

UNIVERSITY OF RICHMOND

ACADEMIC AND PROFESSIONAL PREPARATION REQUIREMENTS POLICY FOR FACULTY

The University of Richmond's academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC).

The University will employ faculty members whose highest earned degree presented as the credential qualify the faculty member to teach at the University is from a regionally accredited institution. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited institution within the United States or an institution outside the United States, the University must show evidence that the faculty member has the appropriate academic preparation.

The University will ensure that each faculty member employed is proficient in oral and written communication in the language in which assigned courses will be taught.

Faculty Qualification Guidelines

Undergraduate: Each full-time and part-time faculty member teaching courses leading to a baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master degree, or hold a master's degree with a major in the teaching discipline.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis and be accompanied by evidence of such preparation. These appointments must be approved by the Provost

Graduate: Each full-time and part-time faculty member teaching courses at the master's or specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. In some instances, the master's degree may be considered the terminal degree, such as the M.F.A. or the J.D. as the terminal degree of practice in the law school; in other instances, a master's degree in the discipline coupled with a doctoral degree in a related discipline is considered appropriate.

It is the responsibility of the dean appointing full and part-time faculty members to justify the master's degree, or master's in the teaching discipline, coupled with a

related doctorate, as the terminal degree for faculty members teaching in those disciplines.

In unusual cases, the University may appropriately include as graduate faculty those who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. When the institution presents evidence of competence or academic credentials other than the doctorate in the discipline for its graduate faculty, it must justify the employment of such faculty. These appointments must be approved by the Provost.

Faculty Qualifications Records Requirements

It is the responsibility of the school to keep on file, for all full-time and part-time faculty members, documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competence, official documentation of professional or work experience, technical and performance competency, records of publications, certifications and other qualifications. All degrees must have been conferred by regionally accredited colleges or universities. Degrees from international institutions must be fully justified and supporting documentation supplied. Copies of the documentation and a memorandum from the department chair justifying any exception to the criteria for academic and professional preparation must accompany all hiring requests.

Official transcripts of all academic work completed by each full-time faculty member and a current copy of his or her vita are kept on file in the office of the dean of the appropriate school. All faculty of record are required to ensure that their school dean receives copies of their academic transcripts directly from institutions issuing credentials.

School deans and their designees are responsible for verifying and certifying the authenticity of academic transcripts and other supporting documentation (in electronic or paper form) once they are received. These records are then kept on file in the office of the dean of the appropriate school or at a secure website. Faculty members should make sure their credentials on file are current. Faculty records should be retained for five years after resignation, separation or termination. Employment records are maintained in the Office of Human Resources and payroll records are maintained in the Payroll Office.

- Approved by Deans and Interim Provost and Vice President for Academic Affairs on January 11, 2017.

-Modified by Deans and Interim Provost and Vice President for Academic Affairs on May 17, 2017.