



Policies for Faculty Qualifications by
College and Department

April 2025

College of Engineering, Technology, and Computer Science

Departments of:

Civil and Mechanical Engineering

Computer Science

Electrical and Computer Engineering

Organizational Leadership

School of Polytechnic

College: ETCS

Department: CME

Programs: Civil Engineering and Mechanical Engineering

The Department of Civil and Mechanical Engineering, at times, relies on part-time instructors, i.e., (1) *limited-term lecturers* who bring real-world experience into the classroom, as well as (2) *graduate teaching assistants* who are pursuing higher academic credentials, to deliver courses. In order to provide civil engineering and mechanical engineering students effective, high-quality programs and services, the department has established guidelines to ensure that the part-time instructors are qualified.*

Instructor Qualifications

(1) *Limited-term lecturers* are qualified to teach CME courses

- through **achievement of academic credentials** by having attained at least a master's degree in the area in which they teach or
- through **equivalent experience**, as demonstrated by at least five (5) years of experience directly related to the course that they teach—in such cases, the instructor should have a bachelor's degree in the field and, if applicable, experience should be confirmed by a recognized and current certificate or license.

Limited-term lecturers are vetted by the department chair and the course coordinator for the course that they are teaching.

(2) *Graduate teaching assistants*, who are qualified to teach CME courses, must be currently enrolled in our graduate program, pursuing an MSE degree, and have completed an undergraduate degree in the area in which they teach. First-semester GTAs must have graduated from an ABET-accredited engineering program. Graduate teaching assistants are vetted by the department chair and graduate director.

Qualification Documentation

The CME department maintains records documenting instructor credentials. Academic credentials are documented with a transcript. Equivalent experience is documented with a resume that contains evidence that supports the instructor's qualifications for teaching in an assigned area.

* This document aligns with "Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices", which is available at:
https://download.hlcommission.org/FacultyGuidelines_OPB.pdf.

Computer Science Department Faculty Qualifications Policy

Adopted on January 29, 2025

Revised on March 26, 2025

Computer Science (CS) and Information Systems (IS) technologies are changing rapidly. Keeping up with these changes is challenging but essential for integrating cutting-edge technology into classroom instruction. Full-time CS/IS faculty often acquire knowledge of modern technology and information through scholarly activities and self-directed learning. Providing hands-on experiences from the industry is critical to assisting full-time faculty with limited chances to participate in business-oriented projects. Hiring qualified Limited Term Lecturers (LTLs) or Dual-Credit Faculty with real-world experience is crucial to ensure a balanced curriculum that includes both theoretical and practical aspects of Computer Science and Information Systems programs.

This document aligns with “Institutional Policies and Procedures for Determining Faculty Qualifications: HLC’s Criteria for Accreditation and Assumed Practices” and relevant institutional guidelines. For more information, refer to the HLC guidelines: https://download.hlcommission.org/FacultyGuidelines_OPB.pdf. It also aligns with Purdue Fort Wayne’s Senate Document SD 24-13.

Selection of Qualified Faculty

Academic Credentials

- Instructors must have an academic credential of at least one level above the grade level taught.
- Instructors should hold master’s degrees or higher in the discipline or subfield whenever possible for those teaching undergraduate courses.
- If an instructor holds a master’s degree or higher in a discipline or subfield other than that in which they teach. In that case, the faculty member should have completed at least 12 graduate credit hours or relevant coursework in the discipline or subfield they teach for those teaching undergraduate courses.

Graduate Students

- Graduate students pursuing a master’s degree in Computer Science, Information Systems, or a related discipline may be considered if they completed at least 6 graduate credit hours and continue completing 6 credit hours per academic year. Graduate Students can only teach undergraduate courses.

Equivalent Experience

Instructors without a master’s degree in the discipline or subfield may qualify to teach an undergraduate course if they meet the following:

- A bachelor's degree in Computer Science, Information Systems, or a related field.
- At least five years of documented, combined teaching and relevant industrial experience relevant to the course. Previous years of classroom instruction do not alone constitute equivalent experience.

Instructors without a PhD degree in the discipline or subfield may qualify to teach a graduate course if they meet the following:

- A master's degree in Computer Science, Information Systems, or a related field.
- At least five years of documented, combined college teaching and relevant industrial experience relevant to the course. Previous years of classroom instruction do not alone constitute equivalent experience.

Equivalent Experience Minimum Qualifications

The Department's Tested Experience Qualifications include the breadth and depth of experience acquired outside the classroom in real-world situations or through previous instruction relevant to the discipline. They should encompass knowledge and practical experience in the subjects necessary to teach the assigned course(s).

- Industrial experience directly working with software systems, being involved in software development, or maintaining computer systems or relevant experience needed and related to instructing the assigned course(s).
- Industry-recognized certification relevant to instruction of assigned course(s). Examples include CSSLP (Certified Secure Software Lifecycle Professional), CEH (Certified Ethical Hacker), CISSP (Certified Information Systems Security Professional), PMP (Project Management Professional)

Evaluation of Instructors

The Department Chair, in collaboration with the Faculty Affairs Committee and the full-time course coordinator, will evaluate each instructor against the minimum qualifications.

- They will ensure that the instructor's work experience or previous instruction meets the minimum qualification of the discipline or subfield.
- They will ensure that the instructor masters the knowledge and technology needed to teach their assigned course(s).

Documentation

The CS department will maintain records documenting faculty credentials:

- **Academic Preparation:** A copy of the transcript for the relevant degree is used to document academic preparation.
- **Equivalent Experience:** A curriculum vitae detailing industry experience and evidence supporting qualifications for the assigned teaching area.

- **Memo with Departmental Evaluation:** The Department Chair, in collaboration with the Faculty Affairs Committee and the full-time course coordinator explain how the instructor meets the qualifications.

Importance of Industrial Experience

Introducing instructors with hands-on industrial experience is critical for maintaining a balance between theoretical knowledge and practical applications in Computer Science and Information Systems programs.

Department of Electrical and Computer Engineering Policy of Instructors' Qualifications

College: ETCS

Department: ECE

Program of study: Electrical Engineering / Computer Engineering

The technology in the fields of Electrical Engineering and Computer Engineering evolves very rapidly. Keeping pace with these changes is demanding, but it is crucial to introduce cutting-edge technology into classroom teaching. Full-time ECE faculty commonly acquire knowledge of modern technology and information through scholarly activities and self-learning. Introducing hands-on experiences gained from industry is essential to supplement full-time faculty, who often have limited opportunities to engage in business-oriented projects. Hiring qualified instructors with real-world experience is vital to providing well-rounded ECE programs that balance theory and practice.

Selection of Qualified Faculty:

- A. **Achievement of Academic Credentials** - Instructors hold master's degrees or higher in Electrical Engineering, Computer Engineering, or a closely related field and have completed relevant courses for their assigned teaching areas.
- B. **Progress toward academic credentials** - Instructors may be current graduate students pursuing an MSE degree in the field, provided they complete at least 6 graduate credit hours each year in their area of study.
- C. **Equivalent Experience** - Instructors who do not have an MS degree in the discipline or subfield may be considered to have equivalent experience and qualify to teach if they possess at least five years of industrial experience directly related to the assigned course. In such cases, instructors must hold a bachelor's degree in the field or subfield.

Documentation:

- The ECE department will maintain records documenting faculty credentials as follows:
 - **Academic Preparation:** A copy of the transcript for the relevant degree is required to document academic preparation.
 - **Equivalent Experience:** A curriculum vitae detailing industry experience and evidence supporting the instructor's qualifications for the assigned teaching area.

Evaluation of Instructors for Equivalent Experience:

- For instructors who do not hold a master's degree in the field or subfield, or for those who hold a master's degree in the field or subfield but have not completed relevant courses for their assigned teaching areas, the Department Chair and/or Faculty Affairs

Committee, in collaboration with the full-time course coordinator, will evaluate each instructor based on equivalent experience:

- They will ensure that the instructor's work experience or previous teaching experience is closely related to the courses they are assigned to teach.
- They will ensure the instructor's mastery of the knowledge and technology required for teaching their assigned course(s).

This document aligns with "Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices", which is available at: https://download.hlcommission.org/FacultyGuidelines_OPB.pdf

Department of Organizational Leadership

Limited-Term Lecturer (LTL) Qualifications Policy

The field of Organizational Leadership (OL) is dynamic and evolving, requiring instructors who not only understand theoretical frameworks but also bring practical insights from real-world experience. Limited Term Lecturers (LTLs) with substantial professional backgrounds enhance student learning by connecting academic content to current industry practices. Therefore, hiring qualified LTLs is essential to maintaining a balanced and rigorous curriculum that integrates both theory and practice.

Qualifications of LTL Lecturers

Academic Qualifications:

Instructors must hold a master's degree or higher in Organizational Behavior, Organizational Leadership, Human Resource Management, Human Resource Development, Employment Law, or a closely related discipline. Their academic coursework must include at least 15 graduate credit hours of content relevant to the subjects they are assigned to teach.

