



Kennesaw State University

Office of Institutional Effectiveness

Faculty Credentials

## Credentialing Guidelines

This guide serves as a reference regarding procedures and other requirements to hire faculty at Kennesaw State University. The information follows state and federal law, Board of Regents of the University System of Georgia (BOR USG) regulations and policies, and guidelines in place by federally recognized, discipline specific accrediting bodies.

Academic deans and department chairs/school directors will review qualifications annually in consultation with the Office of Academic Affairs in order to make sure that procedures are up to date concerning programs and courses offered at Kennesaw State University (KSU) and reflect changes in Board of Regents and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and principles of accreditation.

### Process for Evaluating Teaching Faculty Qualifications and Credentials

1. KSU must employ competent faculty members qualified to accomplish the mission and goals of the institution. KSU must determine acceptable qualifications of its faculty. Further, KSU must justify and document the qualifications of ALL faculty, who are instructor of record, at ALL locations for ALL courses and modes of delivery.
2. All applicants for faculty positions must demonstrate that they meet the requirements delineated in the job vacancy posting.
3. Applicants must submit official graduate academic transcripts from all accredited institutions attended. Applicants that submit unofficial transcripts must submit official transcripts within 20 days from the date of the offer letter. Failure to provide the University with official academic transcripts will result in termination of employment. The evaluation of academic transcripts should be conducted prior to the interview process. Applicants that have degrees from outside of the United States must request a credential evaluation of their transcript. The National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) lists members who may be contacted for assistance in evaluating foreign credentials.
4. For those faculty positions requiring additional or alternative qualifications (licensure, certifications, etc.), the applicant must submit the appropriate qualifying documents. All documentation must be submitted prior to consideration or interviews. Other qualifications may include: related work experience in the field, professional licensure and certification. To further make the case, it can include honors and awards (research and publications), continuous documented excellence in teaching; other documented competencies and achievements that contribute to effective teaching and student learning outcomes.
5. The application and all accompanying documentation will be used by the department or college to determine if the applicant has the proper credentials to teach in the discipline and at the level of the job vacancy.
6. Only candidates that have the appropriate credentials can be considered for interviews and potential hiring.

7. When hiring faculty members to teach graduate courses, department and program chairs are asked to complete an extra level of review to determine whether the candidate has a terminal degree in the teaching discipline or related field (see SACSCOC Guidelines below).

## **Determining Faculty Credentials**

The following minimum qualifications guidelines are based on Board of Regents of the University System of Georgia Policy 8.3.1 (and its subsections) and the SACSCOC guidelines for compliance with Comprehensive Standard 3.7.1 The guidelines apply to all instructors of record at Kennesaw State University.

Note: An instructor is qualified in relation to course content. Credentials must match both level and the content of each course taught.

## **Board of Regents Policy Manual, 8.3.1 Faculty Employment states:**

### **8.3.1.1 Recruitment and Appointment**

*Each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to guidelines promulgated by the USG chief academic officer.*

### **8.3.1.2 Minimum Qualifications for Employment**

*Minimum employment qualifications for all institutions and all academic ranks within these institutions shall be:*

1. *Consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation;*
2. *Evidence of ability as a teacher;*
3. *Evidence of ability and activity as a scholar in all other aspects of duties assigned;*
4. *Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and,*
5. *Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.*

### **8.3.1.3 Research and Regional Universities**

*In addition to the minimum qualifications above, initial appointees to the associate or full professorial rank should have the terminal degree in the appropriate discipline or equivalent in training, ability, or experience.*

## SACSCOC Guidelines

There are two SACSCOC standards that relate to faculty: 2.8 & 3.7.1

*2.8: The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs.*

*3.7.1 This standard requires the institution to hire competent and qualified faculty members. All information that follows relates to this standard. This standard asserts the fundamental principle that qualified, effective faculty members ensure the quality and integrity of the academic programs of the institution. The emphasis is on overall qualifications rather than simply academic credentials and, that while academic credentials are primary and in most cases will be the standard qualification for faculty members, other types of qualifications may prove to be appropriate.*

SACSCOC provides the following additional guidelines:

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

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

*Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.*

*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.*

## Examples of Qualification Statements

### All Courses

Faculty member holds a doctorate in the teaching discipline of the course.

