

PROCEDURES FOR THE

POLICY ON MINIMUM QUALIFICATIONS OF INSTRUCTIONAL STAFF

Procedures for Evaluating the Minimum Qualifications of Instructional Staff

- a. Department Chairs / Program Directors are responsible for facilitating the determination of minimum qualifications of the faculty they recommend and for periodically reviewing their appropriateness, in collaboration with the faculty of the discipline or program.
- b. The appropriate College Dean reviews the recommendations from the department / program and either recommend approval or recommend changes, in consultation with program / department faculty. Departments should provide the individual's CV, a letter explaining the nature of the individual's relevant experience, and a summary of the department's procedure and final decision.
- c. Deans forward their recommendation to the Office of Academic Affairs where the Vice President or designee will review the use of the credential or equivalent experience. They will either approve the recommendation, deny it, or discuss the request further with the Dean if changes are recommended. The Vice President is ultimately responsible for the overall integrity of academic programs and assurance of the university's compliance with external requirements.
- d. Minimum qualifications may change periodically when discipline or industry changes indicate that different minimums should exist. It is expected that these minimums should be reviewed periodically (e.g., approximately every six years), depending upon the dynamics of the field.
- e. Once approved, the Office of Academic Affairs will work with Human Resources to place the approved qualifications in the designated repository for maintaining these documents centrally. The qualifications will be made readily available for review and shall only be changed by completing the approval process of steps a-c above.