- **Graduate Students in Progress:** Individuals who are in the process of completing a master's degree may be considered for LTL appointments **only if**:
 - They have completed at least 15 graduate credit hours in the relevant discipline or subfield relevant to the course(s) they are assigned.
 - They submit a **formal plan** outlining how and when they will complete the remaining credits.
 - Their appointment and the submitted plan are **reviewed and approved by the OL Department's Faculty Affairs Committee**.

Equivalent Experience:

Instructors who do not hold a master's degree in Organizational Leadership or a closely related discipline may be considered if they possess:

- At least **five years of relevant industrial experience** directly related to the assigned course, and
- A **bachelor's degree** in the field or subfield.

Appointments under this category must also be **reviewed and approved by the OL Department's Faculty Affairs Committee**.

Required Documentation

The OL department will maintain records documenting LTL credentials as follows:

- **Academic Credentials:**

A copy of the relevant degree transcript is required to document academic achievements, including verification of the 15 graduate credit hours in the relevant discipline.

- **Graduate Students in Progress:**

A signed and dated **credit hour completion plan** must be submitted and reviewed by the DFAC. Approval of the appointment must be documented and retained in departmental records.

- **Equivalent Experience:**

A current curriculum vitae (CV) detailing relevant industry experience and supporting evidence for qualifications must be submitted for DFAC review. Additional documentation may be requested to substantiate expertise.

This document aligns with “Institutional Policies and Procedures for Determining Faculty Qualifications: HLC’s Criteria for Accreditation and Assumed Practices,” available at: https://download.hlcommission.org/FacultyGuidelines_OPB.pdf.

College: ETCS

Department: School of Polytechnic

Programs: Computer Engineering Technology, Construction Management, Electrical Engineering Technology, Information Technology, Industrial Engineering Technology, and Mechanical Engineering Technology

Hiring experienced faculty with skills in modern industry tools and techniques is critical to the School of Polytechnic's programs and graduates. While proper degree qualifications are always an important consideration, the underlying equivalent experience of industrial practice is also just as critical. Polytechnic programs stand apart from traditional engineering programs by emphasizing practical application over theoretical concepts. By graduation, Polytechnic graduates must possess a hands-on, practical approach to solving real-world problems.

Full-time tenured and tenure-track faculty are required to hold a doctorate in their teaching discipline or a closely related field, along with some industrial experience. For full-time professor of practice positions, faculty must have a master's degree in their teaching field or a closely related discipline, coupled with significant industrial experience or other relevant licensure. In collaboration with the director, the search committee determines the required position qualifications, considering the candidate's education, industrial expertise, and relevant licensures.

Limited Term Lecturer (LTL) Qualifications

- LTLs should ideally hold a master's degree or higher in the discipline or subfield they teach.
- LTL should have completed at least 18 graduate credit hours in the discipline or subfield they teach.
- Faculty members with a master's degree or higher in a different discipline or subfield must meet the school's equivalent experience qualifications.
- Equivalent industrial experience may be substituted, in whole or in part, for an earned credential if the candidate meets the school's established equivalent experience criteria.

The school's equivalent experience qualifications encompass both the breadth and depth of experience gained outside the classroom in real-world settings or through prior course instruction relevant to the discipline. These qualifications must include expertise in the tools, techniques, and professional practices essential for effectively teaching the assigned course(s).

Equivalent Minimum Experience Qualifications

- Five years of industrial experience directly utilizing the tools and techniques necessary for teaching the assigned course(s) or
- three years of equivalent course instruction experience involving the same tools and techniques required for teaching the assigned course(s).

The school director and the full-time course coordinator will evaluate each LTL to ensure they meet the minimum tested qualifications. This includes verifying their work experience or prior instruction aligns with the discipline's standards and confirming their mastery of the tools and techniques required for teaching the assigned course(s).

This documentation aligns with "Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices," which is available at:

https://download.hlcommission.org/FacultyGuidelines_OPB.pdf

College of Liberal Arts

Departments of:

Anthropology and Sociology

Communication

Criminal Justice

English

History

Interdisciplinary Studies

International Language and Culture Studies

Political Science

PFW Department of Anthropology and Sociology Criteria for Determining Qualified Faculty

The Higher Learning Commission (HLC) Assumed Practices Policy (November 2023) states that "faculty should participate substantially in the establishment of institutional policies and procedures for faculty qualifications." Furthermore, Senate Document SD 15-15 requires that "departments utilizing equivalent experience in hiring qualified faculty develop clear standards, consistent with HLC policy, for determining "a minimum threshold experience; research and/or scholarship; recognized achievement; and/or other activities and factors. Previous years of classroom instruction does not alone constitute equivalent experience"" (HLC Guidelines, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, November 2023).

The Department of Anthropology and Sociology has set the following standards for determining faculty qualification based on achievement of academic credentials noting that HLC expects "instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach." Furthermore, HLC Guidelines state "[g]enerally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach."

1. Faculty are expected to have a MA/MS degree to teach undergraduate courses.
2. Acceptable degrees include:
 - a. Anthropology courses – MA/MS in Anthropology.
 - b. Sociology courses – MA/MS in Sociology.
3. Faculty whose graduate degrees are in other areas are expected to have 12 graduate credit hours in Anthropology to teach Anthropology courses or 12 graduate credit hours in Sociology to teach Sociology courses.
4. Exceptions: Graduate degrees in other disciplines may be appropriate for specific courses. Relevant examples of such degrees include Criminology, Archaeology, Museum Studies, Linguistics, and Cultural Heritage Management. If an exception is made, the rationale for the exception will be included in the faculty member's personnel file.

Approved January 15, 2025

PFW Department of Communication Criteria for Determining Qualified Faculty through “Equivalent Experience” and “Progress toward academic credentials”

HLC Assumed Practices (November 2023) states that “faculty should participate substantially in the establishment of institutional policies and procedures for faculty qualifications.” Furthermore, Senate Document SD 15-15 requires that “departments utilizing tested experience in hiring qualified faculty develop clear standards, consistent with [Higher Learning Commission] HLC policy, for determining “a minimum threshold experience; research and/or scholarship; recognized achievement; and/or other activities and factors. Previous years of classroom instruction does not alone constitute equivalent experience” (HLC Guidelines, Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices, November, 2023). Likewise, HLC allows for qualifying faculty based on: “Achievement of academic credentials,” “Progress toward academic credentials” meaning “demonstrable, current, and consistent progress toward the academic credentials deemed relevant . . .” Such an instructor has “access to and engages with resources that the institution provides to support their teaching.” Furthermore, SD 15-15 expects that “these standards be applied consistently during the hiring process, and included in the faculty member’s documentation accompanying request to make an offer.”

Achievement of Academic Credentials

The PFW Department of Communication has set the following standards for determining faculty qualification based on achievement of academic credentials noting that HLC expects “instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach.” Furthermore, HLC Guidelines state “Generally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach”

1. Faculty are expected to have a MA/MS degree to teach undergraduate courses and a terminal degree (usually a PhD) to teach graduate courses
2. Acceptable degrees include:
 - a. **Media courses – MA/MS in Communication, Journalism, Production, Mass Communication, Film/Television/Media Studies, English Literature, Rhetoric, American Studies, Cultural Anthropology.**
 - b. **Interpersonal/Organizational – MA/MS in Communication or Social Psychology.**
 - c. **Rhetoric – MA/MS in Communication, Rhetoric, or English.**
3. Faculty whose graduate degrees are in other areas, **are expected to have 12 graduate credit hours in Communication or a discipline related to the course(s) they will teach**
4. Exceptions: Other disciplines may be appropriate for specific courses. If so, the rationale for the relevance of that discipline will be included in the faculty personnel file.

The PFW Department of Communication has set the following standards for determining equivalent experience for the purposes of hiring instructors (including Limited Term Lecturers and Dual-Credit Instructors) in compliance with HLC Guidelines. Applicants need to meet one category of qualifications.

1. Recognized achievement: The instructor may demonstrate recognized achievement via exhibits, publications, patents, and awards as evidence of successful experience in professional communication fields or professional experiences that use skills associated with content in specific courses.
2. Research and/or scholarship: The instructor may demonstrate expertise with communication content via published research or other forms of scholarship.
3. Minimum threshold experience and other activities/factors: Instructors may demonstrate equivalent experience with at least five years of demonstrated successful experience in communication fields (e.g., journalism, media production, public relations, or organizational communication), or with five years of other demonstrated effective professional experiences that use (not just teach) the skills associated with content in specific courses taught in the Department of Communication.

