

(Approved 11/11/15
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Faculty Teaching Qualifications Policy

The faculty of Vanderbilt University accomplish the mission of the university through their research, scholarship, and artistic expression; educational endeavors; and service to the community, profession, and society at large. Consistent with its mission, the university assesses the qualifications of its faculty through many means, including academic degrees, scholarly accomplishments, teaching effectiveness, outreach, professional experience or credentials, academic transcripts, and other instruments as appropriate. The particular means used to assess a faculty member's qualifications will depend on the nature of the person's contributions to the university's mission.

Instructional Qualifications

Individuals who assume responsibility for teaching courses at the university should meet the minimum degree requirements in their field of instruction (stipulated below). Terminal degrees should be verified during the hiring process as part of the background check and prior to beginning instructional duties.

Minimum degree requirements for individuals with instructional responsibilities:

- Faculty teaching undergraduate coursework: doctorate or terminal degree, or master's degree in the teaching discipline or a related discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- Graduate teaching assistants that are solely responsible for a course: master's in the teaching discipline or 18 graduate semester hours in the teaching or related discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

For individuals who do not meet the minimum degree requirements, schools must provide an explanation of the person's qualifications in the area of instruction and evidence of those qualifications, such as academic degrees in related areas, scholarly accomplishments, outreach, professional experience or credentials, or appropriate coursework as documented on an official academic transcript.

Schools are responsible for verifying and maintaining documentation of instructional qualifications for all faculty and staff. Documentation will be retained in the Faculty Information System (FIS).