



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: January 27, 2021

Responsible Office: Provost

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

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.

Reason for the Policy

Baylor University is accredited by the Commission on Colleges of the Southern Association for Colleges and Schools to award bachelor’s, master’s, specialist, and doctor’s degrees. The Commission has promulgated specific academic credential guidelines for faculty. Baylor University complies with those guidelines with regard to faculty as well as others who are teaching.

Individuals/Entities Affected by this Policy

Faculty, Graduate Teaching Assistants, and Staff who teach courses at Baylor

Related Documents and Forms

Other Documents

[Comprehensive Standard 3.7.1 of the 2001 Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation](#)

[Comprehensive Standard 6.2 of the 2018 Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Foundation for Quality Enhancement](#)

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

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Office of the Provost	254-710-3601	https://www.baylor.edu/provost/

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 Comprehensive Standard 3.7.1 of the 2001 Southern Association of Colleges and Schools Commission on Colleges *Principles of Accreditation*.)

Credential Guidelines

Faculty or Staff Teaching Baccalaureate Courses: doctor's 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). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the 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.

Baylor Requirements for Documentation of Credentials

- A. Faculty:** 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.

- B. 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.

- C. Staff:** Staff who will teach courses 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.