The PFW Department of Communication has set the following standards for determining “progress toward academic credentials” (Graduate Teaching Assistants) in compliance with HLC Guidelines:

1. Instructors wishing to qualify based on progress toward academic credentials need to supply documentation about the graduate program they are currently enrolled in, the progress they have made so far and the progress they expect to make including their expected graduation date. “Demonstrable, current, and consistent progress” is defined as at least 12 credits per calendar year toward the degree, not including their final year when they may not need 12 credits to graduate. Furthermore, it is expected that all such instructors will document professional development of their teaching in one of three ways: 1) consistent attendance at Department Graduate Teaching Assistant workshops; 2) completion of COM 50200 Communication in the Classroom; and/or 3) consistent attendance at workshops/conferences sponsored by Center for Teaching and Learning (CELT).

Department system of evaluation: When an individual seeks to prove equivalent experience or progress toward academic credentials, the person’s application materials will be reviewed by the Chair of the department and at least one faculty member who teaches in the relevant content area (for COM 11400 this would be the Basic Course Director) to determine if the applicant meets one or more of the criteria detailed above.

These standards will be applied consistently during the hiring process and included in the faculty member’s documentation accompanying request to make an offer.

Approved April 13, 2016.

Revised and approved November 20, 2024

Department of Criminal Justice and Public Administration Policy on Minimum Qualifications for LTLs and Clinical Faculty

Approved unanimously on March 19th, 2025

This policy establishes the qualifications to teach in the Department of Criminal Justice and Public Administration as Limited Term Lecturer (LTL) or clinical faculty, whether the course meets on or off campus, in person or online, or in a hybrid format.

A person is qualified to teach as an LTL or a clinical faculty in the Department if the person holds at least one of the following qualifications, subject to the listed terms:

1. A doctorate in criminal justice or a closely related discipline
2. A Juris Doctorate (J.D.)
3. A master's degree in criminal justice or a closely related discipline
4. A bachelor's degree in criminal justice or a closely related discipline with at least ten years of relevant experience in upper management at the local, state, or national levels of government.

Terms

- i. In the case of a closely related discipline, the candidate's transcript will be examined to identify at least 12 credits in the field specific to the course to be taught. If there is no evidence of 12 credits, a documented plan of study will be created to achieve the appropriate credential for the relevant area of study.
- ii. The qualifications will be evaluated by the Department Chair by reviewing the candidate's resumé, official transcripts, evidence of credentials/certificates, and letters from professional references in relation to the content and learning outcomes of the course in question.
- iii. The Department will maintain records of the faculty credentials via transcripts and/or a letter from the Chair describing the work history and evidence attesting to the quality of the faculty member's skill sets at the time of hire.

English & Linguistics Faculty Qualifications.

Faculty Qualifications

PFW Department of English has set the following standards for determining qualifications for Limited Term Lecturers, graduate teaching assistants, and dual credit instructors.

Limited Term Lecturers (LTL) and Dual Credit Instructors (DCI)

1. LTL/DCIs should hold a master's degree or higher in English, Composition and Rhetoric, or Literature, and/or they may hold an MFA in Creative Writing.
2. If an LTL/DCI holds a master's degree or higher in an outside discipline, that faculty member should have completed a minimum of 18 graduate credit hours in one of the fields listed above.
3. If an LTL/DCI holds a master's degree or higher in an outside discipline but has not completed a minimum of 18 graduate credits in the discipline, a plan of study will be created and they must be actively making progress toward academic credentials (enrolled in relevant graduate courses) or they must meet the *Department Equivalent Experience Qualifications* (see below).

Graduate Teaching Assistants (GTA)

1. GTAs are permitted to teach courses as part of their educational training within the PFW MA in English. They must complete ENGL 50501 Composition: Issues and Critical Approaches prior to being assigned to a course, and they must remain under the direct mentorship of the Associate Director of Writing. GTAs are classified as making active "progress toward academic credentials" if they meet the above requirements maintain a GPA above a 3.0.

Department Equivalent Experience Qualifications

Senate Document SD 24-13 requires that "departments develop policies and procedures for hiring qualified faculty that 1) cover the factors of achievement of academic credentials at least one level above the degree level taught, progress towards credentials, and equivalent experience (HLC, 2023); 2) are codified, transparent, consistently implemented, and regularly reviewed (HLC, 2023); and 3) extend to all instructors regardless of location (e.g., on campus vs Dual Credit in high schools) or delivery method (e.g., face-to-face vs online).... [D]ocumentation for hiring faculty deemed qualified via 'equivalent experience' include how that equivalent experience was determined. Equivalent experience qualifications include (but are not limited to) a minimum threshold of experience in an industry/occupation/field, actual tests or certifications (i.e., licensing exams, board exams, EC-Council Certified Ethical Hacker (C|EH) certification, CPA, etc.), research and/or scholarship in the area, and/or other public forms of recognized achievement (i.e., juried exhibits, publications, patents, awards)." SD 24-13 also states that "departmental policies and procedures for hiring qualified faculty will in no way impact Graduate Faculty status. The Purdue Office of the Vice Provost for Graduate Students and Postdoctoral Scholars sets policies regarding Graduate Faculty as well as guidelines for Service on Graduate Degree Committees."

In the Department of English and Linguistics, equivalent experience is an appropriate determination for those teaching professional writing courses such as technical or business writing. The standards for equivalent experience are as follows:

1. "Other public forms": The instructor may demonstrate public recognition via invited talks, workshops, public (community, organizations, associations) presentations, or publications as evidence of successful experience; and/or
2. "Industry or discipline-specific experience": Instructors may demonstrate "discipline-specific experience" with at least five years of demonstrated successful writing experience in a related field such as: engineering, government or military, law, nonprofits, granting agencies, or social media and SEO marketing.

System of evaluation of equivalent experience:

When an individual with a master's degree in a discipline outside of the field applies to teach in the department and seeks to prove "equivalent experience," the person's application materials must include a portfolio of at least five writing samples that demonstrate their experience with various professional writing genres and examples of their presentations or workshops of such genres. This portfolio will be reviewed by the Chair of the department and Director of Writing to determine if the applicant meets one or more of the criteria detailed above. If the Chair of the department and Director of Writing disagree about whether the applicant has met the criteria for tested experience, a third faculty member will independently review the applicant's materials and render an opinion to break the tie.

These standards will be applied consistently during the hiring process and included in the faculty member's documentation accompanying request to make an offer. The Dept of English & Linguistics will maintain records documenting faculty credentials via transcripts and/or a letter from the Chair describing the work history and evidence attesting to the quality of the faculty member's skill sets at the time of hire.

Policies and Procedures for Determining Faculty Qualifications Religious Studies

rev. 3/24/25

General Principles

In keeping with widely accepted principles and practices in the interdisciplinary and multidisciplinary field of religious studies, it is expected that an instructor of an REL course will possess credentials which demonstrate scholarly achievement in the broader subject area of the academic study of religion. Generally speaking, discrete qualifications evincing general subject area expertise are expected for teaching lower-level survey courses, whereas a more fine-grained, specific content area expertise is expected for teaching specialized upper-level courses. Normally, in such regards an instructor's qualifications to teach an REL course or courses are demonstrated by meeting one or more specific criteria.

Specific Criteria

1) Achievement of Academic Credentials

It is expected that an instructor of an REL course or courses will hold a doctoral degree in a relevant humanistic or social scientific field which includes a scholarly specialization germane to the academic study of religion. In the absence of a doctoral degree, an instructor's qualifications might also be demonstrated by holding a similarly appropriate master's degree. Generally speaking, a credentialed scholar whose doctoral or master's degree program includes a scholarly specialization germane to the academic study of religion may be deemed qualified to teach a lower-level survey course, whereas teaching a more specialized upper-level course is normally tied to demonstrated content area expertise.¹

2) Progress Toward Academic Credentials

An instructor may also be deemed qualified to teach a specific REL course or courses under the same rationale if currently progressing in a relevant doctoral program as defined above, and having already completed an amount of graduate-level coursework required for earning a master's degree, normally 18 credits.

¹ For example, whereas both the scholar of religion who completed her PhD in the field of East Asian studies with a dissertation on state-temple relations in Tokugawa Japan and the scholar of religion who completed his PhD in Judaic studies with a dissertation on the Haskalah may both be deemed qualified to teach the same lower-level REL survey course, due to clearly different specific content area expertise only the former would normally be seen as qualified to teach a specialized upper-level course on Buddhism, and only the latter a specialized upper-level course on Judaism.

3) Equivalent Experience

In addition to, but not in place of, holding an appropriate doctoral or master's degree or progressing toward such credentials as defined above, an instructor may further demonstrate qualifications to teach a specific course based on evidence of field-appropriate scholarly or professional achievement. Examples of such achievement include: a record of topically relevant academic publications in fitting scholarly outlets; documentable contributions to the advancement of the instructor's general field of scholarly focus, specific subfield, or area of scholarly expertise as may be applicable to the course; scholarly reputation among peers in the field as evinced by extramural professional work; demonstrated achievement through employment in a relevant professional field; or similar documentable evidence which clearly demonstrates the instructor's standing as a bona fide expert or authority in the general subject area or specific content area of the course being taught.

