

# Marquette University

## Faculty Credentialing Policy

December 1, 2016

The Higher Learning Commission requires accredited institutions to determine and evaluate minimal faculty qualifications in order to demonstrate that faculty have appropriate subject-matter expertise for teaching classes, supervising research and/or doing clinical/practical supervision. Per the HLC guidelines, this policy applies to “all faculty members whose primary responsibility is teaching, including part-time, adjunct, dual credit, temporary and/or non-tenure-track faculty.”

*To be in compliance with the Higher Learning Commission, Marquette University requires all departments (college or school where no departments exist) (1) to provide a statement specifying expected credentials of their faculty and (2) documentation for each faculty verifying credentials as articulated therein.*

All departments are required to complete a “credentialing” document that clearly identifies appropriate (expected) qualifications for specific assignments within the department. This applies to both undergraduate and graduate/professional teaching as well as guiding student work outside the classroom (e.g., projects, theses, and dissertations). Credentials outlined in this policy represent minimal requirements. Colleges, schools, and departments may, if they choose, institute more stringent requirements. Additional requirements, however, must be submitted to and approved prior to implementation. Additional requirements at the undergraduate level must be approved by the Vice Provost for Academic Affairs and those at the graduate/professional level must be approved by the Vice Provost for Graduate and Professional Studies.

### A. Credentialing at the Undergraduate Level

A faculty member/instructor is qualified to teach at the undergraduate level by meeting one of the following requirements:

1. The individual must have an earned doctorate/terminal degree in the instructional discipline  
**OR**
2. Have a master’s degree in the instructional discipline or a **closely-related field** (as described by the department/academic unit on the “Faculty Credentialing” document).  
**OR**
3. Have a master’s degree in another field, while having a concentration in the instructional discipline (minimum of 18 graduate-semester hours)  
**OR**
4. Be a graduate or teaching assistant, or graduate teaching fellow enrolled in an MU graduate program related to the discipline or subfield and have the instruction supervised by an MU faculty member  
**OR**
5. Have **tested experience** that is commensurate with the academic preparation specified above.

## B. Credentialing at the Graduate/Professional Level

The following qualifications for the credentials to perform various duties at the graduate/professional level represent minimal requirements. All faculty qualified at the graduate level are automatically qualified at the undergraduate level for the respective discipline/subfield.

### 1. Credentials needed to teach graduate/professional courses

- a. The individual must have a terminal degree in the discipline for which they will serve as instructor of record for courses. Terminal degrees in **closely related fields** will be accepted, but the home departments must determine the degrees that are considered closely related by disciplinary standards. Justification for this decision must accompany the individual's "Faculty Credentialing" form.

#### OR

The individual must have a Master's degree (or equivalent) in the discipline for which they will serve as instructor of record for courses **AND** have **tested experience** that would represent the equivalent of a doctoral level degree. Departments must determine the criteria for equivalent "tested experience" and justification for this decision must accompany the individual's "Faculty Credentialing" form.

- b. **In addition**, the individual must have a history of research, scholarship (e.g., publishing a book, peer-reviewed article, or disciplinary equivalent) or appropriate achievement as defined by the area.

### 2. Credentials needed to serve as a member of (or co-chair) a graduate/professional student's project/thesis/dissertation committee

- a. The individual must have a terminal degree in the discipline for which they will serve as a member of (or co-chair) a graduate student's project/theses/dissertation committees. Terminal degrees in **closely related fields** will be accepted, but the home departments must determine the degrees that are considered closely related by disciplinary standards. Justification for this decision must accompany the person's "Faculty Credentialing" form.
- b. **In addition**, the individual must have a history of engaging in scholarship (e.g., publishing a book, peer-reviewed article, or disciplinary equivalent) in the area.

### **3. Credentials needed to chair a graduate student's project/thesis/dissertation committee**

- a. The individual must have a terminal degree in the discipline for which they will serve as chair of a graduate student's project/theses/dissertation committees. Terminal degrees in **closely related fields** will be accepted, but the home departments must determine the degrees that are considered closely related by disciplinary standards. Justification for this decision must accompany the individual's "Faculty Credentialing" document.
- b. **In addition**, the individual must have engaged in active scholarship (e.g., publishing a book, peer-reviewed article, or disciplinary equivalent). Individual departments must establish criteria to define "active scholarship" which must be reviewed/approved by the home College Dean and Vice Provost for Graduate and Professional Education. Departments can specify different criteria for "active scholarship" needed to supervise dissertations versus theses/projects. In instances where a project/thesis/dissertation committee is being co-chaired, at least one co-chair must meet this eligibility requirement.

### **C. Special Appointment**

There may be times when a uniquely qualified person, such as an individual from another university, government, industry, or the arts and may be given a "Special Appointment" for a specific duty and for a fixed period of time within undergraduate or graduate education.