



AUGUSTA
UNIVERSITY

Faculty Credentialing Manual

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Purpose

Faculty credentialing is a complex process that requires the coordinated efforts of senior leaders, academic programs, support service units, and multiple software systems. The goal of this manual is to provide one authoritative source for each of the steps involved in the faculty credentialing process. Following this process will help Augusta University meet the accreditation principles of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Augusta University Faculty Credentials Work Team developed this manual by working with representatives from each of the administrative units involved in the faculty credentialing process as well as representatives from each college within the University. From this foundation, the committee, following the Faculty Credentialing Guidelines¹ provided Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), developed the established “standard criteria” that will qualify potential instructors to teach each Augusta University course. These standard criteria, outlined in this manual, represent the process Augusta University will use to document the fact that all faculty who teach 10% or more of a course’s content possess the academic preparation, training, and experience needed to meet the requirements of SACSCOC and other accrediting bodies and state agencies, as they relate to each Augusta University course offering.

Standards found in this manual apply to all academic program directors, full-time and part-time teaching faculty, lab supervisors, and graduate teaching assistants whether they are teaching on our campuses, on the web, or off campus. Department chairs and/or program directors should be aware that both Augusta University and SACSCOC guidelines allow bounded flexibility in establishing faculty credentials. Potential instructors who do not meet the “standard criteria” for credentialing may still qualify by virtue of other qualifications. These additional qualifications must be spelled out as part of an “alternative justification,” which has been made a part of this manual. When qualifications other than the “standard criteria” are used to establish credentials to teach a course, this must be reviewed and approved by the Dean of the college in which the course is being offered and the Vice President for Academic and Faculty Affairs.

¹ Appendix A

Section 1: AU's Standard Criteria for Faculty Credentialing

Faculty credentialing standards apply to all faculty members and graduate teaching assistants (GTAs) who teach 10% or more of a course's academic content.

Undergraduate Courses (Course Numbers 1000-4000)

Faculty members teaching undergraduate courses should possess:

- A terminal degree or master's degree in the teaching discipline, or
- A master's degree in any field with a minimum of 18 graduate semester hours in the teaching discipline.

Graduate Teaching Assistants² (GTAs) should:

- Possess a master's in the teaching discipline, or 18 graduate semester hours in the teaching discipline,
- Be directly supervised by a faculty member experienced in the teaching discipline,
- Engage in regular in-service training, and
- Receive planned and periodic evaluations of their teaching performance.

Graduate and Post-Baccalaureate Courses (Course Numbers ≥ 5000)

Faculty teaching graduate and post-graduate courses should possess:

- An earned doctorate or terminal degree in the teaching discipline, or in a closely related discipline.

Wellness Activity Courses (WELL1xxx level courses)

Faculty teaching Wellness Activity courses should possess:

- A bachelor's degree (in any discipline?) and substantial qualifications in the area of instruction (i.e., Dance, Golf, Sports and Games)

If a faculty member does not meet the above credentialing requirements, an alternative justification is required. (See Section III: Documenting Alternative Justifications)

² A credentialing review for a GTA should ensure that any student holding such a position meets all the requirements outlined in the Augusta University Graduate Teaching Assistant Policy. [See Graduate Teaching Assistant policy]

Section II: Roles & Responsibilities

Faculty Member

It is the responsibility of a faculty member to provide evidence of teaching credentials. These include:

- Official transcripts from domestic, accredited institutions
- Translated, evaluated, and certified foreign credentials (if applicable),
- Copies of licenses or certifications (if applicable).

In instances when these documents do not meet the standard credentialing requirements identified in Section 1, additional documentation may be needed to support the production of an alternative justification. These may include, but are not limited to,

- Documents verifying related work experience,
- Current curriculum vitae.

Department Chair and/or Program Directors

It is the responsibility of department chairs and/or program directors to:

- Ensure the receipt of official transcripts for all departmental faculty and forward to Human Resources for the faculty member's permanent record.
- Examine all prospective faculty member's credentials to verify they meet the requirements of the position and the SACSCOC faculty credentialing guidelines³ for each of the courses the faculty member may be assigned.
- Each time a faculty member is assigned to teach a new course, examine the credentials to verify they meet the SACSCOC faculty credentialing guidelines for the new course.
- Ensure the qualifications of all Graduate Teaching Assistants used to provide academic instruction and provide appropriate supervision and training as outlined in Section 1.

In instances when these documents do not meet the standard credentialing requirements identified in Section 1, additional documentation may be needed to support the production of an alternative justification.

- The Department Chair must draft an alternative justification and forward to the Dean of the college of instruction for approval.

³ Appendix C

Deans

It is the responsibility of Deans to:

- Ensure that all faculty teaching in their college meet the requirements of their positions and the SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned.
- Ensure the qualifications of all Graduate Teaching Assistants used to provide academic instruction and provide appropriate supervision and training as outlined in Section 1.