Procedures

The determination of qualifications to teach an REL course or courses offered by the department rests on the professional judgement of the department's faculty, led by the department chair. Normally, when such qualifications determinations need to be made—such as when hiring a new full-time faculty member, a limited term lecturer, or a dual credit instructor—the responsibility of documenting an instructor's qualifications falls to the department chair. As may be needed in order to reach a suitably informed determination, when evaluating an instructor's qualifications for teaching an REL course or courses the chair may wish to consult with other department or college faculty members who have specific scholarly expertise in the broader subject area of the academic study of religion, or faculty members who are otherwise knowledgeable regarding the norms and conventions of interdisciplinary and multidisciplinary fields in the humanities and social sciences generally.

Purdue University Fort Wayne
Department of History

Faculty Qualifications Policy for LTLs and Dual Credit Instructors

This policy establishes the qualifications for Dual Credit Instructors (DCI) who teach for the PFW Department of History in Indiana high schools and for Limited Term Lecturers (LTL) who teach undergraduate courses for the Department of History, whether that course meets on campus or off, in person, online, or in a hybrid format.

1. A DCI/LTL is qualified to teach PFW History courses if they have earned a master's or doctoral degree in History.
2. A DCI/LTL who has a master's or doctoral degree in a discipline other than History (e.g., Education), is qualified to teach if they have 18 graduate credits in History; if the Dual Credit Instructor/LTL does not have 18 credits graduate credits in History, they will need to complete additional coursework to reach the 18 credits required. They will be qualified to teach if they have a documented plan of study to complete the 18 required credits within 3 years that is approved by the department chair.
3. If a DCI/LTL does not hold a master's or doctoral degree in the discipline of History but does hold a master's or doctoral degree in a related field that is relevant to the course they will teach (e.g., American Studies, etc.), their transcript will be examined to determine if they are qualified to teach the History course. The department chair will determine if the candidate is qualified to teach the class.
4. The Department of History does not use equivalent experiences to qualify faculty to teach.

Faculty Qualifications Policy

Women's, Gender, and Sexuality Studies Program

College of Liberal Arts

Department of Interdisciplinary Studies

This policy establishes the qualifications for Limited Term Lecturers (LTL) who are teaching a course for the Women's, Gender, and Sexuality Studies Program, whether that course meets on campus or off, in person, online, or in a hybrid format.

1. An LTL is qualified to teach a WOST course that is specific to the field in which they have earned a master's or doctoral degree in Women's, Gender, and Sexuality Studies, or a related field (for example, Anthropology, Communication, English, History, Political Science, Sociology, etc.)
2. If an LTL holds a master's or doctoral degree in a field related but not specific to the WOST course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 18 credits in the field specific or relevant to the course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 18 credits in the specific content area of the course to be taught, they will need to complete additional coursework to reach the 18 credits required. A documented plan of study will be created to achieve the appropriate credential for the relevant area of study.
4. Women's, Gender, and Sexuality Studies Program does not use equivalent experiences to qualify faculty to teach.

Policy on Faculty Teaching Qualifications - International Language and Culture Studies (Approved March 19, 2025)

Faculty Qualifications

- 1.1 **Rationale.** The Department of International Language and Culture Studies aims to maintain a diverse group of faculty with both theoretical and practical experience in the teaching of the international languages we offer.
- 1.2 **Credentials.** Faculty in ILCS are credentialed based on their proficiency and knowledge of the target language and cultures, which can be demonstrated through a combination of academic preparation and/or equivalent experience as outlined below. This policy establishes the qualifications for all instructors who teach a course for the Department of International Language and Culture Studies, whether that course meets on campus or off, in person, online, or in a hybrid format.
- 1.2.1 **Knowledge of the target language.** All language instructors must be proficient in the language that they will teach. This required proficiency can be evidenced in their academic preparation outlined in 1.2.2 and 1.2.3 below and/or in their equivalent experience as described in 1.2.4 below.
- 1.2.2 **Academic Preparation.** Faculty credentialed to teach undergraduate courses in this department based upon their academic preparation must possess a master's degree or above in a relevant discipline, which may include, among others, Arabic, French, German, Japanese or Spanish. Individuals with a master's degree or above in a different discipline must have at least 18 graduate-level credits in a discipline relevant to the content area they will teach to have their academic preparation qualify them to teach undergraduate courses in this department.
- 1.2.3 If the prospective instructor does not have 18 graduate-level credits in a discipline relevant to the content area of the course to be taught, they will need to complete additional coursework to reach the required 18 graduate-level credits in the relevant discipline. A documented plan of study will be created to achieve the appropriate credential for the relevant area of study. An alternative to additional graduate-level coursework may be the combination of relevant "equivalent experience" with academic preparation as detailed below.
- 1.2.4 **Equivalent Experience.** Faculty might have a master's degree or above in another discipline and might not have 18 graduate-level credits in the discipline relevant to the area they teach. In that case, faculty credentialed to teach undergraduate courses in this department may qualify based upon appropriate equivalent experience. The primary factor in evaluating such experience is the relevance of their past teaching experience to the courses they teach, and the quality of their skill sets. All of the following are included in the evaluation of equivalent experience: an evaluation of a Faculty member's proficiency and knowledge of the target language and cultures they are seeking to be credentialed to teach for the department and the skills and experiences they possess that are related to the specific world language they desire to teach. To have equivalent experience be certified to combine with academic

preparation to credential a faculty member to teach undergraduate courses in the department, Faculty seeking credentialing must demonstrate/provide/complete all of the following:

1.2.4.1 Attainment of at least the Advanced level in the OPI (Oral Proficiency Interview) and WPT (Written Proficiency Test), both offered by ACTFL (American Council of the Teaching of Foreign Languages), or other institutions internationally recognized to certify the proficiency of the candidate in the target language.

1.2.4.2 Appropriate letters of reference or direct conversation with previous reliable employers and supervisors of the candidate.

1.2.4.3 Interview with the appropriate member(s) of the department to demonstrate pedagogical knowledge and language abilities.

1.2.4.4 At least three years of experience working directly in the classroom teaching a relevant discipline as determined by the Department of International language and Culture Studies.

1.3 **Documentation.** The department will maintain records documenting faculty credentials as follows:

1.3.1 **Academic Preparation.** A copy of the transcript for the relevant degree used to document academic preparation.

1.3.2 **Equivalent Experience (all items listed below are required and will be retained in department records):**

- Official certificate of OPI and WPT by ACTFL or other internationally recognized certificate.
- Appropriate letters of reference.
- A letter from the department chair, certifying the following:
 - The candidate possesses the required three years of experience working directly in the classroom teaching a relevant discipline as determined by the Department of International Language and Culture Studies.
 - The candidate interviewed with the appropriate member(s) of the department to demonstrate pedagogical knowledge and language abilities.

Department of Political Science

This policy establishes the qualifications for Limited Term Lecturers (LTL) who are teaching a course for the Department of Political Science or Peace and Conflict Studies program, whether that course meets on campus or off, in person, online, or in a hybrid format.

1. An LTL is qualified to teach a Political Science or Peace and Conflict Studies course that is specific to the field in which they have earned a master's, Juris Doctorate, or doctoral degree in Political Science, Public Administration, Public Policy, Law, International Relations/ Diplomacy, Peace and Conflict, or related field judged by the department to be equivalent.
2. If an LTL holds a master's, Juris Doctorate, or doctoral degree in a field related but not specific to the Political Science or Peace and Conflict Studies course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 18 credits in the field specific to the course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 18 credits in the specific content area of the course to be taught, they will need to complete additional coursework to reach the 18 credits required. A documented plan of study will be created to achieve the appropriate credential for the relevant area of study.
4. The Department of Political Science does not use equivalent experiences to qualify faculty to teach, unless the course is a directed, applied course that a current or former elected or appointed official, career civil servant, or campaign official could provide unique insight that equates to academic training. In such rare cases, the Chair of the Department of Political Science, or a departmental committee if warranted, will evaluate submitted resume/vita, evidence of work experience, and letters of recommendation. In successful cases, the Chair will write a letter attesting to how the equivalent experience was evidenced.

College of Science

Departments of:

Biological Sciences

Chemistry and Biochemistry

Communication Sciences and Disorders

Mathematical Sciences

Physics

Psychology

Faculty Qualification Policy

All faculty who teach undergraduate courses must meet one of the following criteria:

- A. Hold a master's degree or higher in a discipline or subfield relevant to the content of the courses they are teaching.
- B. Hold a master's degree or higher in a discipline or subfield other than that in which they are teaching in addition to completion of a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- C. Hold a master's degree or higher in a discipline or subfield other than that in which they are teaching and show progress toward completing 18 graduate credit hours in the discipline or subfield in which they teach. Instructors on a documented plan of study must complete a minimum of 6 graduate credit hours during each year (e.g., Fall, Spring, Summer) in the credential/area of study within a maximum 4-year period to become fully qualified.
- D. Graduate Teaching Assistants (GTA) are permitted to teach undergraduate courses as part of their educational training within the MS degree in the department under the supervision of a Biological Sciences faculty member with Purdue University Graduate Faculty status. They are also subject to the requirement of showing progress toward the credential explained in part C. Policy governing GTA status for the Purdue system is outlined in the Purdue University Catalog.

