

## **Faculty Qualification Policy**

### **Introduction**

Adler University ensures that all faculty members are well-qualified to teach students enrolled at our three campuses. The Faculty Qualification policy establishes the minimum standard for ensuring all faculty members are qualified to teach courses to which they are assigned. This policy complies with the Assumed Practices of the Higher Learning Commission.

### **Minimum Qualifications for Faculty Members**

Qualification to teach a course is generally based on the highest earned degree in the teaching field related to the academic program. Terminally-degreed faculty are preferred for all levels of instruction at Adler University. Persons recommended for instructional faculty positions at Adler University must possess:

Doctoral Programs: Instructional faculty in doctoral programs at Adler University must possess an earned doctoral degree and a record of scholarship appropriate to the discipline.

Master Programs: A member of the faculty may be deemed academically qualified if they have earned:

- A terminal degree in the teaching field; or
- A terminal degree in a closely related field, as defined by the academic department; or
- A terminal degree in any discipline with at least eighteen graduate credit hours in the teaching field or a closely related field, as defined by the academic department.

Undergraduate Programs: For undergraduate programs, terminally-degreed faculty are preferred. At a minimum, undergraduate instructional faculty must possess a master's degree in the discipline OR a master's degree plus 18 graduate credit hours in the discipline.

### **Tested Experience Criteria**

Evaluation of earned academic credentials is the primary method for determining faculty qualifications. However, other credentials may be considered. Specifically, and per HLC guidance, Adler will allow "Tested Experience" to replace Earned Degrees as a sufficient faculty qualification. The Tested Experience criteria that qualify faculty to teach courses for Adler, in place of the HLC-specified academic degree credentials, are:

Minimum of a master's degree plus one or more of the following:

- Possession and maintenance of a widely accepted credential or certification that is the generally recognized industry standard (as determined by the department chairperson and approved by the Academic Dean).
- Three years of experience in a field specifically related to the course to be taught (as determined by the department chair and approved by the Academic Dean).
- Possession of a specific skill set (as determined by the department chair and approved by the Academic Dean) in a field for which no widely accepted credential or certification exists.
- Five years of college or university teaching in a field specifically related to the course to be taught (as determined by the department chair and approved by the Academic Dean).

### **Documentation of Qualifications**

The responsibility for ensuring appropriate credentials for all teaching faculty teaching lies with the applicable campus Academic Dean and department chair. Copies of all credentials and transcripts will be maintained by the Human Resources Department.