In instances when these documents do not meet the standard credentialing requirements identified in Section 1, additional documentation may be needed to support the production of an alternative justification.

- The Dean should approve alternative justifications and forward to the Vice President for Academic & Faculty Affairs for approval.

Vice President for Academic and Faculty Affairs (VPAFA)

It is the responsibility of the VPAFA to:

- Review the assignment of Classification of Instructional Program (CIP) codes to all faculty held degrees, academic programs and courses;
- Review the cross reference between terminal degrees and AUGUSTA UNIVERSITY's academic programs identified in Appendix B⁴;
- Provide support and guidance for the development of alternative justifications;
- Approve all alternative justifications;
- Approve the Faculty Credentialing Manual.

Vice President for Institutional Effectiveness (VPIE)

It is the responsibility of the VPIE to:

- Maintain this Faculty Credentialing manual in order to facilitate compliance with the SACSCOC expectations and relevant Augusta University policies and procedures;
- Conduct ongoing reviews to assess the institution's compliance with faculty credentialing and qualification standards and notify the VPAFA when alternative justifications may be needed;
- Provide support and guidance for the development of Alternative Justifications
- Run a report to verify faculty credentialing using CIP codes. If the CIP code for a faculty member's degree and the course they are assigned to teach do not match, the system of record will be checked for an alternative justification. If an adequate justification is not found, the VPIE will notify the VPAFA and Dean of the college in which the faculty member is teaching so that a justification can be provided.

⁴ Appendix B

Section III: Documenting Alternative Justifications for Faculty Credentials

When an Alternative Justification is required, acceptable evidence of appropriate alternative credentials must be provided. One or more of the following is required depending upon the level of the course. The four types of alternative justifications described below are listed in the preferred order to make the strongest case possible.

Closely Related Degrees

In cases where the faculty member does not hold a degree in the teaching discipline, but holds a degree that is consider a closely related degree (See Appendix B), the personalized Alternative Justification below should be included:

Augusta University has developed a list of Universally Acceptable Alternative degrees to credential faculty to teach within our various academic programs. <Faculty Name> holds a <degree name> degree from <institution name> which has been evaluated as an acceptable alternative by the <DEFINING AUTHORITY OR ACCREDITING BODY>.

Advanced Course Work

Documentation that the faculty member holds a Master's degree in any field and has completed 18 semester credits of graduate level coursework in the teaching field can serve as the basis for the instructional assignment at the undergraduate course level.

If used for graduate course credentialing, this must be combined with other documentation described in subsequent sections below.

Documentation should include:

- The list of Courses including institution name, prefix/number, course name, and term/year in which the credits were earned
- A short narrative explanation of how this academic preparation has prepared the faculty member to teach the course's student learning outcomes.

NOTE: These graduate semester credit hours must be consist of formal coursework. Normally, thesis, dissertation, internship, and similar credits do not count towards the documentation of 18 hours of graduate credit unless accompanied by an explanation of the relevance (or learning outcomes if available) for each course.

Substantial Accomplishments in the Field

Documentation that the faculty member has a record of substantial and current accomplishments in the field of the teaching assignment. Documentation could include items such as:

- Abstracts of published work, taken directly from the journals or proceedings,

- Evidence of book publication, including the rigor of the reviewing process and press,
- Copies of published reviews of an exhibition or performance,
- Copies of book reviews published in scholarly journals or similarly significant venues,
- Other noteworthy activities.

Significant Professional Experience

Documentation that the faculty member has significant professional experience in an area that would provide the qualifications needed to teach the learning outcomes associated with a given course. Documentation could include items such as:

- The Curriculum Vita with relevant portions detailing the professional experiences highlighted or other documents that verify relevant positions held,
- An explanation of how the professional experience relates to course-level student learning outcomes,
- Letters of support from an employer or co-worker

In all cases, the accomplishments must be independently verified and the hiring authority should ensure the documents are placed in the faculty member's permanent employment record.

Appendix A - SACS Faculty Credentials Guidelines

*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

FACULTY CREDENTIALS - Guidelines -

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate 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).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. 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.

Approved: College Delegate Assembly, December 2006

Appendix B - Terminal and Closely Related Degrees

COLLEGE OF ALLIED HEALTH AND SCIENCES (CAHS) [verified]