Faculty member holds a terminal degree in the teaching discipline of the course.

Faculty member holds a doctorate in a related discipline of the course. (A description of the relationships between the disciplines must follow, such as “The faculty of the teaching discipline department have determined that a [DEGREE NAME] is a related discipline for the course.”)

Faculty member holds a terminal degree in a related discipline of the course. (A description of the relationships between the disciplines must follow, such as “The faculty of the teaching discipline department have determined that a [DEGREE NAME] is a related discipline for the course.”)

### **Undergraduate Courses Only**

Faculty member holds a master's degree in the teaching discipline of the course.

Faculty member holds a master's degree and at least 18 graduate semester hours in the teaching discipline of the course.

**When the applicable degree is not in the teaching discipline, the actual number of hours must be listed rather than a general statement that the instructor meets the minimum. For example:**

- **NOT ACCEPTABLE:**  
Faculty member holds a master's degree and at least 18 graduate semester hours in the teaching discipline of the course.
- **ACCEPTABLE:**  
Faculty member holds a doctorate and 23 graduate semester hours in the teaching discipline of the course.

Faculty member holds a terminal degree and 27 graduate semester hours in the teaching discipline of the course.

Faculty member holds a master's degree and 22 graduate semester hours in the teaching discipline of the course.

Faculty member holds a master's degree and 31 graduate quarter hours in the teaching discipline of the course.

**Individual courses must be listed. When listing the specific courses, only the most relevant 18 semester hours may be listed, along with the total number of hours completed.**

When justifying dissertation chairs, a statement describing KSU's or the department's practice/policy for selecting advisors should be included with "Other Qualifications and Comments" (column 4 of the faculty roster).

## Examples of Additional or Alternative Qualifications

When additional or alternative qualifications are needed for justification, provide specific professional, research, or educational experience that qualifies the faculty member to teach the specific course. Examples are listed below:

### Extensive Professional Experience in the Teaching Discipline

Ex. 1:

- CFO, Georgia Power Company, 1998-2010
- Board of Directors, Southern Company, 2006 – Present
- 25 years executive financial officer experience in Fortune 500 companies

Ex. 2:

- 15 years as owner/operator of Graphic Design firm.
- Design exhibitions include: Museum of Arts and Design, NY, NY(2001); Design Museum, London (2002) of Contemporary Design, High Museum of Art, Atlanta, GA (2005)

Ex 3:

- Beat reporter, Atlanta Journal, 1980-1985
- City Desk Editor, Atlanta Journal, 1985-1991
- Managing Editor, Tennessean, Nashville, TN, 1991-2001

### Extensive **Research** Experience in the Teaching Discipline

Ex. 1:

Sample recent publications in the teaching discipline include:

- Schluns, K.S., **Klonowski, K.D.**, and L. Lefrancois. Trans-regulation of memory CD8 T cell proliferation by IL-15R $\alpha$ + bone marrow-derived cells. *Blood*. 103:988-994, 2004.
- **Klonowski, K.D.** and M. Monestier. Immunoglobulin heavy chain gene revision: Leaping towards autoimmunity. *Trends Immunol*. 22(7):400-405, 2001.

Ex. 2:

Sample recent grants in the teaching discipline include:

- Co-investigator, "Rural Family Economic Stress and Adolescent Drug Use." National Institute on Drug Abuse. \$583,373. 1987-1990.

- Co-investigator, "Rural Family Resilience to Economic Stress." National Institute of Mental Health." \$1,950,057. 1988-1993.
- Principal Investigator, "The Nature, Origins, and Consequences of Conceptions of Parenting." Bureau of Maternal and Child Health, Division of Health and Human Services. \$244,577. 1988-1990.
- Co-investigator, "Rural Family Economic Stress and Adolescent Drug Use." National Institute on Drug Use, \$793,425. 1990-1993.

#### Extensive non-degree Education in the Teaching Discipline

Ex. 1:

- PhD is in Latin American Studies, but the focus of the dissertation was the Anthropology of Latin America, and approximately 50% of the graduate coursework was in Anthropological methods, which is the teaching discipline for this course.

Ex. 2:

- ABD in teaching discipline. Masters degree in closely related discipline.