

# 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: September 19, 2025
- 1.4. Effective Date: September 19, 2025
- 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. Revised and updated by the University Faculty Personnel Committee on 11/15/2024.

#### 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.
  - 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. Other degrees (not listed in Appendix 1) cited by discipline accrediting bodies will be considered.

### 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; 4) 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 tested (verified) experience equivalency will be part of the formal interview and appointment process. At the time of appointment, the dean and

department chair will document the tested (verified) experience in the individual's offer letter.

- 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).
- 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.

Approved by:



Brad Smith, President

Date:

9/19/25

## **Appendix 1. 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

### **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