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|----------------------------------|--|---|---|
| Dental Hygiene (BS, MS in AH) | B.S. in field | 1. M.S. in Dental Hygiene 2. DMD 3. DDS | CODA: Commission on Dental Accreditation |
| Health Informatics (BS) | B.S. in field | 1. Registered Health Information Administrator 2. M.S. in: <ul style="list-style-type: none"> • Information Systems • Information Technology • Economics • Finance • MBA | (CAHIIME) Commission on Accreditation for Health Informatics and Information Management Education |
| Public Health (MPH) | DPH (Doctor of Public Health) | 1. Ph.D. in health policy 2. M.D. 3. OD | (CEPH) Council on Education for Public Health |
| Medical Illustration (MS) | M.S. in Medical Illustration | 1. M.A. from John's Hopkins in field 2. Certified Medical Illustrator (CMI) | (ARCFMI) Accreditation Review Council for Medical Illustration |
| Clinical Lab Science (BS) | B.S. in field | 1. Master of Public Health 2. M.D. 3. OD | (NAACLS) National Accrediting Agency for Clinical Lab Sciences |
| Clinical Lab Science (MS) | M.S. in field | 1. Master of Public Health 2. M.D. 3. OD | (NAACLS) National Accrediting Agency for Clinical Lab Sciences |
| Nuclear Medicine Tech (BS) | B.S. in field | Clinical Professor must also have Bachelor's in Health Sciences or Education | (JRCNMT) Joint Review Committee in Nuclear Medicine Technology |
| Radiation Therapy (BS) | B.S. in field | M.S. in relevant discipline | (JRERT) Joint Review on Education for Radiologic Technology |
| Occupational Therapy (MHS) | 1. Ph.D. 2. O.T.D. 3. ScD. | M.S. in Occupational Therapy | (ACOTE) Accrediting Council for Occupational Therapy Education |
| Physician Assistant (MPA) | M.S. in field | B.S., in relevant discipline and Licensed Certified P.A. | (ARCPA) Accrediting Review Committee for the Physician Assistant |

| | | | |
|--------------------------|---------------|--|---|
| Physical Therapy (DPT) | D.P.T. | <ol style="list-style-type: none"> 1. Ph.D. 2. ScD. in relevant discipline | (CAPTE) Commission on Accreditation in Physical Therapy Education |
| Respiratory Therapy (BS) | M.S. in field | B.S. Respiratory Therapy and Ph.D. relevant discipline | (CoARC) Coalition of Advanced Respiratory Care |

PAMPLIN COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES (CAHSS) [verified]

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|------------------------|---|---|---|
| Art (BA and BFA) | <ol style="list-style-type: none"> 1. M.F.A. in Art (with sub-field in area of course. e.g. Painting, Ceramics, etc.); 2. PhD in Art History for Art History course | MS in Art History for Art History courses | (NASAD) National Association of Schools of Art and Design |
| Communications (BA) | <ol style="list-style-type: none"> 1. Ph.D. Communications 2. M.F.A. in relevant field (e.g. Photography, Creative Writing, Theater - when in a performance field or technical field, etc.) | M.A. in Communications; | |
| English (BA) | <ol style="list-style-type: none"> 1. Ph.D. Literature, English or appropriate field 2. M.F.A. for creative writing | M.A. in Lit or appropriate field | |
| Foreign Languages (BA) | Ph.D. in field | M.A. in Language being taught | |
| Anthropology (BA) | Ph.D. in field | M.A. in Anthropology | |
| History (BA) | Ph.D. in History | <ol style="list-style-type: none"> 1. Ph.D., in subject area 2. M.A. in History | |
| Music (BA) | <ol style="list-style-type: none"> 1. D.M. 1. D.M.A. 2. D.Mus 3. Mus.D. in music | <ol style="list-style-type: none"> 1. M.A. 2. M.M. in discipline for Part-Time | (NASM) National Association for Schools of Music |
| Music Education (BM) | <ol style="list-style-type: none"> 1. Ph.D. Music Education 2. D.M. 3. D.M.A | <ol style="list-style-type: none"> 1. M.A. 2. M.M. (in music or music education) for Part-Time/D.M. or D.M.A. for Full-Time | (NASM) National Association for Schools of Music |
| Music Performance (BM) | <ol style="list-style-type: none"> 1. D.M. 2. D.M.A. (music arts) | Ph.D. in ethnomusicology or musicology | (NASM) National Association for Schools of Music |
| Political Science (BA) | <ol style="list-style-type: none"> 1. Ph.D. Political Science, Ph.D. international studies 2. Ph.D. Public Policy 3. Ph.D. Public Administration | M.A. any of the following areas (political science, government, international relations, public administration.) | |

| | | | |
|-----------------------------|--|--|--|
| Public Administration (MPA) | <ol style="list-style-type: none"> 1. Ph.D. Public Administration 2. Ph.D. Public Policy | | (NASPAA) National Association of Schools for Public Affairs and Administration |
| Criminal Justice (BA) | Ph.D. Criminal Justice | <ol style="list-style-type: none"> 1. Ph.D. Sociology, 2. M.A. Criminal Justice 3. M.A. Sociology | |
| Social Work (BSW) | Ph.D. Social Work | | (CSWE) Council for Social Work Education |
| Sociology (BA) | Ph.D. Sociology | M.A. Sociology | |

HULL COLLEGE OF BUSINESS (HCB) [verified]

