

## FACULTY QUALIFICATIONS POLICY

### Statement of Policy

The University of Mary has established the following education qualification requirements for instructors:

- Instructors (excludes teaching assistants enrolled in a graduate program and supervised by faculty) must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.
- In terminal degree programs, faculty members must possess a terminal degree.
- Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- Faculty teaching general education courses, or other non-occupational courses, must hold a master's degree or higher in the discipline or subfield.
- Alternatively, faculty may qualify through equivalent experience or by possessing the appropriate level of a degree in an unrelated field and 18 graduate credits in a related field. The University of Mary requires that chairs complete a waiver, using a [Verification of Faculty Credentials Form](#), when faculty do not qualify to teach based on their academic credential alone.

Deans or their designees may place faculty who do not academically qualify to teach their current course load on a professional development plan to acquire 18 graduate credits in their area of teaching so long as the faculty member has the appropriate level of degree (i.e., a master's degree to teach undergraduate coursework and a doctoral degree to teach graduate coursework). Any faculty member placed on such a plan must complete and pass the graduate coursework outlined in the plan within five years from the date of the plan's approval. Deans or their designees will provide an annual update of a faculty member's progress under such a plan to the Office of Academic Affairs.

### Defining Appropriate Academic Credentials

Each academic department must define the appropriate master's degree needed to teach undergraduate courses and the appropriate terminal degree needed to teach graduate courses in their respective fields. Each academic department must also define the appropriate areas of graduate coursework in which to earn 18-graduate credits when substituting such coursework for a degree within a discipline. School and department definitions of appropriate academic credentials shall be appended to this policy.

### Equivalent Experience

Equivalent experience is defined as follows: All faculty who qualify to teach under the equivalent experience provision must have a minimum of a bachelor's degree. They must also possess a record of experience related to the field of study gained through work, training, scholarship, and/or assessment. Equivalent experience should total the approximate number of credits needed to be academically qualified to teach a course (30 credits beyond the bachelor's degree if teaching an undergraduate-level course and 90 credits beyond the bachelor's degree if teaching a graduate level course).

Equivalent experience is determined using one or more of the following criteria, which must approximately total the equivalent credits needed to be academically qualified to teach a course:

1. 2,000 hours of work (one year) in a related field is equivalent to one full-time semester of coursework. NOTE: Teaching primary or secondary education is not a substitute for the content knowledge needed for college credit.
2. Equivalent military experience should be determined using the applicable American Council on Education crosswalk: <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>.
3. Completion of workforce training, licensures, and/or industry certificates may substitute for graduate coursework using the American Council on Education college credit equivalency crosswalk: <https://www.acenet.edu/national-guide/Pages/default.aspx>.
4. A record of graduate-level scholarship in a related discipline as demonstrated through submission of a portfolio analyzed by university faculty in the discipline; the University's prior learning policy is used for purposes of this portfolio analysis.
5. Graduate-level mastery of course content based on an assessment administered by university faculty in the discipline.
6. Any relevant graduate coursework completed.

### School or Department-Specific Standards

Schools or departments may develop more specific standards than contained in this policy for faculty academic qualifications and/or equivalent experience based on their programmatic accreditation or industry expectations and best practices. Such standards shall be appended to this policy.

### Implementation

To implement this policy, all University of Mary faculty members (both full-time and adjuncts), must complete a [Credential Update Form](#), which the Office of Academic Affairs issues electronically, every three years. Deans and chairs will review the faculty credential SharePoint site at least annually and complete [Faculty Waiver Forms](#) as needed.

Pre-fix	Description	Master's degree needed for UG courses (may list more than one)	Terminal degree needed for grad courses (may list more than one)	Areas in which 18 graduate credits should be earned if substituting for degree in discipline	Additional qualification requirements established by programmatic accreditation or industry	Justifications/notes/exclusions
ACC	Accounting	M Acct, MBA+	PhD/DBA in business field	Accounting		“+” signifies adequate credit hours in content/certification/license
ADC	Addiction Counseling	Master's degree		Addiction Counseling		
ANT	Anthropology	Master's degree		Geography, History, Philosophy, Political Science, Sociology, Theology		
ART	Art	MA, MFA	MFA, PhD, EdD	Art (any field)		
ATH	Athletic Training	Master's degree	PhD, EdD, or other doctoral degree for teaching faculty			BS in Athletic Training
BIO	Biology	Master's degree in Biology or closely related field (Science, Science Education, Chemistry)	PhD, EdD, DA (Doctor of Arts)	Biology (any field)		Labs in Biology can be taught by a person with a bachelor's degree in Biology or related field or by a person pursuing a bachelor's degree in Biology, providing they are adequately supervised
BMC	Biomechanics	Master's degree				Bachelor's or master's degree with Kinesiology/Athletic Training/Exercise Science/Biomechanics/Allied Health content in degree program or certified as a Certified Strength and Conditioning Specialist (CSCS)
BUS	Business	MBA, M Management, MS/MA+	PhD/DBA in Business field	Business, Management		“+” signifies adequate credit hours in content/certification/license
CEM	Construction Engineering and Management	Master's degree in Construction Engineering/Management or related field		Construction Engineering/Management or related field		