Department of Chemistry and Biochemistry
Faculty Qualifications
Amended February 28, 2025
Approved by Chemistry Faculty (7 yes, 0 no)

The hiring of Limited Term Lecturers (LTL's) who possess knowledge of the proper equipment and techniques (including safety issues) in chemistry is critical to a chemistry program.

Selection of Qualified Faculty:

- A. LTL's should hold master's degrees or higher in chemistry whenever possible.
- B. If an LTL holds a master's degree or higher in a discipline other than chemistry, that faculty member should have completed a minimum of 18 graduate credit hours in chemistry.
- C. If a faculty member holds a master's degree or higher in a discipline other than chemistry but does not meet the selection criterion of B, that faculty member must meet the *Department faculty Qualifications*.

The *Department Faculty Qualifications* consist of both breadth and depth of experience outside of the classroom in laboratory situations relevant to chemistry and should encompass those tools and techniques needed for the instruction of the assigned course(s). This faculty qualification document is applicable only to LTL's wishing to be the instructor of record for chemistry teaching laboratories at 100-level courses in the chemistry department. Knowledge of the tools and techniques must also include all relevant safety and waste issues required to be the instructor of record for a 100-level laboratory.

Minimum Faculty Qualifications:

- At least ten years of experience working in a chemical laboratory in a postsecondary academic research, industrial or governmental setting.

Evaluation of Instructors against the minimum Qualifications:

- The Department Chair will evaluate each LTL against the minimum qualification.
 - They will ensure the LTL's work experience meets the minimum qualification.
 - They will ensure the LTL's mastery of equipment and techniques needed for the instruction of their assigned course(s).
 - The LTL must provide evidence and documentations regarding previous experiences.

This document aligns with "HLC Guidelines, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, November 2023" and "PFW Senate Document SD 24-13, Process for Determining Tested Experience in Hiring Faculty, February 2025".

Sincerely,



Daryoush Tahmassebi
Chair, Department of Chemistry and Biochemistry

Department of Communication Sciences and Disorders
Faculty Qualifications Policy

Faculty Qualifications for Teaching Graduate and Undergraduate Courses

All faculty who teach graduate and/or undergraduate courses must meet one of the following criteria:

- A. Hold a master's degree or higher in a discipline or subfield relevant to the content of the courses he or she is teaching.
- B. Hold a master's degree or higher in a discipline or subfield other than that in which he or she is teaching in addition to completion of a minimum of 18 graduate credit hours in the discipline or subfield in which he or she teaches.
- C. Meet the equivalent experience requirements verifying experience in real-world situations relevant to the discipline he or she teaches
 - a. Instructors teaching courses in American Sign Language must meet all of the following:
 - i. Hold a bachelor's degree or higher in any discipline or subfield
 - ii. Hold current certification as an American Sign Language interpreter that is recognized by the Registry of Interpreters for the Deaf
 - iii. Have at least three years of personal (e.g., living in a Deaf community) or professional (e.g., American Sign Language interpreting, teaching children who are deaf or hard of hearing) experience engaged in the Deaf culture

Evaluation of Faculty Qualifications for Teaching Graduate and undergraduate Courses

Each of the criteria listed above will be evaluated in the following way:

- A. *Master's degree or higher in the discipline:* Faculty will provide an official copy of his or her university transcripts.
- B. *Master's degree or higher outside the discipline plus 18 graduate credit hours in the discipline:* Faculty will provide an official copy of his or her university transcripts.
- C. Equivalent experience requirements:
 - a. Instructors teaching courses in American Sign Language will be evaluated on all of the following:
 - i. *Bachelor's degree or higher in any discipline or subfield:* Faculty will provide an official copy of his or her university transcripts.
 - ii. *Certification as an American Sign Language interpreter:* Faculty will provide a copy of his or her current interpreter certification document. Departmental staff will verify certification by contacting the Registry of Interpreters for the Deaf or via the online registry of certified interpreters.
 - iii. *Three years of experience engaged in the Deaf culture:* As part of the hiring process, the candidate will provide a curriculum vitae and cover letter that include his or her experiences in the Deaf culture. Professional experiences such as prior interpreting or teaching will be verified via references. References must describe the type of employment such that the extent and quality of interactions with the Deaf or Hard of Hearing community can be determined. These prior experiences will be reviewed by the Department Chair and at least one other faculty member.

Department of Communication Sciences and Disorders
Faculty Qualifications Policy

Faculty Qualifications for Clinical Educators and Clinicians

Clinical educators and clinicians who are involved in the preparation of student clinicians, and who provide guided observation and supervision of clinical practicum hours, must:

- A. hold the CCC-A or CCC-SLP, (b) have completed a minimum of 9 months of full-time (or its part-time equivalent) clinical experience while ASHA certified, and
- B. [complete 2 hours of professional development/continuing education](#) in clinical instruction/supervision. The professional development/continuing education must be completed after being awarded ASHA certification and prior to the supervision of a student. Direct supervision must be in real time. A clinical educator must be available and on site to consult with a student who is providing clinical services to the clinical educator's client. Supervision of clinical practicum is intended to provide guidance and feedback and to facilitate the student's acquisition of essential clinical skills.

Evaluation of Faculty Qualifications for Clinical Educators and Clinicians

Each of the criteria listed above will be evaluated in the following way:

- A. ASHA Certification: Faculty will provide a copy of their ASHA CCCs card or a verification letter from ASHA annually.
- B. Clinical Experience: Faculty will provide proof of clinical experiences.
- C. Professional development: Faculty will provide verification that they have met ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

A minimum of 51% of graduate courses must be taught by faculty holding a Ph.D. or Ed.D.

Department of Mathematical Sciences policy document on faculty qualifications

Document PAC 25.1

Approved by department faculty vote Feb. 24, 2025.

1. Faculty Qualifications for Teaching Graduate and Undergraduate Courses

Anyone teaching graduate and/or undergraduate courses in mathematical sciences at PFW or for PFW credit must hold at least a college (bachelor's or equivalent) degree in a scientific, technical, or educational area. Additionally, any class instructor must meet one of the following criteria on graduate degrees or equivalent experience:

- A. Hold a master's degree or higher in an area of mathematical sciences.
- B. Hold a master's degree or higher in a scientific, technical, or educational area, in addition to completion of a minimum of 18 graduate credit hours in mathematical sciences.
- C. Have a high level professional certification based on national examinations on mathematical sciences content at a post-college level.
 - a. For example, in the actuarial sciences field, status as an Associate of the Society of Actuaries (ASA) is considered equivalent to a master's degree and is suitable for a Lecturer position.
 - b. Professional certification at the highest level, for example, a Fellow of the Society of Actuaries (FSA), is suitable for a Clinical Assistant Professor or Assistant Professor of Practice position.
- D. If none of A.-C., are progressing in a plan of graduate work toward A. or B.

2. Evaluation of Faculty Qualifications for Teaching Graduate and Undergraduate Courses

Each of the A.-D. criteria listed above will be evaluated as described below. The Department Chair is responsible for evaluating the qualifications of tenure-track, Lecturer, Clinical, Professor of Practice, and Visiting faculty. The Department Associate Chair is responsible for evaluating the qualifications of Limited Term Lecturers and teachers of dual-credit courses.

- A. or B. Faculty will provide an official copy of university transcripts.
- C. Faculty will provide official documentation of professional certification. The Department Chair may maintain a list of courses matched to the candidate's qualifications.
- D. The plan of graduate study toward completion of the requirements is approved and progress is monitored by the Department Chair or Associate Chair.

3. The Department may, by policy, or at the discretion of the Chair when arranging teaching assignments, prefer or require higher qualifications than listed above for particular courses.
4. Mathematical Sciences courses at PFW may also be taught by Graduate Teaching Assistants (or an equivalent position) under the supervision of department faculty, following Purdue system policies on graduate students.
5. Faculty on a tenure track with a title of Assistant Professor, Associate Professor, or Professor must have a doctorate degree in an area of mathematical sciences.
6. Faculty teaching courses listed as “graduate level” in the PFW catalogue must meet any Purdue University system requirements for teaching at a graduate level.
7. This department policy is intended to align with PFW Senate Document 24-13, all Purdue and PFW employment practices and policies, and guidelines from ICHE and the Higher Learning Commission.