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|---|--|---|---|
| Accounting (BBA) | Ph.D. in Business-related discipline | <ol style="list-style-type: none"> 1. MACC 2. DBA 3. MBA, with alternative Justification 4. CPA | (AACSB) Association to Advance Collegiate Schools of Business |
| Finance (BBA) | Ph.D. in Business-related discipline | <ol style="list-style-type: none"> 1. MBA PLUS 18 graduate credits in finance 2. M.S. PLUS 18 graduate credits in finance | (AACSB) Association to Advance Collegiate Schools of Business |
| Management (BBA) | Ph.D. in Business-related discipline | MBA PLUS 18 graduate semester hours in Business, Management, Marketing or Administration | (AACSB) Association to Advance Collegiate Schools of Business |
| Management Information Systems (BBA) | Ph.D. in Business-related discipline | MBA PLUS 18 graduate semester hours in MIS or related field | (AACSB) Association to Advance Collegiate Schools of Business |
| Marketing (BBA) | Ph.D. in Business-related discipline | MBA PLUS 18 graduate semester hours in Management, Marketing, or Administration | (AACSB) Association to Advance Collegiate Schools of Business |
| Bachelor of Business Admin (BBA) | Ph.D. in Business-related discipline | MBA | (AACSB) Association to Advance Collegiate Schools of Business |
| Applied Info Systems and Tech (BS) | Ph.D. in Business Administration with emphasis in MIS, Information Technology, or Computer Science | M.S. in Computer Engineering, Computer Science, Software Engineering, Information Systems and Information Technology | |
| Computer Science (BS) | Ph.D. in Computer Science | <ol style="list-style-type: none"> 1. Ph.D. in Information Technology or Business Administration (with emphasis in Management Information Systems) 2. MS in Computer Science, Computer Systems, Information Technology, Engineering | |
| Master of Business Administration (MBA) | Ph.D. in Business-related discipline | MBA and Professional Experience | (AACSB) Association to Advance Collegiate Schools of Business |

COLLEGE OF DENTAL MEDICINE (CDM)

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|-----------------------|---|--|---|
| Dental Medicine (DMD) | <ol style="list-style-type: none">1. D.M.D.2. D.D.S.3. Ph.D., in oral biology | Ph.D. in a field directly related to course content taught | Commission of Dental Accreditation of the American Dental Association |

COLLEGE OF EDUCATION (COE)

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|-------------------------------|--|---|--|
| Counselor Education (EDS) | <ol style="list-style-type: none"> 1. Ph. D. in Counselor Education 2. Ed.D. in Counselor Education | <ol style="list-style-type: none"> 1. Ph.D. or Ed.D. in Counseling Psychology 2. Ph.D. or Ed.D. in School Counseling/Psychology 3. Ph.D. or Ed.D. in Community Counseling/Psychology | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Counselor Education (MED) | <ol style="list-style-type: none"> 1. Ph. D. in Counselor Education 2. Ed.D. in Counselor Education | <ol style="list-style-type: none"> 1. Ph.D. or Ed.D. in Counseling Psychology 2. Ph.D. or Ed.D. in School Counseling/Psychology Ph.D. or Ed.D. in Community Counseling/Psychology | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Educational Leadership (EDS) | <ol style="list-style-type: none"> 1. Ph. D. in Education Leadership and Administration related discipline 2. Ed.D. in Education Leadership and Administration related discipline | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Educational Leadership (MED) | <ol style="list-style-type: none"> 1. Ph. D. in Education Leadership and Administration related discipline 2. Ed.D. in Education Leadership and Administration related discipline | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Teacher Leadership (MED) | <ol style="list-style-type: none"> 1. Ph. D. in Teacher Education or Curriculum and Instruction 2. Ed.D. in Teacher Education or Curriculum and Instruction | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Health and Physical Ed (BSED) | <ol style="list-style-type: none"> 1. Ph.D. in Health and Physical Education 2. Ed.D. in Health and Physical Education 3. Ph.D. in Kinesiology 4. Ed.D. in Kinesiology | <ol style="list-style-type: none"> 1. Ed.S. in Health and Physical Education 2. M.Ed. in Health and Physical Education 3. Masters in Kinesiology | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |

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| Kinesiology (BS) | <ol style="list-style-type: none"> 1. Ph.D. in Kinesiology 2. Ed.D. in Kinesiology 3. DPT 4. DPH | <ol style="list-style-type: none"> 1. Ed.S. in Kinesiology 2. Masters in Kinesiology | |
| Kinesiology (MS) | <ol style="list-style-type: none"> 3. Ph.D. in Kinesiology 4. Ed.D. in Kinesiology 5. DPT 6. DPH | | |
| Curriculum & Instruction (EDS) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction 2. Ed.D. in Curriculum and Instruction | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Curriculum & Instruction (MED) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction 2. Ed.D. in Curriculum and Instruction | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Early Childhood Ed (BSED) | <ol style="list-style-type: none"> 1. Ph.D. in Early Childhood Education or Teacher Education 2. Ed.D. in Early Childhood Education or Teacher Education | <ol style="list-style-type: none"> 1. Ed.S. in Early Childhood Education or Teacher Education 2. M.Ed. or equivalent in Early Childhood Education or Teacher Education | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Master of Arts in Teaching (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education 2. Ed.D. in Curriculum and Instruction or Teacher Education | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Foreign Language Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education 2. Ed.D. in Curriculum and Instruction or Teacher Education 3. Ph.D. in Foreign Language Education or language area | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Health and Physical Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education 2. Ed.D. in Curriculum and Instruction or Teacher Education 3. Ph.D. in Health and Physical Education | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |

