

**Kennesaw State University**  
**SACS FACULTY CREDENTIALS COMPLIANCE**

The Commission on Colleges of the Southern Association of Colleges & Schools (SACS), which grants KSU its essential institutional accreditation, focuses heavily on institutional compliance with the accreditation criteria pertaining to meeting the minimal faculty credentials to teach at the college level and having on file evidence which documents compliance. The specific requirements are reflected in the following excerpts from the [Faculty Credentials Guidelines](#) (2006).

All full-time and part-time faculty who do not meet the minimum degree requirements as outlined in the table below MUST have an approved SACS Faculty Credentials Compliance Form on file before the Provost/VP for Academic Affairs will make an offer of employment.

Teaching Assignment	Minimum Degree
General Education Course Work	a) Doctorate or master's degree in the teaching discipline OR b) Master's degree with a concentration (at least 18 graduate semester credit hours) in the teaching discipline.
Baccalaureate Course Work	a) Doctorate or master's degree in the teaching discipline OR b) Master's degree with a concentration (at least 18 graduate semester credit hours) in the teaching discipline.
Graduate or Post-baccalaureate Course Work	a) Earned doctorate in the teaching discipline or related field OR b) Terminal degree in the teaching discipline or related field.
Doctoral Course Work	a) Earned doctorate in the teaching discipline or related field.

Graduate teaching assistants must have a master's in the teaching discipline OR have completed at least 18 graduate semester hours in the teaching discipline prior to the beginning of their graduate teaching assignment.

The Commission recognizes that in unusual cases institutions may appropriately include as graduate faculty members those who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. There also may be an occasion when a new graduate discipline is in its formative stage in higher education and there are no faculty members available with academic credentials in the discipline. In either case, when an institution presents evidence of competence or academic credentials other than the doctorate in the discipline for its graduate faculty, it *must* justify the employment of such faculty.

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JUSTIFICATION AND DOCUMENTATION FORM**

Faculty Member's Name:

Status/Rank/Title:

Department/College:

Expected Discipline Area of Teaching:

Expected Course Assignments or Level of Instruction:

Reason for Exceptional Justification:

- \_\_\_\_\_ Exceptional Professional Experience
- \_\_\_\_\_ Professional Licensure or Certifications
- \_\_\_\_\_ Exceptional Recognition of Exemplary Teaching or Other Accomplishments
- \_\_\_\_\_ Exceptional Scholarship or Service Related to Teaching Assignment

**Justification:**

**Describe the exceptional experiences that qualify this person to teach in the discipline they will be assigned without having the required academic credentials.**

**Documentation:**

**In addition to what may be listed on the curriculum vitae, list the independent evidence that is included to document the exceptional experiences described above? (copies of evidence must be included with this justification form).**

**APPROVALS & ENDORSEMENTS FOR GRANTING THIS EXCEPTION**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

VP for Research / Graduate Dean (If Teaching Assignment is Teaching Graduate Courses and/or for Graduate Teaching Assistants)

\_\_\_\_\_ Date: \_\_\_\_\_

Provost/VPAA: \_\_\_\_\_ Date: \_\_\_\_\_