UTSA FACULTY QUALIFICATIONS RATIONALE

A. SACS Comprehensive Standard 3.7.1

UTSA states that it employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, we give primary consideration to the highest earned degree in the discipline. We also consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degree, research in the subjects taught, related work experiences in the field, professional licensure and certifications, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, SACS expects us to justify and document the qualifications of our faculty.

B. Faculty must be qualified to teach each discipline of courses (sometimes course title can be a red flag) assigned.

- Academic Credentials
  - Hold appropriate degree major for the discipline taught, and
  - Hold appropriate degree level for level of course taught. The instructor should hold the terminal degree. If not, the degree should be one level above level of course assigned.
  - If bachelor’s degree is highest degree held, must have SUBSTANTIAL alternate credentials (very rarely assign to graduate-level courses).
  - An instructor of record teaching an undergraduate course without a completed graduate degree in the discipline may be qualified by having completed 18 graduate credit hours in the topic prior to start of course assigned.

- Alternate Credentials
  - If the required minimum academic credentials are not held (see above), a faculty member must have:
    - Research in topic or
    - Extensive work experience or other major accomplishments related to topic
    - Regarding level, further issues:
      - If master’s is the highest degree, qualified to teach undergraduate but rarely qualified to teach graduate courses (only with SUBSTANTIAL alternate credentials)

C. For instructors of record, every active NTT and TA faculty member must have the following documents entered/uploaded into DM:
• Official transcripts with highest degree; and
• If TAs are assigned as instructor of record, an official transcript showing the graduate hours relied upon.

D. For every faculty member, copies of the following must be entered/uploaded into DM:

• Documentation supporting all alternate qualifications claimed.
  (Note: If any of this documentation is missing, it must be obtained.)