

- 3.7.1** The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. *(See Commission guidelines “Faculty Credentials.”)* **(Faculty competence)**

Faculty Credential Guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctor’s 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).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor’s 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).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctor’s 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). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/ terminal degree in the teaching discipline or a related discipline.
- f. 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

Judgment of Compliance

Compliance

Narrative

Qualified Faculty

Employing faculty who are competent to deliver instruction consistent with Albany State University's mission [\[1\]](#) and Strategic initiatives is central to the university's effectiveness. Consequently, Albany State University has established policies and procedure to ensure that all potential faculty members meet the necessary competencies for academic and professional preparation set forth in the BOR policy Manual, as well as all standards for faculty qualifications established by the Southern Association of Colleges and Schools (SACS).

Before a faculty position is filled, degree requirements, credentials, and all other aspects of a faculty's job descriptions are determined by the appropriate department chair and approved by the dean and vice president for academic affairs. Using several channels, including the University System Applicant Clearinghouse, the Chronicle of Higher Education and professional job search agencies [\[2\]](#), ASU's Human Resources Manager advertises the faculty opening.

All faculty members undergo a rigorous screening, evaluative and selection process and must meet the SACS degree credential requirements upon being hired. An integral part of this hiring process is the verification of the faculty member's education and teaching credentials. All faculty members at ASU have their credentials scrutinized by the department's search committee. The department's search committee submits a report to the chair of the faculty member's Department who then reports to the appropriate Dean and to the Office of Academic Affairs. The Chair and the Dean completes and signs the Transcript Verification Form, which verifies the 18 credits, degrees, certificates, awards, and justifications for faculty teaching assigned courses [\[3\]](#).

Part-time Faculty

Part-time faculty members must meet the same credentialing qualifications and verifications checks as full-time faculty members except they are usually not screened by a faculty search committee. Part-time faculty members are solicited locally by personal contact from department chairs upon recommendations by department faculty members or local educators. Potential part-time faculty members are interviewed by the department chairs. Upon recommendation for hiring a part-time faculty member by a chairperson, the procedure for verifying qualifications and credentials then follows that of a full-time faculty member which includes forming a committee to scrutinize credentials.

Faculty Credentials

The Faculty Credential Guidelines that pertain to Albany State University are as follows:

- a) Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- d) Faculty teaching baccalaureate degree courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree, usually the earned doctorate, in the discipline.
- e) Faculty teaching graduate and post-baccalaureate course work: earned doctorate/ terminal degree in the teaching discipline or a related discipline.

Because Albany State University has neither associate degree programs nor use graduate teaching assistants, only area a, d, and e of the SACS Credential Guidelines apply to it. At ASU, all matters dealing with the employment and recruitment of new faculty members are governed by the SACS criteria relating to faculty qualifications. They are also utilized in making all hiring decisions for faculty positions at ASU. The SACS Credentialing Guidelines are used for all faculty levels, including: Full-time faculty at all ranks; Part-time or adjunct faculty and Temporary/Non-Tenure Track Full-Time Faculty.

Highest Degree Earned in the Discipline

Recruiting and employing faculty members with the highest degree attainable in their respective fields is of prime concern to ASU. From the publication and announcement of the faculty opening to the screening and selection process, the institution goes to great lengths to ensure that each candidate has an earned terminal degree from an accredited institution or in some cases a master's degree in the teaching discipline or a master's degree with a concentration in the teaching area.

Similarly, the University maintains data on the percentage of undergraduate student credit hours taught by faculty holding terminal degrees. The University complies with the SACS standard that a minimum of 25% of these courses must be taught by faculty holding terminal degrees.

Documentation of Faculty Qualifications

Albany State University maintains a credential database that includes all employees who have faculty rank. This database tracks the teaching subject area as well as all academic degrees each faculty member holds. For those faculty not in the same area as the teaching subject field, Albany State justifies their appointment by considering competence, effectiveness, capacity, other relevant degrees and course work, relevant work experiences, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements.

Each faculty member's qualifications and justification for course assignments are documented on the SACS Faculty Credentials Credit hours by terminal degree roster. The roster is a comprehensive list of all faculty and shows the percent of credit hours taught in each discipline at the university by professors who hold at least 18 graduate credit hours in the particular discipline being taught

The original files, which document academic credentials for all faculty members are on file in the President's Office and a copy of each faculty member's academic credentials are on file in the Vice President for Academic Affairs Office. The university adheres to all conditions for qualifications of faculty members under the Board of Regents of the University System of Georgia Policy Manual; Section 800 Personnel; for faculty policies 803, 803.01, 803.0101 and 803.0102 for minimum qualifications of faculty members [\[4\]](#).

Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Albany State University

Name of Academic Area, Discipline, Department/School: Center for Excellence in Teaching, Learning and Advisement / College of Arts and Humanities

Academic Term(s) Included: Fall 2006-Spring 2007
 July 31, 2007

Date Form Completed:

Name	Courses Taught	Relevant Academic Degrees and Course Credits Earned	Other Qualifications	Justification
Davis, Ellis (Full-Time)	(D) <u>READ 0098</u> <u>Developmental Reading</u> (D) <u>READ 0099</u> <u>Developmental Reading</u> (U) <u>RGTR 0198</u> <u>Regents' Reading Skills</u>	<u>B S in Education</u> State University Of West Georgia <u>M. Ed. in Elementary School Education-Reading</u> State University of West Georgia (18 hrs of Reading courses)	Education Specialist (Ed S in Educational Leadership-2006 Argosy University)	Clearly Meets Credential Guidelines
Hill, Flossie (Full-Time)	(D) READ 0098 Developmental Reading (D) READ 0099 Developmental Reading	B.S. in English Education Fort Valley State University Master of Education in Reading Disabilities The University of Iowa Ed.S. in Reading Education Valdosta State University		Clearly Meets Credential Guidelines
Huang, Hsi-Ling (Full-Time)	(D) ENGL 0098 Basic English (D) ENGL 0099 Basic English	BA in English Soochow U. Taiwan Master of Fine Arts in Creative Writing Fiction Bowling Green State University		Clearly Meets Credential Guidelines

Name	Courses Taught	Relevant Academic Degrees and Course Credits Earned	Other Qualifications	Justification
		(23 gsh of Creative Writing courses, 13 gsh of English courses) Ph.D. in Creative Writing Florida State University (40 gsh of English courses, 11 gsh of Creative Writing courses)		
Jones, Rosalyn (Full-Time)	(U) ASU 1200 Freshman Sem/Serv to Ldrs (D) MATH 0097 Basic Mathematics (D) MATH 0099 Basic Mathematics	B.S. in Elementary Education - Mathematics Cheyney State College Ed.M. in Mathematics Education Temple University (18 gsh of Math ED courses, 12 gsh of Required graduate (Education) courses)	Georgia Certificate - Secondary Math	Clearly Meets Credential Guidelines
Penn, Yolande (Full-Time)	(D) ENGL 0098 Basic English (D) ENGL 0099 Basic English	B.S. in English Education Albany State University M.A. in Modern Eng. Literature The University of Northern Iowa (24 gsh of literature courses, 9 gsh of introductory and English courses)		Clearly Meets Credential Guidelines
Thompson, Harriet (Full-Time)	(D) MATH 0097 Basic Mathematics	B.S. in Math Education Georgia Southwestern College		Clearly Meets Credential Guidelines

Name	Courses Taught	Relevant Academic Degrees and Course Credits Earned	Other Qualifications	Justification
	(D) MATH 0099 Basic Mathematics	M.Ed. in Mathematics Georgia Southwestern College (30 gsh of Math courses, 25 gsh of Education courses)		

The above referenced form, Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty, contains the names of all full-time and part-time faculty listed by instructional department, their teaching assignments for Fall 2006-Spring 2007 and their earned degrees with field of study noted [5]. On the extreme right column, ASU's department chairs, deans, and vice presidents justified each faculty member's qualifications relative to their teaching assignments based upon the guidelines outlined in CS 3.7.1. These evaluations were used to categorize each faculty member's teaching assignments into one of the four categories:

Clearly Meets Credential Guidelines. The faculty member is deemed qualified to teach all assigned courses based on the fact that he/she holds, at a minimum, a master's degree in the designated field of teaching and a terminal degree in the field for which he or she is expected to teach graduate courses.

Justified with Other Relevant Qualifications. The faculty member is qualified to teach all assigned courses based on a combination of formal academic credentials and/or other qualifications and expertise beyond his/her academic degree.

Justified After Corrective Action Was Taken to Reassign. The faculty member is qualified to teach all remaining courses in lieu of corrective action, involving the future reassignment of particular instructional responsibilities.

Corrective Action Was Taken to Terminate Employment. The university has determined that the instructional qualifications of the faculty member are insufficient or inapplicable to his/her teaching assignment and takes corrective action to terminate his/her future employment in the same capacity. Corrective Action may also include reassignment of the faculty member to teach other courses for which he or she is academically qualified.

Supporting Documentation

- [1] [The Albany State University Mission Statement in Undergraduate 2004- 2007 Catalog, p. 9.](#)
- [2] [Recruiting and Hiring Procedures for Administrative and Faculty Positions, ASU Human Resources Mission Statement](#)
- [3] [Albany State University Transcript Verification form](#)
- [4] [Board of Regents Policy Manual Section 800](#)
- [5] ASU Faculty Roster (On CD Labeled "Faculty Roster")