

## Computer Science

### Academic Credentials:

1. Instructors must have an academic credential of at least one level above the grade level taught.
2. Instructors should hold master's degrees or higher in the discipline or subfield whenever possible for those teaching undergraduate courses.
3. 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.

### Equivalent Experience:

4. Instructors without a master's degree in the discipline or subfield may qualify to teach an undergraduate course if they meet the following:
  - a. A bachelor's degree in Computer Science, Information Systems, or a related field and 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.
  - b. 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).
  - c. 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)

## Anthropology / Sociology

### Academic Credentials:

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.

## **Equivalent Experience:**

4. Graduate degrees in other disciplines may be appropriate for specific courses.
  - a. Relevant examples of such degrees include Criminology, Archaeology, Museum Studies, Linguistics, and Cultural Heritage Management.
5. If an exception is made, the rationale for the exception will be included in the faculty member's personnel file.

## **Communication**

### **Academic Credentials:**

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
  - a. Acceptable degrees include:
    - i. Media courses – MA/MS in Communication, Journalism, Production, Mass Communication, Film/Television/Media Studies, English Literature, Rhetoric, American Studies, Cultural Anthropology. Interpersonal/Organizational – MA/MS in Communication or Social Psychology. Rhetoric – MA/MS in Communication, Rhetoric, or English.
2. 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

### **Equivalent Experience:**

3. 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.
4. Applicants need to meet one category of qualifications.
  - a. 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.
  - b. Research and/or scholarship: The instructor may demonstrate expertise with communication content via published research or other forms of scholarship.
  - c. 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.,

# Instructor Qualifications Criteria

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.

5. The PFW Department of Communication has set the following standards for determining “progress toward academic credentials” (Graduate Teaching Assistants) in compliance with HLC Guidelines:
6. 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 (CELТ).
7. 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.
8. These standards will be applied consistently during the hiring process and included in the faculty member’s documentation accompanying request to make an offer.

## English

### Academic Credentials:

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

## **Equivalent Experience:**

- a. 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:
  - i. “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
  - ii. “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.

## **History**

### **Academic Credentials:**

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

# Instructor Qualifications Criteria

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.

## **Equivalent Experience**

4. The Department of History does not use equivalent experiences to qualify faculty to teach.

## **International Language and Culture Studies**

### **Academic Credentials:**

1. 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
2. Or a master's in a different discipline but 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.
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.

### **Equivalent Experience:**

4. 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

# Instructor Qualifications Criteria

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,

5. Faculty seeking credentialing must demonstrate/provide/complete all of the following:
  - a. 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.
  - b. Appropriate letters of reference or direct conversation with previous reliable employers and supervisors of the candidate.
  - c. Interview with the appropriate member(s) of the department to demonstrate pedagogical knowledge and language abilities.
  - d. At least three years of experience working directly in the classroom teaching a relevant discipline

## Political Science

### Academic Credentials:

1. A Limited Term Lecturer (LTL) and Dual Credit Instructor (DCI) 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 or DCI 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.

### Equivalent Experience:

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.

## Biology

### Academic Credentials:

1. 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.

## Chemistry

### Academic Credentials:

1. Limited Term Lecturer (LTL) and Dual Credit Instructor (DCI) should hold master's degrees or higher in chemistry whenever possible.
2. 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.
3. 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.

## **Equivalent Experience**

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

## **Math**

### **Academic Credentials:**

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.

### **Equivalent Experience:**

2. 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.



## Physics

### Academic Credentials:

1. Prospective faculty member holds master's degree or higher in Physics.
2. 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.
3. 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.

### Equivalent Experience:

4. 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.
5. 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.
6. 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.

## Theatre

### Academic Credentials:

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.

### Equivalent Experience

5. 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.

## Art

### Academic Credentials:

1. 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.
2. 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.

### Equivalent Experience:

- a. 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:
- b. Certificates, such as NICDQ (National Council for Interior Design Qualification), EDAC (Evidence Based Design Accreditation and Certification), LEED (Leadership in Energy and Environmental Design)
- c. Awards, such as those given by the AIGA (the professional association for design), film societies, and by local and regional advertising federations.
- d. Exhibitions, especially those that are juried at the local, regional, and national level.
- e. Curation of design and art shows at museums and galleries.
- f. 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).

- g. Letters from clients and customers describing and attesting to the quality of the individual's skill sets.
- h. Evaluation of a portfolio of work by a seasoned academic from outside Purdue Fort Wayne.
- i. Creative activities in a commercial environment, such as creative director for an advertising agency, or lead photographer in the marketing department of a corporation.

## Music

### Academic Credentials

1. Faculty credentialed to teach undergraduate courses in this School of Music based upon their academic preparation must
  - a. Possess a Master's Degree or above in a relevant music discipline:
  - b. 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

### Equivalent Experience:

2. 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.
3. 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:
  - a. Music Education:
    - i. 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
  - b. Music Therapy:
    - i. May be a current or retired board-certified music therapist relevant to the specialized course being taught.
  - c. Applied Music and Commercial Music:

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- i. Significant professional experience, which includes a record of professional performances, recording/producing, or other specialized areas of performance
- d. Music Technology:
  - i. Significant professional experience, which includes a record of professional performances, recording/producing, live sound production, or other specialized areas of performance
- e. Ensembles:
  - i. May be a current or retired K-12 teacher with at least three years of fulltime 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
- f. 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.

## Education

### Academic Credentials:

1. Limited Term Lecturer (LTL) and Dual Credit Instructor (DCI) 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:

4. 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