng., or Ed.D. with master's in an appropriate field

2.3 College of Education and Professional Experience for Determining Salary Development

- 2.3.1 Faculty coming to the university with related experience outside of higher education employment and who fulfill the criteria of §2.1 or §2.2 may receive credit for that experience if the duties are related to the current teaching appointment. Each case will require a decision concerning the extent of "relatedness" of each professional, business, or governmental experience to the individual's present academic teaching area. The specific types of experience include but are not limited to:
- 2.3.1.1 Public school teaching in areas directly related to the faculty member's present academic teaching area:
- 2.3.1.2 Post-secondary teaching experience not previously reported as "higher education teaching" (nursing diploma schools; post-secondary vocational-technical programs, etc.):
- 2.3.1.3 Professional, business or government related experience in an area directly related to the individual's present academic teaching area:
- 2.3.1.4 Postdoctoral experience outside a university setting may be counted as related experience just as university-based postdoctoral experience is counted:
- 2.3.1.5 Military experience, either teaching in an area related directly to the present academic teaching area or functioning within the military in another manner directly relating to the faculty member's present academic teaching area, will be counted:
- 2.3.2 Credit for Professionally Related Experience may only be granted for:
- 2.3.2.1 Full-time experience which is equal to or greater than 4.5 months during a year:
- 2.3.2.2 Unduplicated years of experience. A faculty member will not be credited with experience in two capacities during the same period:
- 2.3.3 Credit for Professionally Related Experience may not be granted for:

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2.3.3.1—Teaching assistantships and graduate assistantships.

2.3.3.2—Sabbatical leaves.

2.3.3.3—Leaves of absence to pursue an additional degree.

- The chair of the academic department, in consultation with the academic Dean and Chief Academic Officer, shall determine a salary that complies with this policy as well as others governing faculty compensation: Ph.D., Ed.D., or M.L.S.

College of Health Professions

- Ph.D., D.A.T., D.HSC., D.N.P., D.N.A.P., D.C.L.S., D.P.H., D.P.T.
- Ed.D. with master's in an appropriate field

College of Liberal Arts

- Ph.D., M.F.A., D.P.A., Psy.D.
- J.D. for courses related to law, legal ethics, or legal aspects of degrees in the college.
- Ed.D. with master's in an appropriate field

College of Science

- Ph.D., D.C.I., D.P.A.
- J.D. for courses related to criminal justice, ethics, or legal aspects of degrees in the college.
- Ed.D. with master's in an appropriate field

Joan C. Edwards School of Medicine

- Ph.D., M.D.
- Master's degree with PA-C license for Physician Assistant faculty

School of Pharmacy

- Ph.D., Pharm.D., D.V.M.

Division of Aviation

- Ph.D., D.Av.M.
- Ed.D. with master's in an appropriate field

University Libraries

- M.L.S. or equivalent accredited degree in Library Science.
- 2.3.3.4 • Ed.D. with master's in an appropriate field

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UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-8

QUALIFICATIONS FOR COLLEGE TEACHING

1. General Information

- 1.1. Scope: Academic policy regarding employment equivalencies for college teaching and professionally related experience.
- 1.2. Authority: W. VA. Code §18b-1-6
- 1.3. Passage Date: August 27, 2020
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2. Required Educational Credentials

- 2.1. The core requirement for educational credentials is that each person engaged to teach courses at Marshall will have an earned degree aligned with, and at least one level above, the courses they are employed to teach.
 - 2.1.1. For courses in terminal degree programs, the degree of the course instructor may be at the same level.
 - 2.1.2. This requirement includes adjunct faculty, course instructors for dual credit courses, individuals in non-faculty lines, and all others assigned to teach courses for Marshall.
 - 2.1.3. Items (2.2) and (2.3) provide modifications to the core requirement for prospective instructors who have a degree above but not relevant to the field of the course (2.2) or at the same level as the course (2.3).
- 2.2. If the degree of a prospective course instructor is at a level above, **but not relevant to**, the courses they will be employed to teach, the prospective course instructor must have (or be actively working toward earning) sufficient graduate level coursework that is **relevant** to the courses they will be employed to teach.
 - 2.2.1. In this context, Marshall defines **sufficient** as 15 graduate level semester credit hours, as 15 hours represents 50% of the minimum number of credit hours (30) required to earn most master’s degrees.
 - 2.2.2. Courses in the **pedagogy** of teaching college-level courses in the appropriate discipline may comprise a portion of the 15 graduate level semester credit hours.

