

OFFICIAL

OWLS Policy and Procedure 7.01

Employment of Faculty without Terminal Degrees

Review Cycle: February 1, E4Y(6 paragraphs)

Review Date: February 1, 2019

Reviewer: Chair

STATEMENT OF PURPOSE

1. It is the policy of the Department of Occupational, Workforce, and Leadership Studies to hire only faculty holding terminal degrees including but not limited to the PhD or EdD awarded by institutions in the United States. Special circumstances may from time to time require employment of individuals as Senior Lecturers or Lecturers who do not hold a terminal degree either from an American institution or from an accredited foreign institution.

EXCEPTIONS

2. An individual holding a less than terminal degree may be employed by the Department of Occupational, Workforce, and Leadership Studies in the following circumstances:
 - a. The faculty member holds a non-terminal degree but has a national reputation in his or her field, with major publications and awards that clearly document an exceptional level of expertise and professional accomplishment suitable for teaching in a particular program.
 - b. The faculty member possesses at least a master's degree in the teaching discipline along with a clearly documented special expertise, experience, or skills that are necessary for teaching a particular course or for carrying out a particular task for which a better-qualified faculty member with a terminal degree is not available.
 - c. On rare occasions, a faculty member without a terminal degree, but with outstanding credentials in the teaching discipline, including a master's degree, may be hired as an emergency replacement for a faculty member who is unable, on short notice, to teach a particular undergraduate course because of illness or another emergency.
 - d. The demand for course sections surpasses the supply of available terminal degree-holding faculty.

ALTERNATIVE CREDENTIALS

3. Faculty without terminal degrees may be hired to teach baccalaureate-level courses in the following circumstances:

- a. In accordance with SACS guidelines, the Department may hire faculty who hold master's degrees (e.g. MA, MS, MEd) to teach courses leading to the baccalaureate degree. These faculty (who must have earned at least 18 graduate semester hours in the teaching discipline) may teach course for which they are specifically qualified by education, training, or experience.
- b. Faculty members listed in 2.a, above, may teach courses leading to the baccalaureate degree.

GRADUATE TEACHING ASSISTANTS

- 4. Nothing in this policy is meant to limit the ability of the department to hire Graduate Teaching Assistants to assist in the teaching mission of the department.

EVALUATION OF FACULTY WITHOUT TERMINAL DEGREES

- 5. Faculty without terminal degrees are evaluated annually by the chair of the department and the appropriate faculty review committee (Personnel Committee). Tenured and tenure-track faculty without terminal degrees are evaluated by the committee appropriate to their rank. All other faculty without terminal degrees are evaluated by the committee that evaluates lecturers and senior lecturers. Graduate teaching assistants are evaluated by the faculty member who supervises their work.

CERTIFICATION STATEMENT

- 6. This PPS has been approved by the reviewer listed below and represents Texas State's Department of Occupational, Workforce, and Leadership Studies policy and procedure from the date of this document until superceded.

Review Cycle: February 1, E4Y

Review Date: January 27, 2015

Reviewer: *[Signature]*

Date: *5/27/2015*

Approved: *[Signature]*

Date: *1/27/15*

Texas State University
 Department of Occupational, Workforce, and Leadership Studies
 Last Updated: January 27, 2015
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