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|--------------------------------------|---|---|--|
| | <ol style="list-style-type: none"> 4. Ed.D. in Health and Physical Education 5. Ph.D. in Kinesiology 6. Ed.D. in Kinesiology | | |
| Middle Grades Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education or Middle Grades Education 2. Ed.D. in Curriculum and Instruction or Teacher Education or Middle Grades Education | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Music Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education or Music Education 2. Ed.D. in Curriculum and Instruction or Teacher Education or Music Education 3. Ph.D. or DMA in music area | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Secondary Chemistry Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education or Science Education 2. Ed.D. in Curriculum and Instruction or Teacher Education or Science Education 3. Ph.D. in Chemistry | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| COE TED MAT Secondary Ed (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education 2. Ed.D. in Curriculum and Instruction or Teacher Education | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Special Ed, General Curriculum (MAT) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher Education or Special Education 2. Ed.D. in Curriculum and Instruction or Teacher Education or Special Education | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Middle School Ed (BSED) | <ol style="list-style-type: none"> 1. Ph.D. in Curriculum and Instruction or Teacher | <ol style="list-style-type: none"> 1. Ed.S. in Curriculum and Instruction or Teacher | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |

| | | | |
|-------------------|---|---|--|
| | <p>Education or Middle School Education</p> <p>2. Ed.D. in Curriculum and Instruction or Teacher Education or Middle School Education</p> | <p>Education or Middle School Education</p> <p>2. M.Ed. or equivalent in Curriculum and Instruction or Teacher Education or Middle School Education</p> | |
| Special Ed (BSED) | <p>1. Ph.D. in Curriculum and Instruction or Teacher Education or Special Education</p> <p>2. Ed.D. in Curriculum and Instruction or Teacher Education or Special Education</p> | <p>1. Ed.S. in Curriculum and Instruction or Teacher Education or Special Education</p> <p>2. M.Ed. or equivalent in Curriculum and Instruction or Teacher Education or Special Education</p> | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |
| Special Ed (MED) | <p>1. Ph.D. in Curriculum and Instruction or Teacher Education or Special Education</p> <p>2. Ed.D. in Curriculum and Instruction or Teacher Education or Special Education</p> | | (CAEP) Council for the Accreditation of Educator Preparation, formerly NCATE |

COLLEGE OF SCIENCE AND MATHEMATICS (CSM) [Verified]

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|---------------------------------|--|--|---|
| Biology (BS) | Ph.D. in one of the following: 1. Biology 2. Biology and Biomedical Sciences 3. Cell Biology 4. Ecology 5. Environmental Toxicology 6. Microbiology 7. Molecular Genetics and Biochemistry 8. Physiology 9. Botany 10. Zoology | 1. M.S. or Ph.D. in one of the following with Alternative Justification: a. Forestry and Natural Resources b. Pharmacology Or 2. DMD 3. D.P.M. 4. D.V.M. 5. M.D. | |
| Cell and Molecular Biology (BS) | Ph.D. in one of the following: 1. Biology 2. Biological and Biomedical Sciences 3. Cell Biology 4. Microbiology and Immunology 5. Molecular Biology 6. Molecular Genetics and Biochemistry 7. Physiology | M.S. or Ph.D. in Pharmacology, with Alternative Justification | |
| Ecology (BS) | Ph.D. in one of the following: 1. Biology 2. Ecology 3. Environmental Toxicology 4. Forestry and Natural Resources 5. Botany 6. Zoology | | |
| CHMPHY Chemistry (BS) | Ph.D. Chemistry | 1. M.S. in discipline plus related experience 2. Ph.D. Medicinal Chemistry | |
| Physics (BS) | Ph.D. Physics | M.S. in Physics or engineering | |