Notes

Senate Document SD 24-13 approved Feb. 10, 2025. <https://www.pfw.edu/senate/documents>

Department of Mathematical Sciences Mission Statement (including a definition of “Mathematical Sciences”)
https://drive.google.com/file/d/1h4rGbFiiXbZKWDMG3MDC_VTMvJb-xS5/view?usp=sharing

Indiana Commission on Higher Education. <https://www.in.gov/che/>

Higher Learning Commission. <https://www.hlcommission.org/>

Society of Actuaries <https://www.soa.org/>

Casualty Actuarial Society <https://www.casact.org/>

Department of Physics
Instructional Faculty Minimum Qualifications

Senate Document SD 24-13 (approved February 8, 2016) requires that “departments develop policies and procedures for hiring qualified faculty that 1) cover the factors of achievement of academic credentials at least one level above the degree level taught, progress towards credentials, and equivalent experience (HLC, 2023); 2) are codified, transparent, consistently implemented, and regularly reviewed (HLC, 2023); and 3) extend to all instructors regardless of location (e.g., on campus vs Dual Credit in high schools) or delivery method (e.g., face-to-face vs online).”

Senate Document SD 24-13 further notes that “documentation for hiring faculty deemed qualified via ‘equivalent experience’ include how that equivalent experience was determined. Equivalent experience qualifications include (but are not limited to) a minimum threshold of experience in an industry/occupation/field, actual tests or certifications (i.e., licensing exams, board exams, ECCouncil Certified Ethical Hacker (C|EH) certification, CPA, etc.), research and/or scholarship in the area, and/or other public forms of recognized achievement (i.e., juried exhibits, publications, patents, awards).”

PFW Department of Physics has set the following standards, in compliance with HLC Guidelines, for determining faculty qualifications for the purposes of hiring instructors (Lecturers and Limited Term Lecturers). This standard applies to instructors who teach independent class sessions with responsibility of assigning final grades. Teaching assistants, graders, instructors for labs, discussions, or sessions without independent final grades are exempted from the minimal requirement.

Selection of Qualified Faculty:

- A. Prospective faculty member holds master’s degree or higher in Physics.
- or B. Prospective faculty member holds a master’s degree or higher in a discipline other than Physics, and has completed a minimum of 18 graduate credit hours in physics or closely related subfield.
- or C. If prospective faculty member does not hold a master’s degree or higher in physics or meet condition B, the prospective faculty member must meet the *Department equivalent experience Minimum Qualifications*.

The *Department equivalent experience Minimum Qualifications* consist of both breadth and depth of experience of previous course instruction, or experience outside the classroom in physics related laboratory, research, or, industrial experience directly related with the courses to be taught.

Department Equivalent Experience Minimum Qualifications:

- Hold a bachelor’s degree or higher in physics or closely related field. AND
- Five years of experience in teaching physics at level of high school or above, or research in postsecondary academic, industrial, or government settings. OR
- Demonstrable, current, and consistent progress toward a master’s degree or higher in Physics by registering and completing a minimum of 6 graduate credit hours during each

academic year (e.g., Fall, Spring, Summer) within a maximum 4-year period to become fully qualified.

Basis for initial and ongoing evaluation of instructor qualifications for teaching assigned course:

- The Department Chair or Chair of the search committee will evaluate each Lecturer or LTL against the minimum tested qualification.
 - o They will ensure that the prospective faculty member's degree, work experience, or previous instruction, meets the minimum qualification defined above.
 - o They will ensure that the prospective faculty member masters the knowledge and technology needed for the instruction of their assigned course(s).

Approved by Physics Department unanimously on April 10, 2023

Revised and approved on April 03, 2024

Psychology Department Policy for Minimum Faculty Qualifications

Approve by the Department Fall 2024

The minimum qualifications to qualify to teach Psychology courses for PFW are either an MS in Psychology or an MS outside of Psychology + 18 graduate credit hours in Psychology.

No substitutions or alternatives.

College of Visual and Performing Arts

Departments of:

Art & Design

School of Music

Theatre

Department of Art and Design Faculty Qualifications (updated Spring 2025) excerpted from Governance Document

2.6 Faculty Qualifications

2.6.1 **Rationale.** The Department of Art and Design aims to maintain a diverse group of faculty with both theoretical and practical experience in art and design disciplines.

2.6.2 **Credentials.** Faculty in this department are credentialed based on one of two criteria: academic preparation and equivalent experience, as defined by our regional accreditor, the Higher Learning Commission.

2.6.2.1 **Academic Preparation.** Faculty credentialed to teach undergraduate courses in this department based upon their academic preparation should possess a Master's Degree or above in a relevant art and design discipline. Individuals with a Master's Degree in other disciplines must have at least 18 graduate-level credits in relevant art and or design courses to qualify.

2.6.2.2 Equivalent Experience. Faculty credentialed to teach undergraduate courses in this department based upon equivalent experience should have at least five years of experience working in one of the relevant art and or design disciplines; such as publication design, package and display design, web design, motion graphics, multi-media design, illustration, and interior design. The primary factor in testing such experience is the relevance of their work history to the occupation-based courses they teach, and the quality of their skill sets, which should be documented through multiple measures, including:

2.6.2.2.1 Certificates, such as NICDQ (National Council for Interior Design Qualification), EDAC (Evidence Based Design Accreditation and Certification), LEED (Leadership in Energy and Environmental Design).

2.6.2.2.2 Awards, such as those given by the AIGA (the professional association for design), film societies, and by local and regional advertising federations.

2.6.2.2.3 Exhibitions, especially those that are juried at the local, regional, and national level.

2.6.2.2.4 Curation of design and art shows at museums and galleries.

2.6.2.2.5 Peer-reviewed presentations at national and regional conferences, such as the IIDA (International Interior Design Association), ASID (American Society for Interior Design), the CAA (College Art Association), Typecon (Society of Typographic Aficionados), Fotofest, SPE (Society of Photographic Education), AFI (American Film Institute), AIGA (American Institute of Graphic Artists), GRAPP (International Conference on Computer Graphics Theory and Applications), and SIGGRAPH (Association of Computing Machinery Special Interest Group on Graphics and Interactive Techniques).

2.6.2.2.6 Letters from clients and customers describing and attesting to the quality of the individual's skill sets.

2.6.2.2.7 Evaluation of a portfolio of work by a seasoned academic from outside Purdue Fort Wayne.

2.6.2.2.8 Creative activities in a commercial environment, such as creative director for an advertising agency, or lead photographer in the marketing department of a corporation.

2.6.3 Documentation. The department will maintain records documenting faculty credentials as follows:

2.6.3.1 **Academic Preparation.** A copy of the transcript for the relevant degree used to document academic preparation.

2.6.3.2 **Equivalent Experience.** A letter from the department chair, describing the work history and evidence attesting to the quality of the faculty member's skill sets at the time of hire.

2.6 Faculty Qualifications for Purdue University Fort Wayne School of Music

- 2.6.1 **Rationale.** The School of Music aims to maintain a diverse group of faculty with both theoretical and practical experience in various music disciplines.
- 2.6.2 **Credentials.** Faculty in this School of Music are credentialed based on one of two criteria: academic preparation and equivalent experience, as defined by our regional accreditor, the Higher Learning Commission.
- 2.6.2.1 **Academic Preparation.** Faculty credentialed to teach undergraduate courses in this School of Music based upon their academic preparation must 1) possess a Master's Degree or above in a relevant music discipline; or 2) possess a Master's degree in music but not the specific discipline and also have completed the equivalent of 12 credit hours in the specific area, or 3) possess a Master's Degree in a related discipline but not in the field/subfield which they are teaching and must have completed at least 18 graduate-level credits in a subfield that they teach.
- 2.6.2.2 **Equivalent Experience according to area.** Equivalent experience is defined as *including a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.* Faculty can be credentialed to teach undergraduate courses in the School of Music based upon equivalent experience in commercial music/technology/industry, music education, music therapy, applied music, core music courses, and ensembles. The primary factor in measuring such experience is the relevance of their work history to the occupation-based courses they teach, and the quality of their skill sets, which should be documented through multiple measures, including:
- 2.6.2.2.1 Music Education: may be a current or retired K-12 teacher with at least three years of full-time teaching experience relevant to the specialized course being taught. For those teaching specialized instrument technique classes, they may also fulfill the equivalent experience found in 2.6.2.2.3 or 2.6.2.2.5.
- 2.6.2.2.2 Music Therapy: may be a current or retired board-certified music therapist relevant to the specialized course being taught.
- 2.6.2.2.3 Applied Music and Commercial Music: Significant professional experience, which includes a record of professional performances, recording/producing, or other specialized areas of performance
- 2.6.2.2.4 Music Technology: Significant professional experience, which includes a record of professional performances, recording/producing, live sound production, or other specialized areas of performance
- 2.6.2.2.5 Ensembles: may be a current or retired K-12 teacher with at least three years of full-time teaching experience relevant to the specialized course being taught and significant professional experience, which includes a record of professional performances, recording/producing, or other specialized areas of performance
- 2.6.2.2.6 Additional equivalent methods: Significant record of peer-reviewed presentations at international, national, or regional conferences, record of publications, member of a recognized professional performing group.
- 2.6.2.2.7 Evaluation of a portfolio of work by a seasoned academic from outside Purdue Fort Wayne.
- 2.6.3 **Documentation.** The School of Music will maintain records documenting faculty credentials as follows:

2.6.3.1 Academic Preparation. A copy of the transcript for the relevant degree used to document academic preparation.

2.6.3.2 Equivalent Experience. A letter from the School of Music director, describing the work history and evidence attesting to the quality of the faculty member's skill sets at the time of hire.

