



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-7201	Policy Title:	Academic and Professional Preparation Requirements for Faculty
Effective:	06/01/2018	Responsible Office:	Office of the Provost
Date Approved:	05/23/2018	Approval:	EVP & Provost
Replaces Policy Dated:	05/17/2017	Responsible University Official:	EVP & Provost

PURPOSE:

This policy is designed to ensure that faculty at the University of Richmond have the highest quality preparation to accomplish the educational mission of the University and to ensure that the University of Richmond’s academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools. (SACSCOC).

SCOPE:

This policy applies to all faculty and staff who serve as instructors of record in any credit-bearing course offered by the University of Richmond.

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POLICY STATEMENT:

ACD-7201.1 – Definitions

Instructor of Record: An instructor of record is defined as someone actively engaged in designing and delivering content for a credit-bearing course and assessing students for a grade. An instructor of record may be a full- or part-time faculty member, or a staff member with faculty status.

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Faculty: For purposes of this policy, faculty refers to anyone with a faculty appointment at the University or serving as an instructor of record in a credit-bearing course.

ACD-7201.2 – Policy Statement

When determining appropriate qualifications for its faculty, the University will give primary consideration to the highest earned degree in the discipline. The University also considers, where appropriate, related work experience, professional licensure and certifications, peer-reviewed publications, honors and awards, or other evidence of ability to contribute to effective teaching and student learning outcomes.

When the highest earned degree is presented as the credential qualifying the faculty member to teach at the University, that degree typically will be earned from a regionally accredited institution within the United States. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited institution within the United States or an institution outside the United States, the University must show evidence that the faculty member has the appropriate academic preparation, and such appointments must be approved by the Provost.

Each instructor of record will be proficient in oral and written communication in the language in which assigned courses will be taught.

Undergraduate:

Each instructor of record teaching a credit-bearing course leading to a baccalaureate degree must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a master's degree with a major in the teaching discipline.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis and be accompanied by evidence of such preparation. These appointments must be approved by the Provost.

Graduate:

Each instructor of record teaching a credit-bearing course at the master's or specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. In some instances, the master's degree may be considered the terminal degree, such as the M.F.A.; in other instances, a master's degree in the discipline coupled with a doctoral degree in a related discipline is considered appropriate. The J.D. is considered the terminal degree in the law school.

It is the responsibility of the Dean appointing full- and part-time faculty members to justify the master's degree, or master's in the teaching discipline, coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. These appointments must be approved by the Provost.

In unusual cases, the University may appropriately include as graduate faculty those who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. When the institution presents evidence of competence or academic credentials other than the terminal degree in the discipline for its graduate faculty, it must justify the employment of such faculty. These appointments must be approved by the Provost.

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ACD-7201.3 – Roles and Responsibilities

School Deans are responsible for approving the credentials of instructors of record in their school or justifying an exception to the academic credentials requirement and seeking approval of the Provost. School Deans are also responsible for verifying the authenticity of academic transcripts and other supporting documentation (in electronic or paper form) once they are received.

It is the responsibility of the Dean of each school to keep on file, for all instructors of record, documentation of academic preparation, including official transcripts and a current C.V. If appropriate for demonstrating competence, files must also include official documentation of professional or work experience, technical and performance competency, records of publications, certifications and other qualifications. When Provost approval is required for appointment of an instructor of record, the justification provided by the Dean and record of approval from the Provost must also be maintained in the files of the School.

All instructors of record are required to ensure that their school Dean receives copies of their academic transcripts directly from institutions issuing credentials and has access to a current C.V. or resume.

Faculty records should be retained for ten years after resignation, separation or termination.

ACD-7201.4 – Applicable Legal and Accreditation Requirements

SACSCOC Principles of Accreditation 6.2.a (Faculty Qualifications)

RELATED POLICIES:

POLICY BACKGROUND:

Policy Initially Reviewed by Deans and Approved by Interim Provost January 11, 2017
First Revision Reviewed by Deans and Approved by Interim Provost May 17, 2017
Current version Reviewed by Deans and President's Cabinet prior to approval by the Provost

POLICY CONTACTS:

Associate Provost for Faculty, Office of the Provost
Dean, School of Arts & Sciences
Associate Dean for Academic Affairs, Jepson School of Leadership Studies
Associate Dean for Academics, School of Law
Dean, Robins School of Business
Associate Dean for Academic and Student Affairs, School of Professional and Continuing Studies