| | | | |
|-------------------------------|--|--|---|
| Mathematics (BS) | Ph.D. Mathematics | 1. M.S. in relevant discipline (Applied Mathematics, or Statistics) | |
| Psychology (BA) | <ol style="list-style-type: none"> 1. Ph.D. Psychology 2. Ph.D. Counseling 3. Psy.D. Psychology | <ol style="list-style-type: none"> 1. Master's degree in psychology 2. Master's degree in: <ol style="list-style-type: none"> a. counseling b. sociology c. neuroscience d. social work e. OR the equivalent | |
| Psychology (MS) | <ol style="list-style-type: none"> 1. Ph.D. Psychology 2. Ph.D. Counseling 3. Psy.D. Psychology | | (MPCAC) Master's in Psychology and Counseling Accreditation Council |
| Psychology, Clinical (MS) | <ol style="list-style-type: none"> 1. Ph.D. Psychology 2. Ph.D. Counseling 3. Psy.D. Psychology | | (MPCAC) Master's in Psychology and Counseling Accreditation Council |
| Psychology, Experimental (MS) | <ol style="list-style-type: none"> 1. Ph.D. in Psychology 2. Psy.D. Psychology | | (MPCAC) Master's in Psychology and Counseling Accreditation Council |
| Psychology, General (MS) | <ol style="list-style-type: none"> 1. Ph.D. in Psychology 2. Psy.D. Psychology | | (MPCAC) Master's in Psychology and Counseling Accreditation Council |
| ROTC Military Science Minor | Documentation of Active Duty Military or Department of Defense Employment | | United States Armed Forces |

THE GRADUATE SCHOOL (TGS) [verified]

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|--|--|--|---|
| Biochemistry and Cancer Biology (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | Commission on Dental Accreditation/ CODA |
| Biochemistry and Cancer Biology (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Cellular Biology & Anatomy (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Genomic Medicine (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Molecular Medicine (MS) | 1. Ph.D. in field 2. M.D. 3. O.D. | 1. D.D.S. 2. D.M.D. | |
| Molecular Medicine (PHD) | 1. Ph.D. in field 2. M.D. 3. O.D. | 1. D.D.S. 2. D.M.D. | |
| Neuroscience (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Neuroscience (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Oral Biology and Maxillofacial Pathology (MS) | 1. Ph.D. in field 2. D.D.S. 3. D.M.D. | M.D. | |
| Oral Biology and Maxillofacial Pathology (PHD) | 4. Ph.D. in field 5. D.D.S. 6. D.M.D. | M.D. | |

| | | | |
|------------------------|----------------|--|--|
| Pharmacology (MS) | Ph.D. in field | 5. M.D. 6. O.D. 7. D.D.S. 8. D.M.D. | |
| Pharmacology (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Physiology (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Physiology (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Biostatistics (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Biostatistics (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Vascular Biology (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |
| Vascular Biology (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. D.D.S. 4. D.M.D. | |

MEDICAL COLLEGE OF GEORGIA (MCG)

| ACADEMIC DISCIPLINE | TERMINAL DEGREE(S) NEEDED FOR FACULTY TO TEACH IN DISCIPLINE | UNIVERSAL ACCEPTED ALTERNATIVE | DEFINING AUTHORITY OR ACCREDITING BODY |
|--|--|-----------------------------------|--|
| Biostatistics (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Biostatistics (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Clinical & Translational Science (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Biochemistry & Cancer Bio (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Biochemistry & Cancer Bio (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Cellular Bio & Anatomy (MS) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| Cellular Bio & Anatomy (PHD) | Ph.D. in field | 1. M.D. 2. O.D. 3. MBBS | Liaison Committee on Medical Education |
| MCG Doctor of Medicine (MD) | M.D. | Ph.D. in subject field of class | Liaison Committee on Medical Education/ACCME |

Appendix C -Course Specific Faculty Credentialing Rules

College of Allied Health Sciences:

3631 Applied Research I (NMMT, MLIR)

- Faculty holding an MS or PhD in related field or faculty who hold a PhD and certification in Nuclear Med. Technology are qualified to teach this class.

4631 Applied Research II (NMMT)

- Faculty holding an MS or PhD in related field or faculty who hold a PhD and certification in Nuclear Med. Technology are qualified to teach this class.

4045 Current Issues in _____ (DHYG)

- Faculty holding a BS in Dental Hygiene are qualified to teach this course.

4541 Investigation of a Problem (RTHP)

- Faculty holding a terminal degree in the field and conducting research are qualified to act as mentors for this course.

4542 Capstone Project (RTHP)

- Faculty holding a terminal degree in the field and conducting research are qualified to act as mentors for this course.

4999 Science Research (NILR)

- Faculty holding an MS or PhD in related field are qualified to teach this class.

6110 Research/Masters Project (PHAS)

- Faculty holding a terminal degree in a related scientific field are qualified to direct student research efforts.

7523 Research Project (CAHS)

- Faculty holding a terminal degree in a related scientific field are qualified to direct student research efforts.

7680 Internship (CLSC)

- Faculty holding a PhD in any health care related area are qualified to supervise internships.

8204 Research IV (PTHP)

- Faculty holding a terminal degree in a related scientific field are qualified to direct student research efforts.

Pamplin College of Arts, Humanities, and Social Science

ANTH 2011:

- Faculty holding an MA in International/Global Studies are credentialed to teach ANTH 2011: Cultural Anthropology.