CEP	Clinical Exercise Physiology	Master's degree in Exercise Physiology or closely related field (e.g., Kinesiology, Biomechanics, with doctorate in Exercise Physiology)	PhD, DSc, DCEP, EdD, DPT	Exercise Physiology, Sport/Clinical Psychology, Kinesiology, Education, or related field		Doctorate or master's degree in exercise physiology/exercise science or clinical exercise physiology; ACSM-CEP certification/ACLS certification/clinical work experience in teaching content area
CHE	Chemistry	Master's degree in Chemistry or closely related field (Science, Science Education, Biology)	PhD, EdD, DA (Doctor of Arts)	Chemistry (any field)		Labs in Chemistry can be taught by a person with a bachelor's degree in Chemistry or related field or by a person pursuing a bachelor's degree in Chemistry or related field, providing they are adequately supervised
CIS	Computer Information Systems	M Comp Sci, MS/MA+		Comp Sci/Comp Info Syst		"+" signifies adequate credit hours in content/certification/license
CLA	Classics	MA	PhD	Latin, Greek, Classics, potentially English		
COM	Communication	MA, MFA	MFA, PhD	Journalism, Communication Studies, Media Studies		
COU	Counseling	Master's degree	Master's degree required; PhD in Counseling, Counselor Education and Supervision, or Psychology is preferred	Counseling; Psychology	Professional mental health licensure preferred	
CRJ	Criminal Justice	Criminal Justice, Criminology, Sociology, Anthropology, Political Science, Public Administration, Law	Criminal Justice, Criminology, Sociology, Anthropology, Political Science, Public Administration, Law	Criminal Justice, Criminology, Sociology, Anthropology, Political Science, Public Administration, Law	When a PhD is held in a closely related discipline, there should be evidence of experience, scholarship and professional involvement, demonstrating a clear commitment to and identification with the field of Criminal Justice/Criminology	Two-thirds of all full-time faculty in baccalaureate degree programs must hold an earned doctorate (PhD) in Criminal Justice/Criminology or a closely related discipline (Sociology, Anthropology, Political Science, Public Administration, Law)

CSC	Computer Science	MS in Computer Science or related field		Computer Science or related field		
CSD	Communication Sciences and Disorders and Speech-Language Pathology (MS SLP)	MS in Speech-Language Pathology; AuD for audiology courses; PhD, EdD in Speech-Language Pathology or related field	PhD, EdD in Speech-Language Pathology, Speech Science, or related field; AuD for MS SLP audiology courses		MS SLP can teach clinical courses (methods, practicum, etc.); majority of graduate academic content must be taught by a PhD, EdD in SLP or related field	
CTH	Catholic Studies	MA equivalent	MA required, PhD preferred (additional MA in another discipline is an asset)	Varies considerably depending on course (subject areas are typically Literature, Music, Art, History, Philosophy, Theology but could include others)		As an interdisciplinary program, there is not an accrediting body or clear industry standard to conform to
ECI	Civil Engineering	MS in Civil Engineering or related field		Civil/Environmental Engineering or related field		
ECN	Economics	MA, MBA	PhD, DBA	Political Science, Public Policy, Business		
EDU	Education	MS in Education; Master's in Education	MS/MEd/EdD/PhD			
EEL	Electrical Engineering	MS in Electrical Engineering or related field		Electrical Engineering or related field		
ELA	Emerging Leaders Academy	Any master's degree		Any area in healthcare		
EME	Mechanical Engineering	MS in Mechanical Engineering or related field		Mechanical Engineering or related field		
ENG	English	MA	PhD	English, Classics, Communication		
ENR	Engineering	MS in Engineering or related field		Engineering or related field		

EXS	Exercise Science	MS, MA in Exercise Physiology or closely related field with certification and/or work experience in teaching content area				Appropriate certifications: ACSM-EP, ACSM-CEP, NSCA-CSCS
FIN	Financial Services and Banking	M Finc, MBA+		Finance		“+” signifies adequate credit hours in content/certification/license
GEO	Geography	Master’s degree		Anthropology, History, Philosophy, Political Science, Sociology, Theology		
GRK	Greek	MA	PhD	Classics		
HCB	Bioethics		PhD, Doctor of Ethics, EdD	Ethics or Bioethics		
HIS	History	MA	PhD	Geography, Classics, Political Science, Sociology, Theology, English		
HPS	Human Performance Science	Master’s degree	Doctorate			
HUM	Humanities	Any MA	Any terminal degree	18 graduate credits in any field		
ITA	Italian	MA	PhD	Native fluency		
ITM	Information Technology Management	M Comp Sci, MS/MA+		Comp Sci/Comp Info Syst		“+” signifies adequate credit hours in content/certification/license
KIN	Kinesiology	MS	PhD, EdD, or other doctoral degree	18 credits or years of experience in area of teaching		Bachelor’s or master’s degree with Kinesiology/Athletic Training/Exercise Science/Biomechanics/Allied Health content in degree program
LAT	Latin	MA	PhD	Classics		