HLC

Faculty Qualifications for Department of Theatre

Submitted by: Beverly Redman

4/2/25

The following criteria applies to all faculty teaching for PFW's Department of Theatre, whether they teach on-campus or off-campus, or face-to-face, hybrid, or online:

1. Possess a minimum of a master's degree in Theatre or a related field (arts or humanities areas acceptable).
2. Possess a master's degree in a related field and show evidence of having completed a minimum of 18 credits of coursework in the discipline or subfield in which they teach.
3. Provide documentation of at least five years of equivalent experience as a theatre artist or theatre scholar, examples could include directing theatre productions, or serving as a designer, stage manager, technician, actor, playwright, or researcher.
4. If not yet meeting the above criteria in 2, a documented plan of study will be created to achieve the appropriate credential for the relevant area of study. Progress toward obtaining academic credentials through demonstrable, current, and consistent effort will be expected.

NB—The field of theatre is highly exclusive. Practitioners, whether holding graduate degrees or not, take many years to gain entry. In fact, artists practicing for decades may never hold professional status, meaning that they pay their bills via compensation for their work in the field alone or that they carry a union affiliation in a theatre professional area. Therefore, professional-level experience also includes community theatre that is non- or minimally paid work. Several theatres in the Northeast Indiana region that are not holding the status of a LORT house (Examples: Civic Theatre of FW, Arena Theatre, Summit City Music Theatre, Three Rivers Music Theatre, etc.), are, nevertheless, consistent in providing the experience of professional theatre, since the practices align. These theatres serve as evidence of equivalent experience.

Richard T. Doermer School of Business

Departments of:

Accounting

Economics and Finance

Hospitality and Tourism Management

Management and Marketing

**Purdue University Fort Wayne
Doermer School of Business
Department of Accounting**

**Faculty Qualifications and Equivalent Experience Hiring Policy for
Limited Term Lecturers and Visiting Faculty
as required by Higher Learning Commission Guidelines
February 17, 2025**

The HLC guideline for “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices” states that faculty members may be hired based on minimal qualifications such as credentials or experience for professional career degrees. Fort Wayne Senate Document SD 24-13 supports the acceptance of such policies on our campus. Faculty can be qualified to teach based on the following criteria.

1. An LTL is qualified to teach an Accounting course if they have earned a master’s or doctoral degree in Business Administration.
2. If an LTL holds a master’s or doctoral degree in a field related but not specific to the accounting course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 18 credits in the field specific to the course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 18 credits in the specific content area of the course to be taught, they will need to complete additional coursework to reach the 18 credits required. A documented plan of study will be created to achieve the appropriate credential for the relevant area of study.
4. The Department of Accounting also allows equivalent experience as a pathway for meeting faculty qualifications.

As required by HLC we focused on the potential faculty member's competence to teach the content in the classroom based on his/her credentials and/or work experience. In keeping with the HLC criteria our department offers the following guidelines for the hiring of accounting faculty and assignment of courses:

| Credential or Experience | Acceptable Courses |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| CPA | All accounting courses |
| CMA | Accounting Information Systems, Cost Accounting, Intermediate and all introductory courses |
| Registered tax preparer | Introduction to Tax |
| CIA or CFE | Fraud examination, Audit, and Assurance Services and all introductory courses |
| Five or more years of experience with at least one promotion and/or supervision of at least two accounting personnel | All introductory courses and courses relevant to his/her most recent position |

Department of Economics & Finance's Limited Term Lecturer (LTL) Faculty Qualification Policy

This policy defines the qualifications required for Limited Term Lecturers (LTLs) teaching courses in Economics, Finance and Law within the Department of Economics and Finance. The policy applies to all teaching modalities, including on-campus, off-campus, in-person, online, and hybrid formats.

Courses in Economics

1. An LTL is primarily qualified to teach introductory courses in Economics if they hold a master's or doctoral degree in Economics. In certain cases, an LTL may be qualified to teach specialized courses (30000-40000 level courses) in Economics if they have a degree with the concentration in this specific field of Economics.
2. If an LTL holds a master's or doctoral degree in a field related but not specific to the course they will teach, their academic transcript will be reviewed. To qualify to teach, the LTL must have completed at least 18 credit hours in the specific field relevant to the course.
3. If an LTL does not meet the 18-credit requirement in the relevant content area, they must complete additional coursework to fulfill this requirement. A documented plan of study will be developed to ensure the LTL attains the necessary credentials.
4. For introductory Economics courses, an LTL's work experience is not considered as a substitute for academic qualifications. For specialized courses (30000-40000 level courses), relevant work experience may be considered as a substitute for the 18-credit requirement outlined in Section 2 or a documented plan of study outlined in Section 3, but is not considered as a substituted to academic qualifications. Equivalent experiences will be evaluated by the department's chair, who will consider the LTL's résumé, official transcripts, and letters from professional references in relation to the content and learning outcomes of the course in question. Combined with a master's or doctoral degree, at least five years of equivalent experiences approved by the department chair will qualify the LTL to teach the course.

Courses in Finance

1. An LTL is qualified to teach a 30000 – 40000 level Finance course that is specific to the field in which they have earned a master's or doctoral degree in Finance or Economics
2. If an LTL holds a master's or doctoral degree in a field related but not specific to the course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 18 credits in the field specific to the course to be taught, then they are considered qualified to teach that course.
3. If an LTL does not meet the 18-credit requirement in the relevant content area, they must complete additional coursework to fulfill this requirement. A documented plan of study will be developed to ensure the LTL attains the necessary credentials.
4. The Department of Economics and Finance does not consider professional experience as a substitute for academic qualifications to teach any 30000-40000 level courses in Finance.

Courses in Law

1. An LTL is qualified to teach an introductory course in Business Law if they have earned a master's or doctoral degree in Law. Acceptable degrees also include Juris Doctor (JD), Master's in Law (LLM), Doctor of Juridical Science (SJD), and Doctor of Comparative Law (DCL).
2. If an LTL holds a master's or doctoral degree in a related field but not specifically in Law, their academic transcript will be reviewed. To qualify, the LTL must have completed at least 18 credit hours in courses specifically related to Business Law.
3. The Department of Economics and Finance does not consider professional experience as a substitute for academic qualifications to teach any Law courses.

Purdue University Fort Wayne
Doermer School of Business
Department of Hospitality & Tourism Management

Credentialing and Equivalent Experience Policy & Procedure

In compliance with the Higher Learning Commission's guidelines for determining qualified faculty, the Department of Hospitality & Tourism Management will use the following policy and procedures for credentialing and to determine equivalent experience.

HTM Faculty Credentialing Policy

1. Faculty must minimally hold a master's degree in the subject area that they instruct from a regionally accredited institution. Acceptable fields of study include: Hospitality & Tourism Management, Hospitality Leadership, Lodging Management, Tourism, Recreation, Sports & Leisure, and Sports Tourism. Additional fields related to hospitality and tourism may also be considered on a case-by-case basis, with written approval from the department chair.
2. If faculty possess a master's degree in an outside area, they must hold at least 18 graduate credit hours related to hospitality and tourism from a regionally accredited institution. Acceptable fields of study include: Hospitality & Tourism Management, Hospitality Leadership, Lodging Management, Tourism, Recreation, Sports & Leisure, and Sports Tourism. Additional fields related to hospitality and tourism may also be considered on a case-by-case basis, with written approval from the department chair.
3. If faculty hold a master's degree in an outside area, and do not hold at least 18 graduate hours from a regionally accredited institution they must show progress toward obtaining academic credentials through demonstrable, current, and consistent progress. Specifically, instructors must have a documented plan of study to achieve the applicable 18 graduate hours or master's degree for the relevant area of study within 3 years.

HTM Equivalent Experience Policy

The Department of Hospitality and Tourism Management (HTM) offers programs and courses that are professionally focused covering a wide range of disciplines and topics pertinent to the discipline. Examples include courses that introduce students to the complex world of quantity food production, sports tourism, event management, and other specialized areas. The HTM equivalent experience policy is designed to attract and retain faculty who demonstrate appropriate qualifications in a specialized area, when not holding a relevant graduate degree. Candidates who do not fit the typical credentialing requirements, but who are believed to be qualified in a specialized area are required to provide the following evidence in six categories:

1. Bachelor Degree from a regionally accredited higher education institution or equivalent for international faculty in a field directly related to their assigned teaching.
2. Professional experience of at least 5 years in position(s) of responsibility.
3. Current membership of a recognized professional body.

