



## UNIVERSITY POLICY

### ACADEMIC AND FACULTY POLICIES

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**Number: 108**

**Subject: Determination of Faculty Qualifications Policy**

**Covered Individuals: All faculty members whose primary responsibility for Upper Iowa University is teaching, including, full-time, part-time, adjunct, dual-credit, temporary, and/or non-tenure-track faculty**

**Covered Campus Locations: All UIU Locations**

**Date of Origin: January 5, 2018**

**Effective Date of Last Revision:**

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#### **PURPOSE**

The purpose of this policy is to ensure compliance by Upper Iowa University with guidelines set forth in “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers” as revised in March of 2016 by the Higher Learning Commission (HLC).

#### **DEFINITIONS**

*Faculty* – individuals whose primary responsibility is teaching, including, full-time, part-time, adjunct, dual-credit, temporary, and/or non-tenure-track faculty

*Credentials* – the degrees that faculty have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom

*Tested experience* – experience that includes a breadth and depth of experience outside of the classroom in real-world situations, relevant to the discipline in which the faculty member would be teaching

*Dual credit* – courses taught to high school students for which the students receive both high school credit and college credit

#### **POLICY**

Upper Iowa University seeks to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. When Upper Iowa University indicates that a faculty member is qualified by means of an employment offer, it is asserting its confidence in the faculty member’s content expertise. The offer also affirms the faculty member possesses the ability to help position

students for success in the classroom, academic programs, and their careers. As such, determination of faculty qualifications will follow the Determination of Faculty Qualifications Standard Operating Procedures.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

Determination of Faculty Qualifications Standard Operating Procedures

<https://uiu.edu/about/policies/documents/DeterminationofFacultyQualificationsSOP.pdf>

Faculty Credential Template fillable form

<https://uiu.edu/about/policies/documents/108-FacultyCredentialTemplatev2.pdf>

Faculty Qualifications Review Documentation fillable form

<https://uiu.edu/about/policies/documents/FacultyQualificationsReviewDocumentation.pdf>

Tested Experience fillable form

<https://uiu.edu/about/policies/documents/TestedExperienceForm.pdf>

## **CONTACTS**

The Provost, as academic head of the university, is responsible for answering questions regarding the application of this policy. The policy itself and any subsequent revisions to the policy are approved by the Upper Iowa University Faculty Senate.

## **SANCTIONS**

N/A

## **HISTORY**

- November 29, 2017
  - University Policy Committee recommended this policy to go to Faculty Senate and President's Council
- December 13, 2017
  - Faculty Senate recommended the policy be approved by President's Council
- January 5, 2018
  - President's Council approved the policy