COMS Courses:

- Faculty holding a PhD or MA in Journalism are credentialed to teach 1000 level COMP courses.
- Faculty holding an MFA in Directing and Theatrical Production are credentialed to teach COMT 4200: Screenwriting, and COMT 4972: Sr. Thesis/Project in TV Cinema.

CRJU Courses:

- Augusta University recognizes that (a) criminal justice is a sub-field of sociology, and (b) all Augusta University criminal justice courses are taught from a sociological perspective. As a result, Augusta University recognizes that faculty members holding a PhD in Sociology are credentialed to teach CRJU courses.

ENGL Courses:

- Faculty members holding a PhD or MA in Lang and Lit or MFA in Creative Writing are credentialed to teach College Comp I or II classes.
- Faculty members holding a PhD in American Studies are qualified to teach American Literature.

HIST Courses:

- Faculty members holding a PhD in American Studies are qualified to teach 1000 level American History classes.

HUMN: 2001 or 2002:

- Faculty members holding a PhD, DM, DMA, MA or MMUS in music are credentialed to teach World Humanities I or II.
- Faculty members holding a PhD or MA in Lang and Lit or MFA in Creative Writing are credentialed to teach World Humanities I or II classes.
- Faculty members holding an MFA in Visual and Performing Arts, Sculpture, or Photography are credentialed to teach World Humanities I or II classes.
- Faculty members holding an MPhil in Art History are credentialed to teach World Humanities I or II.
-

POLS Courses:

- Faculty holding an MPA or DPA are credentialed to teach POLS 1101: American Government.
- Faculty members holding MPA, DPA are credentialed to teach POLS 4101: State Govt., 4401: Govt. Org. & Admin., 4950: Selected Topics.

Hull College of Business:**CSIC and AIST Courses:**

- Faculty holding a terminal degree (PhD) in Comp. & Info Sci. are credentialed to teach CSCI and AIST courses.
- Faculty holding a terminal degree in Information Technology can teach AIST courses.

ACCT Courses:

- Faculty holding a PhD or MA/MS in Finance are credentialed to teach Accounting classes.

College of Dental Medicine:

5001: Seminar I (OBMP)

- Faculty holding a terminal degree in any area related to biological science are credentialed to teach Dental Med. "Seminar" Courses. Seminar classes allow the instructing professor to teach in the area of research specialization.

5002: Seminar II (OBMP)

- Faculty holding a terminal degree in any area related to biological science are credentialed to teach Dental Med. "Seminar" Courses. Seminar classes allow the instructing professor to teach in the area of research specialization.

8001 Topics in _____ 1 (OBMP)

- Faculty holding a terminal degree in any area related to biological science are credentialed by Augusta University Faculty Credentialing Rules to teach Dental Med. "Seminar" Courses. Seminar classes in the College allow the instructing professor to teach in his or her areas of research specialization.

8002 Topics in _____ 2 (OBMP)

- Faculty holding a terminal degree in any area related to biological science are credentialed by Augusta University Faculty Credentialing Rules to teach Dental Med. "Seminar" Courses. Seminar classes in the College allow the instructing professor to teach in his or her areas of research specialization.

9010 Grand Seminar (OBMP)

- Faculty holding a terminal degree in any area related to biological science are credentialed by Augusta University Faculty Credentialing Rules to teach Dental Med. "Seminar" Courses. Seminar classes allow the instructing professor to teach in the area of research specialization.

9210 Investigation of a Problem (OBMP)

- Faculty holding a terminal degree and operating an active lab are qualified to act as mentors for this course.

9300 Research (OBMP)

- Faculty holding a PhD (in a related field) who have an active Augusta University Lab are credentialed to teach this "Research" course. This is the PhD research course in which the graduate student actively worked in the professor's lab, assisting with research while being mentored by the professor.

College of Education:

Wellness Activity Courses:

- Faculty holding Master's Degree in Health; Health & Fitness; Exercise Physiology; Health Education; Physical Education; or a related subfield, are qualified to teach Wellness activity courses.
- Faculty holding a Master's Degree and 18 graduate credit hours in Health; Health & Fitness; Exercise Physiology; Health Education; Fitness and Conditioning; Physical Education; Weight training; Aerobics; Kinesiology; Prevention and Care of Athletic Injuries; a Master's Degree in a related subfield; or State and/or National Certification in a relevant field or activity are qualified to teach Wellness activity courses.

- Faculty may teach a 1000 level activity course with a BA or higher and adequate professional background to demonstrate competency in the field.

Kinesiology Courses:

- Faculty holding a MEd in Health and Physical Education are qualified to teach all KNHS classes.
- Faculty holding a PhD or MA/MS in Exercise Science, Exercise Physiology, or DPT are credentialed to teach KNHS classes that are not science-based classes.
- Faculty holding an MS in Physical Therapy are qualified to teach “exercise” classes.
 - a. Faculty holding a PhD or Masters in Nutrition are qualified to teach nutrition-related KNHS courses

The Graduate School:

8011: Responsible Conduct of Research (COGS)

- Faculty holding a PhD (in a related field) who have an active Augusta University Lab are credentialed to teach this “Research” course. This is the PhD research course in which the graduate student actively worked in the professor’s lab, assisting with research while being mentored by the professor.

