

To: Vice Chancellors, Deans, Directors, Department Chairs, and  
Other  
Administrative Officers

From: Gregory M. St. L. O'Brien  
Chancellor

Date: August 11, 1997

Re: AP 2.12

Attached is the new Administrative Policy and  
Procedure (AP) 2.12  
which establishes the policy regarding minimum credentials  
for our faculty  
and graduate assistants.

Please review the policy, update your departmental  
procedures and  
files, and distribute to employees in your department.

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**UNIVERSITY OF NEW ORLEANS**  
**Office of the Chancellor**

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Administrative Policy & Procedure  
(AP) - 2.12  
Effective Date: July 1, 1997

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**SUBJECT: TEACHING CREDENTIALS FOR THE FACULTY AND GRADUATE TEACHING**

## **ASSISTANTS**

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### **PURPOSE**

To articulate the university's policy regarding minimum teaching credentials and to set forth the administrative procedures for ensuring that members of teaching faculty and graduate assistants have the required minimum teaching credentials.

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### **DEFINITIONS**

**Faculty member.** Any full-time or part-time member of the academic teaching staff at the rank of instructor or above whose duties include teaching courses that are available for academic credit in one or more academic programs.

**Graduate teaching assistant.** Any graduate student whose duties include primary responsibility for teaching courses that are available for academic credit or assisting a faculty member in the teaching of courses that are available for academic credit.

**Offer letter.** The approved, standard letter offering a teaching position at the university.

**Faculty member of record.** The faculty member with primary responsibility for teaching the course and who signs the grade sheets.

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## **PART I. FACULTY**

### **GENERAL POLICY**

The university aspires to seek the best possible faculty member for a given position, as evidenced in part by possession of the terminal degree in the discipline. Only rarely is permission granted to fill a tenure-track position with someone who does not possess or expect to possess the terminal degree at the start of his or her appointment.

The university adheres to the following minimum credentials, which are those of our regional accrediting agency, the Southern Association of Colleges and Schools (SACS), and they apply to both full-time and part-time faculty members:

1. To teach at the undergraduate level. A master's degree in the discipline or any master's degree and 18 graduate credit hours in the discipline.
2. To teach at the graduate level. The terminal degree for the discipline.

Other qualifications or experiences that justify the teaching assignment may be substituted in lieu of formal academic preparation. In requesting substitution of experience for formal academic preparation, the department chair must first consult with the appropriate department faculty members to review the candidate's work experience, professional accomplishments, certifications, etc., to determine that they justify a particular teaching assignment.

The university will keep on file, for both full-time and part-time faculty members, documentation of formal academic preparation, such as official transcripts and, if appropriate for certifying competency, official documentation of professional and work experience, technical and performance competency, records of publications, and certifications.

## **AUTHORITY**

Article VIII, Section 4 and Chapter II, Section 2-5 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University and Agricultural and Mechanical College.

## **PROCEDURES FOR HIRING**

For all candidates:

1. The offer letter must request an official transcript showing that the candidate possesses the appropriate minimum academic credentials for the position being offered. The transcript should accompany the Appointment Form 101 to be placed in the employee's file in the Office of Academic Affairs.
2. The offer letter must indicate that inability or failure to supply appropriate certification of formal academic training\* before the first day of the appointment will affect the terms of the appointment as follows:
  - a. Those being offered a rank above instructor will be reduced in rank one level and, at the department's discretion, may have their salary reduced.
  - b. Those being offered the position of instructor will have their salary reduced.
  - c. When the transcript or other appropriate certification has been received showing that the candidate possesses the minimum academic credentials, the faculty member will be increased in rank and/or, when appropriate, salary at the beginning of the next regular (not

summer) semester.

\*In those legitimate cases where a transcript cannot be provided by the deadline, the university will accept temporarily a letter from the University Registrar of the candidate's institution stating that the appropriate degree has been awarded or that all requirements for the degree have been completed and that the degree will be awarded at the next graduation ceremony. An official transcript must ultimately replace a registrar's letter.

For candidates without the appropriate terminal degree or other qualifications or experience but who have the minimum academic credentials to teach at the undergraduate level:

1. In addition to the requirements listed for all candidates, the offer letter must state clearly that no teaching at the graduate level will be permitted. This will include 4000-level courses available for graduate credit.

For candidates without the minimum academic credentials to teach at the desired level but who have other qualifications or experience:

1. In addition to the requirements listed for all candidates, the department chair must submit with the Request for Authorization to Hire the candidate's professional vita, a list of courses that the candidate has been deemed qualified to teach, and a summary of the specific qualifications or experience that justifies the teaching assignment. If the faculty member is to teach graduate-level courses, this summary may be used to support the request for appointment to the graduate faculty.

## **PROCEDURES FOR ASSIGNING COURSES TO FACULTY MEMBERS OUTSIDE THE DISCIPLINE**

When offering a course in discipline that will be taught by a faculty member from another discipline (including cross-listed courses):

1. After consultation with appropriate members of the departmental faculty, the chair of the department offering the course must certify that the faculty member has the necessary minimum academic credentials to teach the course or, if not, must specify what specific qualifications or experience the faculty member has that justifies the teaching assignment.

2. The department chair must submit the appropriate certification or justification through channels to the Office of Academic Affairs for approval prior to making any commitment to the faculty member.

3. For subsequent assignments when the approved certification or justification is on file, the department chair must notify the Office of Academic Affairs of the assignment prior to making

any commitment to the faculty member.

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## **PART II. GRADUATE TEACHING ASSISTANTS**

### **GENERAL POLICY**

The university recognizes teaching experience as an important part of graduate training and permits graduate students with appropriate credentials to participate in course instruction. The university adheres to the following minimum credentials which are those of our regional accrediting agency, the Southern Association of Colleges and Schools (SACS), and they apply to graduate teaching assistants:

1. For all graduate teaching assistants. The Graduate School must provide a published set of guidelines for the university-wide administration of graduate teaching assistants, including appointment criteria, remuneration, rights and responsibilities, evaluation, and reappointment.
2. To have primary responsibility for teaching a course and/or assigning final grades (be the instructor of record). Meet the criteria established for regular faculty members or have earned at least 18 graduate semester hours in the teaching discipline.
3. To have assignments such as assisting in laboratory sessions, teaching physical education activities, helping to prepare lectures, grading papers, and conducting discussion groups (not the instructor of record). Meet the criteria established by the department and the faculty member of record.

### **PROCEDURES FOR HIRING**

1. The department chair is responsible for certifying the type of teaching assignment on the Appointment Form 101. A graduate assistant may not be appointed as an instructor of record unless it is so indicated on the Appointment Form 101.

O'Brien

Gregory M. St. L.

Chancellor

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