

Academic Qualifications Guidelines

I. Academic Qualifications

Qualification to teach a given course is usually based on the faculty member's highest earned degree in the teaching discipline, with exceptions for areas where terminal degree is awarded at the Masters level and faculty possesses a doctorate in a related field. Degrees earned are only acceptable if awarded by an institution that is accredited by the regional accreditors¹.

- a. For **undergraduate courses** (enrolling only baccalaureate students), faculty may be deemed academically qualified if they have earned:
 - i. a master's degree or higher in the teaching field;
 - ii. a master's degree or higher in a closely related field, as defined by program/ academic department and accrediting body; or
 - iii. a master's degree or higher in any discipline with at least eighteen (18) graduate credit hours in the teaching field or a closely related field, as defined by the program/academic department.
- b. For **general education** courses at the undergraduate level: doctorate 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. For **Kinesiology** activities classes (KINE) need only possess a bachelor's degree in an appropriate field, with exceptions based on experience (e.g., license, certification or extensive experience).
- d. For **graduate courses** and for **mixed undergraduate/ graduate courses** (e.g., COE Courses in Special Education Core and Clinical Experiences), faculty may be deemed academically qualified if they have earned:
 - i. a terminal degree (Ph.D., Ed.D., MFA, etc. as determined by the academic department) in the teaching field;
 - ii. a terminal degree in a closely related field, as defined by the program/academic department and accrediting body; or
 - iii. a terminal degree in any discipline with at least eighteen (18) graduate credit hours in the teaching field or a closely related field.

¹ If a faculty member's relevant academic degree was awarded by an institution outside the United States, the hiring department must work with Human Resources to have a foreign credentials evaluation report.

II. Additional Qualifications

If the academic qualifications articulated above are not present, qualification to teach in a particular field may be based on other credentials, **EXCEPT IN GENERAL EDUCATION COURSES**. A department may justify a faculty member's assignment to teach a given course based on a combination of academic, experiential, and additional credentials.

a. Licensure or Certification

- i. A faculty member holds an MBA and is a Certified Professional Accountant and thus is qualified to teach undergraduate accounting courses.
- ii. A faculty member holds a bachelor's degree in nursing, is licensed as an RN in Michigan, and meets the experiential criteria to teach nursing established by the Michigan and thus is qualified to teach in an undergraduate clinical nursing course.

b. Honors and Awards

- i. A faculty member holds a bachelor's degree in English and has received several prestigious regional and national awards for published work and thus is qualified to teach creative writing courses.
- ii. A faculty member holds a master's degree in health education and has won numerous regional and national awards for their work in nutrition in schools and thus qualified to teach nutrition courses.

c. Professional Experience

- i. A faculty member holds a bachelor's degree in art and has over ten years' experience as a professional artist including international refereed shows at top galleries and thus is qualified to teach undergraduate art courses.
- ii. A faculty member holds a bachelor's degree in Engineering and an MBA and has worked for 15 years in various leadership positions within the auto industry, and thus is qualified to teach undergraduate engineering courses.

d. Distinguished Publications

- i. A faculty member holds a master's degree in educational psychology and has published extensively in top-tier refereed journals on subjects related to adolescent learning and psychometrics and thus is qualified to teach psychology courses.
- ii. A faculty member holds a doctorate in Computer Science but has published two monographs and several refereed journal articles in the physics of circuits and in electromagnetic theory and thus is qualified to teach those subjects in physics.