TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: **60.12, Documentation of Faculty Qualifications for Teaching Assignments**

PURPOSE: Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is committed to the employment of qualified faculty members essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. This policy is designed to define the procedures to document the qualifications of its faculty members who are instructors of record.

REVIEW: This TTUHSC El Paso policy and procedure (HSCEP OP) will be reviewed by October 1 of every even-numbered year (ENY) by the deans of the schools, vice president for faculty success and the vice president for academic affairs or designee, with recommendations for revision submitted to the president or designee by November 1.

POLICY/PROCEDURE:

I.   Definitions:

   A.   Instructor of Record - The instructor of record is a person who holds a faculty appointment at TTUHSC El Paso, is qualified to teach the assigned course, and has overall responsibility for course development, implementation of the course syllabus, achievement of student learning outcomes, and issuance of course grades.

   B.   Faculty Appointment – Faculty appointments include all tenure-track and non-tenure track appointments, as defined in HSCEP OP 60.01, *Tenure and Promotion Policy.*

II.   Responsibility

   A.   University: TTUHSC El Paso is responsible for maintaining documentation of qualifications for all faculty members.

   B.   School: Each school within TTUHSC El Paso will establish procedures to document qualifications of its faculty to perform teaching duties for assigned courses and for maintaining files to document compliance with this policy. At a minimum, each school must document the minimum qualifications defined in this policy.

   C.   Instructor of Record: Every instructor of record is responsible for providing all of the documentation requested by TTUHSC El Paso, and the component school(s) to which they are appointed, in order to document required educational qualifications.

III.   **Faculty Credentials for Instructors of Record**

A.   **Academic Credentials and Other Qualifications**

1.   Documentation of Academic Credentials :

a)   Teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline.

b)   Teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

c)   Graduate teaching assistants: master's degree in the teaching discipline or adequate 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.

2.   Documentation of Other Types of Qualifications. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate in establishing the faculty member's overall qualifications for teaching a course in professional fields corresponding to each component school of TTUHSC El Paso.

These credentials may include, but are not limited to, the following:

a) appropriately-related work experiences in the field

b) professional licensure and certifications related to teaching assignment

c) honors and awards

d) continuing professional development

e) relevant peer-reviewed publications

f) continuous documented excellence in teaching, and/or

g) other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

B.   **Review and Documentation of Credentials of Instructors of Record Prior to Course Assignment**

Prior to assigning a faculty member as an instructor of record, each school's dean or designee shall review the qualifications of the instructor of record to ensure compliance with Section III.A.