8012: Scientific Communications (COGS)

- Faculty with a PhD in a science are credentialed to teach "Scientific Communications." This course provides basic instruction in writing abstracts, curriculum vitae, and grant applications as well as how to organize and give oral scientific presentations.

8060 Introduction to Research II (COGS):

- Under Augusta University Faculty Credentialing Rules, a faculty member with a scientific PhD who has completed Augusta University lab protocol training is qualified to teach the “Introduction to Research II” course. Faculty have been prepared through a combination of their degree training, experience, and completion of required institutional training in the area of ethical research practices. Such training must be completed before a faculty member is allowed to conduct active research at Augusta University.

8130: Scientific Grant Writing (COGS)

- Faculty with a terminal degree and significant funded scientific grant research are qualified to teach Grant Writing.

8201: Current Topics & Techniques in _____ (BCMB)

- By Augusta University faculty credentialing rules, this class can be taught by any individual holding an MD or science-related PhD.

8310: Advanced Topics in _____ (NURO)

- By Augusta University faculty credentialing rules, this class can be taught by any individual holding an MD or science-related PhD.

9300 Research In _____ (NURO, BCMB, PSIO, MOLM, GMND, VBIO)

- Faculty holding a PhD (in a related field) who have an active Augusta University Lab are credentialed to teach this “Research” course. This is the PhD research course in which the graduate student actively worked in the professor’s lab, assisting with research while being mentored by the professor.

9010: Seminar in _____ (BCMB, PSIO, MOLM, GNMD, PHRM, VBIO)

- Faculty holding a terminal degree in a field related to the class is qualified to teach "Seminar" Courses. Seminar classes allow the instructing professor to teach in the area of research specialization only.

9020: Grand Seminar (OBMP)

- Faculty holding a terminal degree in a field related to the class is qualified to teach "Seminar" Courses. Seminar classes allow the instructing professor to teach in the area of research specialization only.

9040: Journal Club (MOLM, VBIO)

- Faculty holding a PhD in a science are credentialed to teach "Journal Club" courses. This course will provide In-depth discussion of current topics in the field of the course.

9210: Investigation of a Problem (NURO, BCMB, PSIO, MOLM, OBMP, GNMD, VBIO)

- Faculty holding a PhD in a science who have an active lab on the Augusta University campus are credentialed to teach the "Investigation of a Problem" course. This is the PhD Theses development course which requires the student to work closely with the faculty member in his or her lab.

College of Nursing:

(Nursing applies The Graduate School Rules of the same course number and title.)

College of Science and Mathematics:

Human Anatomy & Physiology

- Faculty holding an MD, or the equivalent, are qualified to teach Human Anatomy and Physiology.
- Faculty holding a DVM are qualified to teach undergraduate Anatomy & Physiology.

Mathematics Courses:

- Faculty holding a PhD or MS in Math are credentialed to teach Elementary Statistics.

Physical Science Courses:

- Faculty holding a PhD in Industrial Engineering are qualified to teach PHSC 1011.

Astronomy Courses:

- Faculty holding PhD or MS in Phys. are qualified to teach ASTR classes.

Biology Courses:

- Faculty holding a PhD or MS in Chem. are credentialed to teach Biochemistry I & II classes.
- Faculty holding a PhD or MS in Ecology or Environmental Science are credentialed to teach undergraduate Zoology and Botany classes.

Integrated Science Courses:

- Faculty holding a PhD or PhD or MS in Physics are credentialed to teach ISCI classes.

Medical College of Georgia:

5092 Current Topics in _____ (GMED)

- Faculty holding an MD, or science related PhD are qualified to teach this class.

5098 Summer Research (MDPH)

- Faculty holding a terminal degree in a science-related field are qualified to teach this class.

6501 Evidence-Based Practice (CAHS)

- Faculty holding a terminal degree in a related scientific field are qualified to teach this course.

6900, 9210, & 9250 Investigation of a Problem (PHRM, NURS, OTHP)

- Faculty holding a terminal degree in a science who have an active lab on the Augusta University campus are credentialed to teach the “Investigation of a Problem” course. This class provides an introduction to analytical techniques and the scientific method in action.

9300 Research (PHRM, BCMB)

- Faculty holding an MD or PhD (in a related field) who have an active Augusta University Lab are credentialed to teach this “Research” course. This is the PhD research course in which the graduate student actively worked in the professor’s lab, assisting with research while being mentored by the professor.

Clerkships

- Faculty with a PhD in a health science are qualified to provide lectures and supervision in basic clerkship courses.