



Policy on Faculty Qualifications

Policy Title: Faculty Qualifications
Policy Type: Administrative
Policy Number: ADM Policy #03-10-16
Responsible Office: Office of Academic Affairs
Applies to: Full-Time, Part-Time, and Adjuncts
Approving Authority: Cabinet (2022)
Date of Previous Revision:

PURPOSE

For each of its educational programs, Wiley College justifies and documents the qualifications of its faculty members. Wiley College employs faculty who are qualified to teach the courses to which they are assigned and whose talents and commitment to inspiring learners are compatible with the mission of the institution.

Faculty understand in determining the qualifications of faculty, the College's first consideration is to the highest earned degree in the discipline, followed by other evidence of scholarship including other graduate degrees, graduation from or prior employment with accredited colleges of "recognized standing" (membership) with one of the six institutional accrediting associations (e.g. SACSCOC) for higher learning in the United States or similar recognition internationally; professional licenses and certifications; related work experiences; awards; research or other contributions to the knowledge base of the discipline; and documented evidence of seeking continuous professional renewal through further training, development and/or scholarly inquiry.

POLICY STATEMENT

In judging the credentials of faculty, the College relies upon the standards of SACSCOC, as published in the *Principles of Accreditation: Foundations for Quality Enhancement*, and the Commissions Guidelines, "*Faculty Credentials*"; the recommendations and/or qualifications for members of scholarly learned societies and associations; criteria for state, regional and national licensure or certification, where applicable; and new criteria evident through new knowledge, trends or research findings, that are reflected in the hiring of current faculty at peer institutions or institutions of aspiration for Wiley College.

Faculty responsible for matriculation and graduation of students in a given major must hold at least a master's or terminal degree in the discipline of the major. Wiley College makes clear its expectations of faculty credentials and faculty competence through its job descriptions for faculty positions, and descriptions of acceptable faculty credentials in the *Faculty Handbook* (Sections 4.1.1 through 4.1.2.1). For example, the Faculty Handbook states that:

“Every faculty member, in addition to the expected qualifications for appointment, must have at least 18 graduate credit hours of preparation that is directly relevant to the specific course(s) taught. In certain cases, clearly relevant experience may be acceptable to qualify” (*Faculty Handbook*, Section 4.1.1).

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-16 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs and Strategic Retention.