

MEMORANDUM

TO : Fort Wayne Senate
FROM : Amal Khalifa, Chair
Faculty Affairs Committee
DATE : 01/24/2025
SUBJECT : Process for Determining Faculty Qualifications

WHEREAS, the Higher Learning Commission states that “faculty should participate substantially in the establishment of institutional policies and procedures for faculty qualifications” (HLC Guidelines, Institutional Policies and Procedures for Determining Faculty Qualifications: HLC’s Criteria for Accreditation and Assumed Practices, November, 2023);

WHEREAS, the Faculty Affairs Committee is responsible for setting policies through joint effort concerning the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the faculty (SD 15-22 Bylaws of the Senate; 3.1.1.1);

BE IT RESOLVED, 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). Then submit them to the Office of Academic Affairs for review and approval by March 31, 2025.

BE IT FURTHER RESOLVED, 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, 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).

BE IT FURTHER RESOLVED, 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.