

## **Chicago State University** **Instructor Credentials Policy**

**Adopted: 9/28/22; Revised: 11/8/22**

This policy addressing faculty credentials has been adopted in order to provide assurance of quality instruction and to promote the recruitment and development of qualified faculty at Chicago State University (the “University”). It codifies the practice of the university, aligns with the instructor’s Contract with the university, and complies with the Assumed Practices of the Higher Learning Commission.

This policy applies to all instructors of credit-bearing courses at the University, which courses appear on a student transcript.

### Definitions:

**Instructor:** anyone teaching a course offered for credit at the University. This may include members of the bargaining unit, administrators, adjunct faculty not belonging to the bargaining unit, and any other person employed by the University.

**Discipline:** the subject field of the course as denominated by its prefix (e.g., BIOL = biology).

**Terminal degree:** the highest order degree in a teaching field as specified by the CSU-UPI Local 4100 contract, Appendix E.

### Policy

Qualification to instruct proceeds from the highest earned degree in the discipline of instruction for a particular course.

Degrees are validated by official transcripts (or their international equivalents) on file in the Office of Human Resources (“transcripts”). The transcript must reflect posting of the degree. Degrees must be from regionally accredited U.S. institutions, nationally accredited institutions recognized by the Department of Education, or by a recognized foreign institution. The Office of Academic Affairs and Contract Administration provides the determination of degree validity.

Instructors must provide any and all documentation attesting to their academic credentials and degrees, or other relevant experience. The Office of Academic Affairs and Contract Administration approves documentation prior to an instructor undertaking any teaching assignment at the institution.

### Undergraduate

- Instructors teaching at the University should have completed a program of study in the discipline, as indicated in the CSU-UPI Contract, in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or

developed. Completion of a degree in a specific field enhances an instructor's depth of subject matter knowledge and is easily identifiable.

- Instructors teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If an instructor holds a master's degree or higher in a discipline other than that in which he or she is teaching, that instructor should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching. If an individual instructor has not achieved 18 graduate credit hours in the discipline in which he or she teaches, the department/program should be able to explain and justify its decision to assign the individual to the courses taught based on tested experience or another reasonable basis.
- Instructors assigned to teach physical education activity classes need only possess a bachelor's degree in a closely related field; alternatively, they may possess appropriate certifications, licenses or a documented high-level of achievement in the activity coupled with a high-level of understanding of the pedagogy pertaining to the activity.
- Instructors in the Departments of CMAT, Music, and Art and Design who are assigned to teach applied lessons or to provide studio instruction need only possess a bachelor's degree in a closely related field; however, they must have achieved at least 5 years of professional experience in the field.
- Instructors assigned to teach University College Courses need only possess a bachelor's degree and also have at least one year of full-time experience working at a regionally accredited institution of higher learning.
- Instructors assigned to teach courses applicable to the Reserve Officer Training Corps program who have been qualified by the Department of Defense to do so are exempt from CSU credentialing requirements.
- Instructors may teach baccalaureate students without regard to educational attainment if they have a demonstrable regional, national or international reputation for excellence in the field in which they are being hired to teach.
- Instructors with only a bachelor's degree may teach bachelor's level students if they have appropriate licensure or certification that their students cannot yet possess because they lack the degree required, provided that the content of the course is directly relevant to achieving licensure or certification or if they hold a bachelor's degree in the field or a closely related field, as defined by the academic department/unit, and have 5 years of full-time professional experience directly related to the field in which they are being hired to teach. Typically, bachelor's-degree qualified instructors who are approved to teach at the baccalaureate level teach "applied" courses such as clinical, practicum, or other similar courses.

#### Graduate, Professional, and Doctoral

- Instructors teaching in graduate, professional and doctoral degree programs should hold the terminal degree in the discipline as determined by the CSU-UPI Contract and have a record of research, scholarship or achievement appropriate for the graduate program.
- Instructors with only a master's degree may teach master's level students if they have appropriate licensure or certification that their students cannot yet possess because they lack the degree required, provided that the content of the course is directly relevant to achieving licensure or certification or if they hold a master's degree in the field or a closely related field, as defined by the academic department/unit and have 5 years of full-time professional experience directly related to the teaching field. Typically, master's-degree qualified instructors who are approved to

teach at the graduate level teach “applied” courses such as clinical, practicum, or other similar courses.

### Doctoral

- Instructors guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered.
- Instructors may teach doctoral students without regard to educational attainment if they have a demonstrable regional, national or international reputation for excellence in the field in which they are being hired to teach.

Adapted from:

1. Higher Learning Commission (2016). Determining Qualified Instructor Through HLC’s Criteria for Accreditation and Assumed Practices.
2. Northern Illinois University (2018). Instructor Credentials Policy