Overview

A. To possess the credentials to teach a course at UTSA, a faculty member must have either
   • Academic credentials in the discipline (preferred) or
   • Alternate credentials related to the discipline (should be used rarely).

B. At least 25% of course hours in the undergraduate degree in each major must be taught by terminally qualified faculty in that major discipline.

C. UTSA must have an official UTSA Faculty Qualification Form (FQF) that summarizes the faculty teaching credentials for every instructor of record. The FQF and these Instructions are found on the “Resources for Deans and Department Chairs” link [http://provost.utsa.edu/home/resources_dean.asp](http://provost.utsa.edu/home/resources_dean.asp) on the Provost’s Office home page, under “SACSCOC” on the right. (NOTE: The FQF is updated periodically to reflect changes in SACSCOC standards so it is important that the most recent version, available at this site, is used.)

Part I. Faculty Information

A. Faculty appointment information should be provided here.
   • Please note that for graduate teaching assistants, only TAIIs can be instructors of record, and should be appointed as such in People Soft and Banner.

Part II. Education

A. Degree information should be provided here. The department chair should obtain exact information from the instructor’s official transcripts.
   • Awarding institutions
   • Names of degrees
   • Degree majors or concentrations
   • 6-Digit CIP Codes (see Degree Discipline in C. below)
   • Dates of degrees

Part III. Academic Credentials

A. Academic credentials verification is satisfied by meeting two criteria. (1) There must be a match between the discipline in which the instructor has the earned degree(s) and the discipline of the course(s) assigned, and (2) the instructor must hold a degree at the appropriate level to teach the course assigned.

   • Degree Discipline:
     o There is never a challenge regarding academic discipline when the 6-digit CIP number of the acceptable degree held matches the 6-digit CIP number of the
course(s) assigned. For the majority of tenured and tenure-track faculty, the
degree discipline will match the discipline of the course(s) assigned.
o 10-digit CIP codes are available on the Registrar’s website
http://utsa.edu/registrar/crse/2011-2012CourseInventory.pdf. The first 6 of
the 10 digits displayed are the appropriate digits. (On the left of the
Registrar’s homepage, under UTSA Staff Services, click on “Forms and
Tutorials.” On the next screen, under “Course Inventory,” Click on “Course
Inventory 2011-2012.” The date and therefore the web address above will
change each year.)
• Degree Level Required:
o Graduate courses
  ▪ The faculty member must possess a terminal degree and major in the
discipline of the course assigned.
o Undergraduate courses
  ▪ The faculty member must possess at least a master’s degree and major
in the discipline of the course assigned, or
  ▪ 18 graduate credit hours directly related to the discipline of the course,
completed prior to the start of the course. This academic qualification
can only be used to qualify instructors of undergraduate courses (i.e.
18 graduate credit hours cannot be used to credential anyone to teach
graduate courses).

B. The department should check off
• the one type of qualification (out of 6 listed) the instructor possesses for teaching
General Education or Baccalaureate courses, and
• the one type of qualification (out of 2 listed) the person possesses for teaching
graduate courses (if the person is qualified to teach graduate courses).
• Note that the only Teaching Assistant that can hold academic credentials in Part III is
a TAI.
• For NTT only, the number of years of experience in the discipline for which courses
are assigned.

Part IV. Eighteen Graduate Hours in the Undergraduate Teaching Discipline

A. Provide information about the graduate credit hours the instructor has earned for teaching
General Education or Baccalaureate courses. Skip this if the instructor has at least a
master’s degree in the discipline to be taught.
• This information must be entered using the faculty member’s transcript(s) to locate
appropriate information regarding the credit hours earned.
• The 18 graduate hours of coursework must be successfully completed prior to the
start of the semester the faculty member is assigned to teach.

Part V. Alternate Credentials

A. If the faculty member lacks the appropriate academic credential, then
• S/he must be qualified by having significant alternate credentials directly related to the course discipline.
• This alternate credential can be applied to both undergraduate and graduate courses.
• Requiring alternate credentials does not indicate the person is not qualified, only that the academic credentials are insufficient or do not apply to the discipline – just that other forms of credentials must be used.
• This information must only be provided when academic credentials do not qualify the person as an instructor for a class.
• A department should only hire persons requiring alternate credentials in rare circumstances, and their credentials must specifically address the discipline of the course(s) to be assigned.

B. This section should be completed by the department chair, based on information from the instructor’s vita, supported by reliable, independent documentation. A potential instructor cannot be qualified to teach a course if s/he lacks academic credentials and cannot provide alternate credentials.
  • Copy information about the course assigned (number, title and description) from the course catalog.
  • Describe the significant alternate credentials (see D – G below) that provide evidence that the instructor has the knowledge necessary to teach this course.

C. If alternate credentials are needed to qualify the faculty member, the department chair must persuasively answer the question, “What about this faculty member’s research or experience qualifies her or him to teach this particular class?” Make the argument as brief as possible with short statements that completely address the discipline assigned.

D. The credentials must be provided with details sufficient to be persuasive to a reviewer unfamiliar with the discipline.
  • Credentials must be:
    o Applicable to the course to be assigned
    o Supported by documentation
      ▪ The department chair must obtain the instructor’s curriculum vita (not sufficient alone), and
      ▪ Other documents that support the credentials and accomplishments listed in the vita, such as
        • Letters from employers,
        • Copies of licensures, certifications,
        • Copies of newspaper reviews or articles,
        • Copies of published work,
        • Copies of awards,
      ▪ Include as applicable the
        o Names of employer, client, event, journal, etc.
        o Date(s) employed, performed, published
        o Roles the instructor held in the above
        o Significant duties and accomplishments in first bullet
These documents should be kept in the faculty member’s personnel file in the department office.

E. Significant alternate credentials must reflect depth.
   • One or two years employed in the field related to the course discipline alone would not be considered to be significant experience.
   • Prior teaching of the course alone, without experience in the course discipline, is not considered to be an acceptable alternate credential at a Level VI institution.

F. Commonly acceptable significant alternate credentials
   (The list below is not intended to be all-inclusive. Justifications must be supported by documentation.)
   • Number of years of work experience related to the course to be assigned
   • Consulting experience related to the course assigned
   • Active memberships and participation in organizations whose activities relate to the course to be assigned
   • Service on Board(s) of Directors (describe) relevant to the course to be assigned
   • In the arts disciplines, presentations, performances, creative work, professional certifications and memberships, etc. relevant to the course(s) to be assigned
   • Publications of intellectual works (academic, professional, trade, etc. – include citations) relevant to the course(s) to be assigned
   • Publications of other intellectual contributions (technical reports, textbooks, teaching materials, etc. – include citation) relevant to the course(s) to be assigned
   • Other intellectual contributions (not published) which are relevant to the courses to be assigned (case studies, learning aids, external reports, data analysis – provide copies of examples)
   • Grants relevant to the topics of the course(s) to be assigned
   • Current professional certifications or licensures relevant to the course(s) to be assigned (obtain copies of certificates/licenses)

Part VI. Verification of Academic Credentials - Provides confirmatory information regarding the transcript.

Part VII. Faculty Attestation to the Correctness of the Information Provided – Obtain the faculty member’s signature affirming that the information provided to the department is accurate.

Part VIII. Approvals by Chair and Dean - Obtain the chair’s and dean’s signatures indicating approval of the credentials.

Let Us Help!!

A. Feel free to contact the VPAIE office (-4706) for advice or consultation.
B. We will also review proposed FQFs to make sure they qualify the person.