- 2.2.3. If a course instructor who is actively working toward earning 15 graduate level semester credit hours is employed to teach by Marshall, a fully qualified Marshall faculty member must supervise their teaching. This supervision will include approval of the course syllabus and materials, at least two teaching observations during each term, and an end of term evaluation.
- 2.2.4. In some cases, graduate students at Marshall may teach courses. Until such students satisfy the core requirement from (2.1), they are subject to the restrictions of item (2.2).
- 2.3. If the degree is at the same level as the courses being taught, the prospective course instructor must have **Tested (Verified) Experience** as described in (3) of this policy.
- 2.4. Each academic college may develop more specific qualification criteria that outline minimum degree requirements, a minimum threshold of experience as referenced, and the method the college uses to evaluate this experience. Colleges (or schools/departments) must indicate specific skill sets, types of certifications, licenses, or additional credentials, and experiences that constitute acceptable qualifications. These criteria and procedures must be approved by the academic dean and chief academic officer of the university and must be reviewed and approved by the Faculty Senate and president.
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- 2.6. Appendix 1 provides a list of the degrees that Marshall will treat as terminal in each discipline. Equivalent degrees from international institutions will also be treated as terminal degrees. Other degrees (not listed in Appendix 1) cited by discipline accrediting bodies will be considered.

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- 3.1. If their degree is at the same level as the courses they will be employed to teach, the prospective course instructor **must provide evidence of** sufficient experience, **as defined by the discipline**, using their skills in employment and/or field-specific settings outside of higher and K-12 educational settings, and other evidence that they are qualified to teach courses in the discipline.
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department chair will document the tested (verified) experience in the individual's offer letter.

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- 4.4. Appropriate deans will deliver original transcripts to the offices of the Director of the Herd Academy (dual credit) or Academic Affairs (all other instructors).
- 4.5. The Herd Academy and Academic Affairs offices will maintain official transcripts in locked file cabinets.
- 4.6. The Academic Affairs office will upload scanned copies of official transcripts to a secure Faculty Credential Banner database.

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- Ed.D. with master's in an appropriate field.

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- J.D. for courses related to law, legal ethics, or legal aspects of degrees in the college.
- Ed.D. with master's in an appropriate field

College of Engineering and Computer Sciences

- Ph.D., D.Eng., or Ed.D. with master's in an appropriate field

College of Education and Professional Development

- Ph.D., Ed.D., M.L.S., Psy.D., Ed.S. in School Psychology.

College of Health Professions

- Ph.D., D.A.T., D.HSC., D.N.P., D.N.A.P., D.C.L.S., D.P.H., D.P.T.
- Ed.D. with master's in an appropriate field.

College of Liberal Arts

- Ph.D., M.F.A., D.P.A., Psy.D.
- J.D. for courses related to law, legal ethics, or legal aspects of degrees in the college.
- Ed.D. with master's in an appropriate field

College of Science

- Ph.D., D.C.J., D.P.A.,
- J.D. for courses related to criminal justice, ethics, or legal aspects of degrees in the college.
- Ed.D. with master's in an appropriate field

Joan C. Edwards School of Medicine

- Ph.D., M.D.
- Master's degree with PA-C license for Physician Assistant faculty

School of Pharmacy

- Ph.D., Pharm.D., D.V.M.

Division of Aviation

- Ph.D., D.Av.M.
- Ed.D. with master's in an appropriate field

University Libraries

- M.L.S. or equivalent accredited degree in Library Science.
- Ed.D. with master's in an appropriate field