

This policy describes the qualifications necessary to teach courses offered by the School for Professional Studies (SPS). This policy applies to all individuals seeking to teach a course offered by SPS. This policy applies to all individuals who are not SPS members. Individuals seeking to teach for SPS and who have been employed by the University within the last two years to serve as an instructor must meet at least one of the minimum qualifications noted in this policy. Documentation already submitted by these individuals to the University will be reviewed by the program Director and the SPS Associate Dean in lieu of the review process stated in this policy.

Minimum Qualifications

Minimum qualifications for new instructors employed by, or contracting with, SPS are set forth in this policy. Additional qualifications for specific subject areas may be required by the program Director and with the approval of the Associate Dean.

- B. Instructors shall have earned the required academic credentials at a regionally accredited United States institution or a foreign institution having the equivalent of regional accreditation. Instructors with credentials from non-US institutions will have their transcripts evaluated by agencies that have good standing with the National Association of Credential Evaluation Services to establish fulfillment of this standard.
- C. If current professional registration, government licensure, certifications, or family with special equipment, processes, or computer software are required, all instructors must continue to maintain such credentials, or reapply for a teaching position demonstrating compliance with the minimum qualifications.
- D. In extenuating circumstances, provisional approval may be granted by the Dean for instructors who do not meet the published qualifications. Once granted, continued provisional approval will be granted upon a positive teaching performance review.

Review and Approval of Applicants

Professional Studies.

Policy Revision

Revisions to this policy must be reviewed and approved by the School for Professional Studies Academic Excellence Committee. (Reviewed and Approved 2020)