

## Minimum Faculty Instructional Qualifications Rubric

To teach at the undergraduate level, an instructor must have completed:

1. A graduate/terminal degree in the field of instruction; OR
2. A master's degree with 18 graduate credit hours in the field of instruction; OR
3. Demonstrated/tested professional competency and experience in the field of instruction, as documented by:
  - A. Licensure/certification in the field of instruction; OR
  - B. Extensive professional development or documented research in discipline/subject; OR
  - C. Demonstrated professional competency and experience in the field.

*Note: Details that surround the use of demonstrated professional competency must be spelled out in departmental policy that lists both the criteria and source (i.e., licensing body) under which a determination of minimum qualification has been met.*

To teach at the graduate level, an instructor must have acquired:

4. Associate Graduate Faculty Status, as determined by the WMU Graduate College, which includes:
  - A. Earned doctorate or other earned terminal degree in the field of instruction, or in related area as identified by departmental criteria; OR
  - B. (Board-appointed faculty) A master's degree as well as the appropriate teaching and/or professional experience as determined by departmental criteria; OR
  - C. (Non-board-appointed faculty) A master's degree as well as expertise in one's discipline by virtue of education, demonstrated professional experience, or licensure or certification as specified by the department.

To teach at the graduate level as well as to chair dissertations and master's theses, an instructor must have acquired:

5. Full Graduate Faculty Status, as determined by the WMU Graduate College, which includes:
  - The criteria listed in 4A. and 4B. (immediately above), AND
  - Current involvement in appropriate research and/or artistic/professional endeavors appropriate to the field of instruction, program and/or degrees offered.
6. Graduate and Doctoral Teaching Assistants must be supervised by a qualified faculty member, and have completed training/professional development for teaching prior to being assigned.
7. Emergency Substitute Placement. Minimum qualification: To teach at the undergraduate level, instructors must hold at minimum a bachelor's degree with specialized course work, along with licensure or certification and/or demonstrated professional expertise specific to the instructional area. To teach at the master's level, instructors must hold a master's degree or higher with specialized course work, along with licensure or certification, and/or demonstrated professional expertise specific to the instructional area.

#### Banner Codes

1. T-TT faculty member in an UG class
2. PTI w/MA/MS degree in UG class
- 3A. PTI w/license/certificatin in UG
- 3B. PTI with PD or research exp UG class
- 3C. PTI with professional exp UG class
- 4A. Assoc grad faculty in GR class
- 4B. Faculty Specialist in GR class
- 4C. Credentialed PTI in GR class
5. Full Grad faculty in GR class
6. Graduate Teaching Assistant
7. Emergency hire

