Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: 309 MINIMUM QUALIFICATIONS FOR INSTRUCTIONAL FACULTY POLICY

Effect of policy addition or change: Explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s): This policy was created in 2017 to meet the requirements set by the Higher Learning Commission (the regional accreditation agency that accredits NDSU as a degree granting higher education institution). HLC requires that faculty members have “appropriate expertise in the subjects they teach” in credit bearing courses, including dual credit courses. In 2017 when this policy was established NDSU did not offer dual credit courses and faculty qualifications for teaching dual credit courses were not included in the policy. With efforts underway for offering dual credit courses, we are requesting to update the policy to comply with HLC requirements.

Is this a federal or state mandate: □ Yes ☑ No

This policy applies to (check all that apply): □ Students □ Staff ☑ Faculty □ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:
- Office of the Provost/Faculty Affairs

Date Submitted to SCC Secretary: 09/28/2022

Email address of the person who should be contacted if revisions are requested: canan.bilen.green@ndsu.edu
NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and policies that uphold inclusivity, diversity, respect, and connection. Please address each item in the checklist below:

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The social impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).</td>
<td></td>
<td>X</td>
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<td>The economic impact on students, staff, faculty, others was considered.</td>
<td>X</td>
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<td>The physical health impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).</td>
<td>X</td>
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<tr>
<td>The mental health impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).</td>
<td>X</td>
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<tr>
<td>Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).</td>
<td>X</td>
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<tr>
<td>Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy</td>
<td>X</td>
<td></td>
<td></td>
<td>HLC requirement</td>
</tr>
<tr>
<td>Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.</td>
<td>X</td>
<td></td>
<td></td>
<td>OTL was consulted</td>
</tr>
<tr>
<td>This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President’s Council for Campus Wellbeing is committed to integrating a “Health in All Policies” approach when current policies are revised and new policies are developed. Why a “Health in All Policies” approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person’s wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.
SECTION 309
MINIMUM QUALIFICATIONS FOR INSTRUCTIONAL FACULTY POLICY

SOURCE: NDSU President

1. INTRODUCTION

1.1 In order to ensure high quality teaching and learning in its curricula, this policy establishes the minimum standards for ensuring all instructors of record are qualified to teach credit-bearing, including dual credit, and developmental NDSU courses. A faculty member can be qualified based on a combination of academic and other credentials. For description of Academic Appointments see Policy 350.1. In general all instructors will be judged primarily on the basis of earned degrees in a field or subject area relevant to the courses taught, obtained from academic institutions that are accredited by regional higher education associations and/or professional accrediting organizations recognized by DOE.

1.2 In particular cases, a faculty member may be deemed qualified based on other credentials appropriate for a given course, which may include, but not limited to, licensure or certification; honors, awards and other recognitions; relevant work or teaching experience in the field; research record; or graduate level course work.

1.3 Dual credit refers to courses taught to high school students at the high school for which the students receive both high school credit and college credit. Those teaching dual credit courses shall hold the same minimum qualifications as required for NDSU faculty.

1.4 For all cases academic units are responsible for documenting and justifying the qualifications of its instructional faculty prior to appointment.

2. GENERAL STANDARDS for INSTRUCTIONAL FACULTY QUALIFICATIONS

NDSU applies the following guidelines in establishing minimum credentials for teaching credit-bearing, including dual credit, and developmental courses:

2.1 Academic Qualifications. Qualification to teach a given course is usually based on the faculty member’s highest earned degree in the teaching discipline, with exceptions for areas where terminal degree is awarded at the Masters level and faculty possesses a doctorate in a related field.

For undergraduate courses (enrolling only baccalaureate students), faculty will be deemed academically qualified if they have earned a master’s degree or higher in:

- the subject being taught;
- a closely related field, as defined by program/academic department and accrediting body; or
- any discipline with at least eighteen (18) graduate credit hours in the subject being taught or a closely related field, as defined by the program/academic department.
For **general education** courses at the undergraduate level, faculty will be deemed academically qualified if they have earned:

- 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).

For **graduate courses** and for **cross listed undergraduate/graduate courses** (400/600), faculty will be deemed academically qualified if they have earned a terminal degree in the subject being taught or in a closely related field as defined by program/academic department and have a record of research, scholarship or achievement appropriate for graduate program.

2.2 **Tested Experience-based Qualifications.** If the academic qualifications articulated in 2.1 are not present, qualification to teach in a particular field must be based on other credentials which may include, but not limited to, licensure or certification; honors, awards and other recognitions; relevant work or teaching experience in the field; research record; or graduate level course work. Academic units must define minimum tested experience-based qualifications for their programs.

3. **TO WHOM THIS POLICY APPLIES**

This policy applies to all faculty members who teach courses, including tenured, tenure-track, non-tenure-track, part-time, dual credit, visiting, and adjunct faculty. This policy does not apply to graduate teaching assistants who work under the direct supervision of a faculty member. All graduate students assigned as instructors of record should have either a master’s in the same discipline or have satisfactorily completed at least 18 graduate credit hours in the same discipline to that of instruction. Graduate student instructors of record must receive appropriate training prior to instruction.

4. **APPROVAL OF MINIMUM STANDARDS AND INSTRUCTIONAL FACULTY APPOINTMENTS**

4.1 The academic units are responsible for reviewing and verifying the teaching qualifications for instructors of record, including graduate assistants who serve as instructor of record, adjuncts, visiting professors, and part-time academics, at the time of hire. Verification and validation must be conducted for each separate course taught. This process will occur prior to any instructor’s initial appointment with the University, regardless of the mode of course delivery.

4.2 The academic units (chairs/heads/program directors working with program faculty) will define criteria (minimum academic and/or tested experience-based qualifications) that will be used to ensure that all individuals who are selected as instructional staff have the appropriate knowledge and expertise to teach courses for the program. Instructor of Record Qualifications determined by academic units for each program will be reviewed and approved through the regular faculty governance process. Approved Instructor of Record Qualifications will be kept on file at the department and college levels and consulted when appropriate. Any changes to the instructor of record qualification must be approved.

4.3 Faculty who are deemed qualified to teach based on credentials other than those approved academic and tested experience-based qualifications will be reviewed and approved on a case-by-case basis. Decisions to hire faculty under this provision will be relatively rare.
HISTORY:

New April 26, 2017