



**Policy Title: Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers**

**Policy Number: BU-PP 717**

**Date Issued: June 29, 2005**

**Responsible Executive: Provost**

**Date Last Revised: August 23, 2024**

**Responsible Office: Provost**

## **Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers BU-PP 717**

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### **Policy Statement**

Baylor University (“Baylor”) employs competent faculty members and other teachers qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its teachers, Baylor gives primary consideration to the highest earned degree in the discipline in accordance with this policy.

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### **Reason for the Policy**

Baylor University is accredited by the Commission on Colleges of the Southern Association for Colleges and Schools (SACSCOC) to award bachelor’s, master’s, specialist, and doctor’s degrees. The Commission has promulgated specific academic credential guidelines for faculty and program directors. Baylor University complies with those guidelines with regard to faculty as well as all other Teachers of Record.

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### **Individuals/Entities Affected by this Policy**

Teachers of Record

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### **Exclusions**

None

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[List of Approved Exemption Courses](#)

1. Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers (BU-PP 717)

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## Other Documents

[Standards 6.2.a, 6.2.b, and 6.2.c of the 2024 Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation](#)

[SACSCOC Faculty Credentials Guidelines](#)

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## Forms and Tools

[Baylor Faculty Certification of Credentials Form](#)

[New Teacher of Record Verification Form for Graduate Students](#)

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## Definitions

These definitions apply to terms as they are used in this policy.

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|---------------------------|---|
| <b>Faculty</b>            | Includes full-time, part-time, and adjunct faculty. Administrators may also have a faculty appointment. |
| <b>Staff</b>              | Employees of Baylor University who do not have a faculty appointment. This may include Administrators.  |
| <b>Teachers of Record</b> | Primarily responsible for teaching course content and assigning grades.                                 |

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## Contacts

| <b>Subject</b>           | <b>Contact</b>                        | <b>Telephone</b> | <b>Office email/web site</b>   |
|--------------------------|---------------------------------------|------------------|--|
| <b>Policy Questions</b>  | Office of the Provost                 | 254-710-3601     | <a href="https://provost.web.baylor.edu/">https://provost.web.baylor.edu/</a>        |
| <b>SACSCOC Questions</b> | Office of Institutional Effectiveness | 254-710-1450     | ie@baylor.edu<br><a href="https://ie.web.baylor.edu/">https://ie.web.baylor.edu/</a> |

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## Responsibilities

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|------------------------------|---|
| <b>Office of the Provost</b> | Ensure documentation and verification of credentials and qualifications for Faculty and Staff Teachers of Record                    |
| <b>Graduate School</b>       | Ensure documentation and verification of credentials and qualifications for Graduate Teaching Assistants who are Teachers of Record |

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## Principles

When determining acceptable qualifications of its faculty and other teachers, Baylor gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. (These guidelines were drawn from the SACSCOC Faculty 2. Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers (BU-PP 717))

Credentials Guidelines and Standard 6.2.a on Faculty Qualifications of the 2024 SACSCOC *Principles of Accreditation*.)

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## Credential Guidelines

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**Faculty or Staff Teaching Baccalaureate Courses:** doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

**Faculty or Staff Teaching Graduate and Post-Baccalaureate Course Work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.

**Graduate Teaching Assistants:** master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Baylor also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Thus, a faculty member or other teacher not meeting the specific degree guidelines could still be qualified by these additional criteria. For all cases, Baylor is responsible for justifying and documenting the qualifications of its teachers.

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## Baylor Requirements for Documentation of Credentials

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**Faculty and Staff:** Current and new faculty members are required to submit to the Provost's Office information related to their qualifications, including transcripts and vitas, and to correct any errors that may appear in records maintained by Baylor University, such as incorrect information about degrees or degree-granting institutions. This information supplements the Faculty Certification of Credentials Form approved by the department chair and dean's office for the instructor's assigned courses.

**Graduate Teaching Assistants:** Graduate teaching assistants are required to provide information related to their qualifications, including transcripts and vitas or resumes, and to correct any errors that may appear in records maintained by Baylor University, such as incorrect information about degrees or degree-granting institutions. The qualifications of Graduate Teaching Assistants will be documented according to procedures established by the Graduate School.

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## **Exemptions**

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Baylor maintains a list of approved exemption courses that have accepted alternate qualifications requirements due to the nature of the course being skills-based. This list includes activity courses (Lifetime Fitness), HED 1145 Health and Human Behavior, co-requisite labs, and music lessons.