



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-108.3, DETERMINATION OF FACULTY QUALIFICATIONS

**Covered Individuals:** All faculty members whose primary responsibility is teaching (including full-time term, full-time tenure track, tenured, adjunct instructors, dual credit, temporary, non-tenure-track, and other instructional roles).

**Covered Locations:** All UIU locations

**Effective Date:** October 17, 2024

**Strategic Priority:** SP 1.1.b

**HLC:** Criterion 4.4

**Consultations:** VPASA, Dean of Academic & Educational Affairs, Faculty (Academic Affairs Committee), Registrar, Director of MA, Director of FA

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### POLICY STATEMENT

Faculty content expertise will be reviewed and evaluated prior to assigning faculty members to a course. Evaluation will be based on faculty credentials and/or tested experience, ensuring compliance with the latest guidelines set forth by the Higher Learning Commission (HLC) (November 2023).

### PURPOSE

To ensure Upper Iowa University (UIU or University) complies with the guidelines outlined in “Institutional Policies and Procedures for Determining Faculty Qualifications” as revised in November 2023 by the Higher Learning Commission (HLC).

### DEFINITIONS

*(All definitions are in the Academic Affairs Glossary unless it is a new definition pertaining to this policy.)*

**Faculty** - Individuals whose primary responsibility is teaching, including full-time term, full-time tenure track, tenured, adjunct instructors, dual credit, temporary, non-tenure-track, and other instructional roles.

**Credentials** - Degrees earned by faculty that establish their credibility and competence to teach specific content.

**Tested Experience** - A breadth and depth of experience outside the classroom in real-world situations relevant to the discipline taught by the faculty member. HLC refers to this as equivalent experience.

### POLICY IMPLEMENTATION

UIU ensures that students have access to faculty who are experts in their subject matter and can effectively communicate their knowledge. The determination of faculty qualifications follows the Determination of Faculty Qualifications Standard Operating Procedures. This includes:

1. **Academic Credentials:** Faculty should possess an academic degree one level above the teaching level, except in terminal degree programs. For general education and non-occupational courses, a master’s degree or higher in the discipline or subfield is typically required.
2. **Progress Toward Academic Credentials:** Demonstrable, current, and consistent progress towards academic credentials deemed relevant by Upper Iowa University. Credentialing this way is temporary until #1 is met.

3. Tested Experience: Experience commensurate with academic credentials that qualify an instructor for their teaching responsibilities.

**CUSTODIAN**

Vice President for Academic and Student Affairs

**RELATED DOCUMENTS, FORMS, AND POLICIES**

AA-108.3.A, Faculty Credential Guidelines Supplemental Form  
 AA-108.3.B, Faculty Qualifications Review Documentation Supplemental Form  
 AA-108.3.C, Tested Experience Supplemental Form  
 AA-SOP-185.2, Faculty Credentialing Process Standard Operating Procedure (Catalog of Standard Operating Procedures (SOPs) found on myUIU)

**HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-108.3	October 17, 2024	Aligned with revised HLC’s “Institutional Policies and Procedures for Determining Faculty Qualifications.” PC approved.
AA-108.2	February 15, 2023	Put into new policy template
108	October 20, 2020	University Policy Committee recommended this policy to go to Faculty Senate and President’s Council
108	January 5, 2018	Faculty Senate recommended President’s Council approve the policy
108	December 13, 2017	President’s Council approved the policy
108	November 29, 2017	“Provost” language was replaced with “Vice President of Academic and Student Affairs”