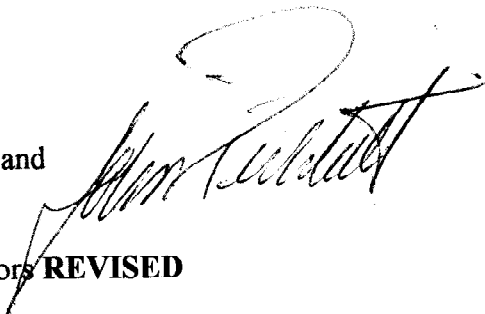


MEMORANDUM

DATE: August 4, 2008
TO: College Deans
FROM: John Pritchett, University Provost and
Chief Academic Officer
RE: Policy on Qualification of Instructors **REVISED**



FAU adheres to the guidelines established by its regional accrediting association, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). These guidelines require that primary consideration be given to the highest degree earned in the discipline:

1. Instructional personnel teaching graduate courses hold the doctorate or appropriate terminal degree in the teaching discipline or a related discipline.
2. Instructional personnel teaching undergraduate courses (including general education courses) hold a doctorate or master's degree with a minimum of 18 graduate semester hours in the teaching discipline. For interdisciplinary courses, faculty qualifications must be relevant to the disciplines that are components of the courses.
3. Graduate teaching assistants assigned primary responsibility for teaching a course must hold a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Graduate TAs without these qualifications may not be assigned primary responsibility for teaching a course for credit or for assigning final grades, but may assist the primary instructor with course-related activities. Graduate TAs receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Exceptions to the highest degree standard can be made in cases where the instructor possesses 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. Dates for these

additional qualifications must be specified, as well as a description of the relationship between these qualifications and the expected outcomes of the course.

Documentation of faculty qualifications for all full-time faculty must be maintained in the Office of the Provost. Documentation of faculty qualifications for adjunct faculty and graduate teaching assistants must be maintained in the college or department/school office.

Cc: Provost's Advisory Council

Eric Shaw, President
University Faculty Senate

Anita Pritchard, President
FAU Chapter, United Faculty of Florida