SUMMARY:

To ensure the highest quality of instruction for students attending Coastal Carolina University, those faculty and adjunct faculty teaching baccalaureate or graduate courses must have the following credentials.

POLICY:

I. POLICY

A. Policy for teaching baccalaureate courses:

To ensure the highest quality of instruction for students attending Coastal Carolina University, those faculty and adjunct faculty teaching baccalaureate courses must have the following credentials:

1. Terminal 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).

2. Each major must have at least 25 percent of the discipline course hours taught by faculty members holding the terminal degree – usually earned doctorate – in the discipline, or the equivalent of the terminal degree.

B. Policy for teaching graduate courses:

To ensure the highest quality of instruction for students attending Coastal Carolina University, those faculty and adjunct faculty teaching graduate courses must have the following credentials:

1. An earned terminal degree in the teaching discipline, or a related discipline.
C. Policy For Teaching Baccalaureate or Graduate Courses without the Terminal Degree

1. If an applicant does not have an earned terminal degree in the teaching discipline, or related discipline the following is required prior to first day of employment.

2. Recommendation from Dean or designee of the appropriate College justifying the applicant’s qualifications. The recommendation should include information on the following:
   
a. list degrees earned and, using graduate transcripts, the number of semester hours that are relevant to the course assigned;
   
b. indicate alternative qualifications such as:
      
i. other degrees and concentrations
   
   ii. certificates and diplomas
   
   iii. professional licensure or certification
   
   iv. special training
   
   v. documented excellence in teaching in the discipline
   
   vi. honors, awards, or special recognitions
   
   vii. related work experience, and
   
   viii. other documented teaching competencies and achievements

D. Applicant must submit documentation to the college Dean or designee for alternate qualifications to be considered. The Provost determines the appropriateness of the qualifications when alternate qualifications are being used to determine faculty qualification.

1. If an applicant does not have an earned terminal degree in the teaching discipline, or related discipline the following is required prior to first day of employment.

2. Letter from Dean of the appropriate College justifying the applicant’s qualifications. The letter should include information on the following:
   
a. list degrees earned and using graduate transcripts the number of semester hours that are relevant to the course assigned;
   
b. indicate alternative qualifications such as:
      
i. diplomas and certificates earned (with discipline indicated)
   
   ii. related work or professional experience
   
   iii. licensure and certifications
   
   iv. honors and awards
   
   v. publications and presented papers; and
   
   vi. other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
E. Applicant must submit documentation to the college dean for alternate qualifications to be considered. The Provost determines the appropriateness of the qualifications when alternate qualifications are being used to determine faculty qualification.