MAT	Math	Master's in Math, Stats, or Math Education	PhD, EdD with appropriate math training	Math, Statistics, Math Education		Math has established that courses at the level of MAT 103 and above are "college level." In particular, MAT 102 is a transition course and ASD 097 is a remedial course. There are cases where a person who has an undergraduate degree or is pursuing an undergraduate degree in Math Education is qualified to teach students at this level, provided they are appropriately supervised.
MLS	Medical Lab Science	Master's degree in education or other health-related field with certification and/or work experience in teaching content area				
MPM	Master's Project Management	MPM	PhD/DBA Project Management	Project Management		
MUS	Music	Master's degree in Music (MA, MM, MFA); bachelor's degree plus specialized experience accepted in certain applied areas, i.e., harp, jazz, bass	Master's degree in music (MA, MM) or MFA with significant or specialized experience required; Doctor of Musical Arts or PhD in Music preferred	Music Performance (Applied), Conducting, Composition, Music History, Music Theory, Music Education, Music Industry, Recording Technology	Significant professional experience (especially applicable in performance areas for teachers of applied music)	Applied Music is an area that requires significant study/performance experience in a particular area. As an example, there is a highly skilled harpist willing to teach applied harp, but her degrees are in social work. Since she is the only qualified harpist in the region, we hire her as an applied teacher for that specific area. Her study of the instrument, skill level, and professional experience make her qualified to teach undergraduate applied music.

NUR	Nursing	MSN required for all undergraduate NUR courses: faculty may participate in the Faculty Development Plan through the NDBON and complete an MSN within 4 years; 85% FTE must be MSN	PhD, EdD, DNP		Unencumbered RN licensure in ND or compact state	
OTH	Occupational Therapy		Doctoral degree not limited to OT		Entry level OT degree at any level	Need to be licensed OT in state in which faculty teaches
PED	Physical Education	Master's degree	MS/MEd/EdD/PhD			
PHI	Philosophy	MA, PhL	PhD	Philosophy		
PHY	Physics	Master's degree in Physics or closely related field (Science, Science Education, Chemistry, Math)	PhD, EdD, DA (Doctor of Arts)	Physics (any field)		Labs in Physics can be taught by a person with a bachelor's degree in Physics or related field or by a person pursuing a bachelor's degree in Physics, providing they are adequately supervised
POL	Politics	MA	PhD			
PSY	Psychology	Master's Degree Psy/Counseling	NA	Psychology or Counseling		
PTH	Physical Therapy		PhD, EdD, JD, DSc; DPT acceptable with ABPTS specialization		Entry level PT degree needed for PT courses but not foundational science areas; program director must have terminal degree (not DPT)	Need to be licensed PT in ND for clinical courses; must demonstrate teaching and subject matter competence, scholarship, service
RDT	Radiologic Technology	Any master's degree	MEd preferred		Holds current ARRT certification & registration in radiography	Need to be a licensed RTR in the state with a BS degree; three years clinical experience in the professional discipline; proficient in curriculum design, evaluation, instruction, program administration, and academic advising, plus 2 years experience as an instructor in a JRCERT accredited program



RTH	Respiratory Therapy	Any master's degree	PhD/EdD		Need to be a registered Respiratory Therapist with a BS degree (BSRT)	Most RT degrees are associate degrees so a BS in RT is acceptable providing there is also a master's degree; an MS in RT is rare; some experience in the field prior to teaching is required; must be a licensed RT
SBS	Social and Behavioral Sciences	Master's degree in Social/Behavioral Sciences			Determined by course being taught and discipline	No graduate programs currently in these program areas
SCI	Science	Master's degree in Science or Science Education or closely related field (Biology, Chemistry); focus of SCI course should match person's area of training (e.g., Physical Science best taught by background in Physics)	PhD, EdD, DA (Doctor of Arts)	Biology, Chemistry, Physics		Science labs can be taught by a person with a bachelor's degree in the sciences or by a person pursuing a bachelor's degree in the sciences (Chemistry, Biology), providing they are adequately supervised
SLM	Sport and Leisure Management	M Management, MBA+, MS/MA+		Management+		"+" signifies adequate credit hours in content/certification/license
SPA	Spanish	MA	PhD	native fluency		
SOC	Sociology	Master's degree		Anthropology, Geography, History, Philosophy, Political Science, Theology		
SWK	Social Work	Master's in Social Work	Master's in Social Work			
THE	Theology	MA, MTS, MDiv, STL, ThM	PhD, ThD, STD	Theology		
THR	Theater	MA, MFA	MFA, PhD			

**Approved**

6 April 2022 by the President of the University