PROCEDURES FOR THE

POLICY ON MINIMUM Q UALIFICATIONS OF INSTRUCTIONAL STAFF

Procedures for Evaluating the Minimum Qualifications of Instructional Staff

a. Department Chairs / Program Directors are responsible for facilitating the determination

of minimum qualifications of the faculty they recommend and for periodically reviewing

their appropriateness, in collaboration with the faculty of the discipline or program.

b. The appropriate College Dean reviews the recommendations from the department /

program and either recommend approval or recommend changes, in consultation with

program / department faculty. Departments should provide the individual’s CV, a letter

explaining the nature of the individual’s relevant experience, and a summary of the

department’s procedure and final decision.

c. Deans forward their recommendation to the Office of Academic Affairs where the Vice

President or designee will review the use of the credential or equivalent experience.

They will either approve the recommendation, deny it, or discuss the request further with

the Dean if changes are recommended. The Vice President is ultimately responsible for

the overall integrity of academic programs and assurance of the university’s compliance

with external requirements.

d. Minimum qualifications may change periodically when discipline or industry changes

indicate that different minimums should exist. It is expected that these minimums should

be reviewed periodically (e.g., approximately every six years), depending upon the

dynamics of the field.

e. Once approved, the Office of Academic Affairs will work with Human Resources to

place the approved qualifications in the designated repository for maintaining these

documents centrally. The qualifications will be made readily available for review and

shall only be changed by completing the approval process of steps a-c above.

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