4. Professional qualifications delivered by a recognized professional body. Appendix A lists accepted qualifications that apply to specific areas of teaching. Other professional qualifications may be considered on an individual basis. If the candidate wishes to have a professional body evaluated, they must provide evidence that the professional organization legitimately represents the profession, with certification indicative of managerial level of understanding/skills/accomplishment in the field. The decision to accept the other professional organization as meeting this criterion belongs to the department.
5. One year of teaching experience (may be substituted by development plan).
6. Two professional references specifically endorsing the candidates experience and knowledge in the field they are destined to teach.

Procedure for establishing equivalent experience

1. The candidate is chosen in accordance with PFW hiring procedures pertaining to their intended employment contract.
2. A list of required documents is provided by the department administrative assistant to the candidate corresponding to the contract level in compliance with PFW policies and HTM Equivalent Experience policy.
3. Candidate submits completed Equivalent Experience dossier to the department administrative assistant in addition to other required documentation required by the university pertaining to their employment status. The dossier should meet the above mentioned policy requirements and include:
 - A. Transcripts of highest level of formal education
 - B. Curriculum Vitae that details professional experience
 - C. Proof of current membership of a professional organization relevant to the area of teaching
 - D. Professional qualification/certification
 - E. Evidence of teaching experience preferably accompanied by peer and student evaluations.
 - F. Professional references

Candidate dossier is reviewed for acceptance or rejection by the department chair and full-time faculty.

Voted and Accepted by HTM faculty:12.11.2024

Appendix A: List of Accepted Professional Qualifications

Culinary

USA: American Culinary Federation Certified Culinary Educator or Certified Executive Chef

Switzerland: Diplôme Fédéral or Diplôme ES (culinary arts)

France: BTS Restauration

Club Management

USA: Club Management Association of America Certified Club Manager

Hotel Management

USA: AH&LA EI, Certified Hotel Administrator or Certified Hospitality Educator

Switzerland: SHA Hotel Management Diploma

France: BTS Hôtellerie Restauration

Event Management

USA : Events Industry Council Certified Meeting Professional (CMP)

Meeting Planners International - Certificate in Meeting Management (CMM)

Revenue Management

CHIA-Certification in Hotel Industry Analytics

Nutrition

Registered Dietitian (RD) OR Registered Dietitian Nutritionist (RDN) AND active member of
The Academy of Nutrition and Dietetics

Purdue University Fort Wayne
Doermer School of Business
Department of Management & Marketing

Faculty Qualifications Policy for LTLs

This policy establishes the qualifications for Limited Term Lecturers (LTL) who are teaching an undergraduate course for the Department of Management & Marketing, whether that course meets on campus or off, in person, online, or in a hybrid format.

1. An LTL is qualified to teach a Management or Marketing course that is specific to the field in which they have earned a master's or doctoral degree in Business Administration or the area of teaching.
2. If an LTL holds a master's or doctoral degree in a field related but not specific to the Management or Marketing course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 18 credits in the field specific to the course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 18 credits in the specific content area of the course to be taught, they will need to complete additional coursework to reach the 18 credits required. A documented plan of study will be created to achieve the appropriate credential for the relevant area of study.
4. The Department of Management & Marketing does not use equivalent experiences to qualify faculty to teach.

Approved by Policy & Planning Committee Members on 2/10/2025:

Jun Todorovic
Prasad Bingi
Tony Kanathanavanich
Shubham Singh

School of Education

Departments of:

Counseling and Graduate Education

Human Services

Teacher Education

Purdue University Fort Wayne
School of Education
Department of Counseling and Graduate Education

Credentialing and Equivalent Experience Policy & Procedure

In compliance with the Higher Learning Commission's guidelines for determining qualified faculty, the Department of Counseling and Graduate Education will use the following policy and procedures for credentialing and to determine equivalent experience.

CGRE Graduate Counselor Education Faculty Policy

1. Faculty candidates, for fulltime teaching positions within the School of Education, must minimally hold a doctoral degree in Counselor Education from a CACREP-accredited program or a related doctoral degree with full-time employment as a faculty member in a counselor education program for at least one full academic year.
2. Faculty candidates, for fulltime teaching positions, who are ABD (All But Dissertation) may be considered with the expectation that the doctoral degree will be awarded before the start of employment.
3. Faculty candidates for Limited Term Lecturer positions must minimally have a terminal degree in their field of study with an associated license.

CGRE Graduate Education Faculty Policy

1. Faculty candidates, for fulltime teaching positions within the School of Education, must minimally hold a doctoral degree in an education-related field (e.g., educational leadership, curriculum and instruction, literacy, special education, etc.) and must demonstrate no less than three years of professional work experience in a P-12 school setting.
2. Faculty candidates, for fulltime teaching positions, who are ABD (All But Dissertation) may be considered with the expectation that the doctoral degree is an education-related field and will be awarded before the start of the employment. The candidate must demonstrate no less than three years of professional work experience in a P-12 school setting.
3. Faculty candidates for Limited Term Lecturer positions must minimally have a Master's degree and no less than three years of professional work experience (e.g., a P-12 school setting or non-teaching TESOL professional setting).

Equivalent Experience Policy

Due to CAEP and CACREP accreditation requirements, equivalent experiences do not apply for Graduate Education and Graduate Counselor Education faculty. Faculty must meet the academic qualifications outlined above.

Voted and Accepted by Department Faculty: January 15, 2025

The Department of Human Services Faculty Qualifications Policy

These policies establish the qualifications for Limited Term Lecturers (LTL) who are teaching a course for the Department of Human Services or the Teaching English as a New Language program. The policies are for courses that meet on campus or off, in person, online, or in a hybrid format.

Department of Human Services

1. An LTL is qualified to teach a Human Services course that is specific to the field in which they have earned a master's or doctoral degree. Master's degrees in the following may qualify: Human Services, Mental Health Counseling, Marriage and Family Therapy and School Guidance Counseling.
2. If an LTL holds a master's or doctoral degree in a field related (Organizational Leadership, Sociology, or Nursing) but not specific to the HSRV course they will teach, their transcript will be examined to identify courses completed that are connected to the course to be taught. If the LTL has 15 credits in the field specific to the course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 15 credits in the specific content area of the course to be taught, they will need to complete additional coursework to reach the 15 credits required.
4. An LTL must provide evidence of at least two years of direct-client experience/work in a Human Services agency; this may NOT include experience in administration.
5. The Department of Human Services does not use equivalent experiences to qualify faculty to teach.

Teaching English as a New Language (TENL)

1. All faculty, including Limited Term Lecturers, who teach graduate and/or undergraduate Linguistics (LING) courses must meet one of the following criteria:
 - Hold a master's degree or higher in a discipline or subfield relevant to the content of the courses he or she is teaching (e.g. TESOL, Linguistics, Bi/Multilingual Education)
 - Hold a master's degree or higher in a discipline or subfield other than that in which he or she is teaching in addition to completion of a minimum of 15 graduate credit hours in linguistics.
2. At least 3 years of experience teaching English language learners in a K-12 setting, adult education program, college/university, or non-profit organization that serves English language learners is required to teach LING 42102/LING 51101, LING 42203/51201, and LING 47000/53500.

3. Equivalent experience will not be used to qualify faculty to teach in the TENL program.

4. Each of the criteria listed above will be evaluated in the following way:

- *Master's degree or higher in the discipline:* Faculty will provide an official copy of his or her university transcripts.
- *Master's degree or higher outside the discipline plus 15 graduate credit hours in linguistics:* Faculty will provide an official copy of his or her university transcripts. If the transcript does not show 15 graduate credit hours in linguistics, a plan of study will be created and they must actively make progress toward the academic credentials.
- *Experience requirements:* As part of the hiring process, the candidate will provide a curriculum vitae that shows his or her experiences in teaching English language learners.

Department of Teacher Education Limited Term Lecturer Qualifications

This policy establishes the qualifications for Limited Term Lecturers (LTLs) who are teaching a course for the Department of Teacher Education (TED), whether that course meets on campus or off, in person, online, or in a hybrid format.

1. An LTL is qualified to teach a TED course that is specific to the field in which they have earned a master's or doctoral degree.
2. If an LTL holds a master's or doctoral degree in a field related but not specific to the TED course they will teach, their transcript will be examined to identify courses completed that are in the field specific to the TED course to be taught. If the LTL has 12 credits of graduate coursework in the field specific to the TED course to be taught, then they are considered qualified to teach that course.
3. If the LTL does not have 12 credits in the specific content area of the TED course to be taught, they will need to complete additional coursework to reach the 12 credits required, or they will need to provide evidence of at least five years of equivalent experience (i.e., experience commensurate with achievement of academic credentials such that it qualifies them to teach the course in question). Equivalent experience must include two of the three categories of working, teaching, and conducting research in the specific content area. Equivalent experiences will be evaluated by the TED chair, who will consider the LTL's résumé, official transcripts, and letters from professional references in relation to the content and learning outcomes of the course in question. Combined with a master's or doctoral degree, at least five years of equivalent experience approved by the TED chair qualify the LTL to teach the course.