



Truett McConnell University

Prospective Faculty Academic Prequalification Guidelines and Form

Truett McConnell University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Truett McConnell University.

When hiring faculty, Truett McConnell University (TMU) abides by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines for faculty credentials.

Truett McConnell University (TMU) employs competent faculty members qualified to accomplish the mission and goals of the University. When determining acceptable qualifications of its faculty, TMU gives primary consideration to the highest earned degree in the discipline. TMU also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, 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 and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

TMU defines **faculty qualifications** using faculty credentials based on the following guidelines:

- Faculty teaching **general education courses** at the undergraduate level should have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching **baccalaureate courses** should have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching **graduate courses** should have an earned doctorate/terminal degree in the teaching discipline or a related discipline.
- **Graduate teaching assistants** should have a master's degree in the teaching discipline or 18 graduate hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in service training, and planned and periodic evaluations.

In the instance faculty **do not meet the above guidelines**, approval must be sought by the Vice President for Academic Services. The faculty member should provide the Dean of the School with the following when **requesting an exception**:

- other qualifications related to the course(s) to be taught
- evidence that Student Learning Outcomes for the course to be taught correlate to the faculty member's coursework and/or other qualifications

(Examples of other qualifications may include the following: 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 and student learning outcomes.)



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Name of Applicant _____

Academic Discipline _____

Please look at the TMU catalog and identify the courses which you believe you are qualified to teach, based on the description above. List those courses below.

Attach a copy of your graduate transcript(s) on which you have highlighted your degree and the courses you have taken which qualify you to teach the TMU courses listed above. The transcript used may be a photocopy.

Do you have any other experience or training which contributes to your ability to teach the courses listed above? Please describe. (e.g. for physical education, Red Cross instructor certification in First Aid and CPR might qualify one to teach First Aid and CPR)