

FACULTY ROSTER Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty General Instructions

for Completing the Faculty Roster Form

1. These instructions apply to the use of the Faculty Roster Form for all institutions undergoing the process of reaffirmation of accreditation. Additional instructions will be provided by the Commission or its staff for Substantive Change Committees, Special Committees, Monitoring Reports, Fifth Year Interim Reports, Applicant Institutions, Candidate Institutions, and for reaffirmation as needed.
2. Information requested on the form should be provided for all full-time and part-time faculty teaching credit courses that can be part of a degree, certificate, diploma, or other credential. Faculty teaching developmental/remedial courses should also be included. Teaching assistants should be included only if they are the instructor of record.
3. Faculty with teaching assignments in more than one department should be listed in each department or discipline in which they teach.

Providing Information that Establishes Qualifications

1. Institutions completing the Faculty Roster Form should review Comprehensive Standard 3.7.1 and its referenced Commission guideline "Faculty Credentials" found in the *Principles of Accreditation*. The guidelines represent commonly-accepted good practice for the academic qualifications of faculty; however, the Commission recognizes that qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses.
2. The Commission usually accepts common collegiate practice in recognizing an academic discipline, concentration, and/or field of study. Examples include history, mathematics, chemistry, English, sociology, finance, accounting, marketing, and management. For faculty teaching in these areas, it is expected that the institution will provide information that justifies and documents each faculty member's qualifications relevant to the specific courses they are assigned to teach. For faculty teaching interdisciplinary courses, it is expected that the institution will provide information that justifies and documents the faculty member's qualifications relevant to the disciplines that are components of the course.
3. When completing the Faculty Roster Form, it may become obvious that only one of the faculty member's degrees need be cited in order to justify his/her qualifications to teach a specific course. In that case, cite only that one degree. In other cases, it will be necessary to list two or more degrees and to list the number of semester hours in those degrees relevant to the courses assigned. It may also be necessary to indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience; licensure and certifications; continuous documented excellence in teaching; honors and awards; publications and presented

papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and *clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.*

4. Institutions are expected to maintain appropriate justification and documentation in the files of all faculty that establish qualifications, including those listed in columns three and four of the Faculty Roster Form.

Instructions for the Columns of the Faculty Roster Form

Column One. Provide the name of the instructor and indicate full or part-time status: (F) or (P). A full-time faculty member is usually defined as one whose major employment is with the institution, whose primary assignment is in teaching or research, and whose employment is based upon a contract for full-time employees. If a significantly different definition is used for full-time faculty, please provide that definition.

Column Two. List from the catalog the course prefix, course number, and course title of all credit courses taught during the requested time period. For each course indicate whether it is developmental (D), undergraduate (U) or graduate (G). Two-year institutions should indicate whether the courses are offered for transfer (T), non-transfer (N) or developmental (D). Information should be provided—separate from the roster—summarizing the content of the courses listed on the roster. Appropriate information might be provided through a catalog or other description of the content of these courses.

Column Three. List the earned academic degrees that help qualify the instructor to teach the listed courses. Indicate the discipline (concentration or major) of each degree, the institution that awarded the degree, and, if necessary for establishing qualifications, the total number of graduate semester hours earned in each discipline in which courses have been, or will be, taught. It might also be helpful in establishing qualifications to list majors or semester hours taken at the undergraduate level in the teaching disciplines.

Column Four. If necessary to establish adequate qualifications of faculty for courses assigned, indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and *clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.* As necessary, provide this information on additional pages.

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