

6.2.a

Faculty Qualifications

For each of its educational programs, the institution:

- a. justifies and documents the qualifications of its faculty members.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Overview

The [primary mission](#) of the University of South Carolina system is the education of the state's citizens through teaching, research, creative activity, and community engagement. It is the policy of the University, according to [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty](#) to hire faculty who will complement and contribute to the missions of the University of South Carolina Columbia and the regional Palmetto College campuses. According to [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty](#):

The University of South Carolina is committed to recruiting, retaining, and promoting an outstanding faculty who demonstrate excellence in teaching, research, service, and outreach. The University believes that the presence of a high quality and diverse community of scholars is necessary to achieve such excellence.

These policies and procedures apply to all instructors of record at Columbia and the regional Palmetto College campuses, regardless of mode of delivery (i.e., distance education) or location. The university requires all instructors of record, regardless of rank or type, to meet the appropriate standards for credentials as defined by [ACAF 1.20 Credential Verification for Instructors of Record](#). [ACAF 1.19 Instructor of Record](#) defines the instructor of record as *the individual designated by the academic unit as responsible for the course*. The instructor of record is the primary instructor on the class section record, identified as either "assigned instructor" or "instructor." Academic units must identify all instructors for all course sections and designate a primary instructor who will officially serve as instructor of record for each course section.

The Faculty Manuals ([Columbia](#) | [Palmetto College](#)) outline the minimum qualifications required of faculty, by rank, on both the Columbia Campus and the regional Palmetto College campuses. University policy [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#) defines the academic titles and typical qualifications for faculty appointments and appointments of other academic personnel engaged in instruction, research and clinical activities for the University of South Carolina Columbia and the regional Palmetto College campuses. The policy also requires all University faculty and other academic personnel involved in instruction to meet the credential requirements for teaching at the appropriate level as outlined in University Policy [ACAF 1.20 Credential Verification for Instructors of Record](#). The hiring authority will confirm that the correct title is used and that the candidates meet the required criteria for appointment.

Minimum Qualifications Requirements

Minimum requirements for all individuals serving as instructor of record, regardless of rank, type, mode of delivery (i.e., distance education) or location, are outlined in [ACAF 1.20 Credential Verification for Instructors of Record](#) and are as follows:

Teaching on the undergraduate level

The minimum teaching qualification for undergraduate teaching is a master's degree in the teaching discipline or 18 graduate hours in the teaching discipline accompanied by a master's degree in another discipline. Individuals who hold a graduate degree outside the teaching discipline but are qualified to teach on the undergraduate level on the basis of graduate coursework must have a [graduate coursework form](#) completed by the course department. This form documents the required 18 graduate hours in the teaching discipline.

Teaching on the graduate and post-baccalaureate level

The minimum teaching qualification for graduate-level teaching is a terminal degree in the teaching disciplines or a terminal degree in a related discipline. To facilitate the credentials verification process, departments can document accepted related disciplines via explanatory memo. These documents provide rational and documentation in instances where it is commonly accepted practice for individuals within a department to hold degrees not in the teaching discipline. Examples from the [Darla Moore School of Business](#), the [College of Pharmacy](#), the [College of Engineering and Computing](#), and the [College of Nursing](#) are presented here.

Alternative credentials

When the credentials of the instructor of record do not meet the minimum requirements as outlined above, but the prospective instructor possesses outstanding professional experience or demonstrated contributions to the teaching discipline, the individual may be alternatively credentialed. In cases of alternative credentialing, the course department must explain and provide documentation of the instructor's alternate qualification(s) to teach a course or courses. These may include, but are not limited to, work or research experience, professional licensure or certification, non-credit professional development courses, or other specialized training. The University of South Carolina requires all alternative credentials be documented on a case-by-case basis using the [alternative credentials form](#).

Graduate teaching assistants

To be eligible to teach undergraduate courses, each graduate teaching assistant must provide an official transcript showing a conferred master's degree in the teaching discipline. Otherwise, graduate teaching assistants must meet all of the following qualifications before they are eligible to teach: 1) 18 or more graduate semester hours in the teaching discipline as evidenced by coursework on a transcript, 2) direct supervision by a faculty member who is qualified to teach in the discipline, 3) regular in-service training, which may be in the form of a course taken simultaneously or prior to teaching, and 4) planned and periodic evaluations by a faculty member in the discipline. These requirements are documented via the [graduate teaching assistant form](#).

Credentials Documentation

Hiring and credentials documentation procedures are outlined [ACAF 1.20 Credential Verification for Instructors of Record](#). Credential documentation for each instructor of record must be maintained by the course department for as long as the individual is in an active teaching role. Each instructor of record must have an official transcript and a curriculum vitae on file. Official transcripts must be sent directly from the conferring institution and must show that a degree has been awarded. Faculty of the Schools of Medicine who have a terminal degree of "doctor of medicine" (or equivalent) may present their licensure or board certification in lieu of an official transcript.

In the case of alternative credentials, sufficient objective documentation to support outstanding experience and demonstrated contributions is required to warrant consideration and must be kept up to date and maintained by the course department as long as the individual is in an active teaching role within the department.

Required Reviews

On each campus, the chief academic officer is responsible for ensuring that each course department verifies the academic credentials of all instructors of record. The course department is responsible for documenting the credentials of the instructor of record, and keeping the documentation on file.

Described in [ACAF 1.20 Credential Verification for Instructors of Record](#), credential verification for eligibility to teach occurs on a per-course basis for all instructors. According to the policy, verification of required credentials must occur:

- 1) At time of hire for all new instructors of record. In the case of academic affiliates, credentials must be reviewed at the time of appointment
- 2) When an established instructor of record is assigned to teach a class not previously taught by the individual. This includes classes both within and outside the instructor's normal teaching discipline.

Faculty Roster

The faculty roster is available at the end of this narrative. The faculty roster includes all instructors-of-record at the University of South Carolina Columbia and the Palmetto Colleges, regardless of rank, type, mode of course delivery (i.e., distance education) or course location. View the roster by clicking on the link labeled "Faculty Roster Form" in the *Credentials* section below. The faculty roster includes all individuals who were identified as instructors of record for the semesters of Spring 2019, Fall 2019, and Spring 2020. Alternative credentials forms, graduate coursework forms, graduate teaching assistant forms, and transcripts are available via the faculty profiles; to view the faculty profiles, click on the faculty name in the first column of the roster.

Credentials

 Faculty Roster Form
  Roster by Department

Accounting
Aerospace Studies
African American Studies
American Sign Language
Anesthesiology
Anthropology
Arabic
Army ROTC
Art Education
Art History
Art Studio
Biological Sciences
Biomedical Engineering
Biomedical Sciences
Business Administration
Cataloging
Cell Biology and Anatomy
Chemical Engineering
Chemistry
Chinese
Civil and Environmental Engineering
Classics
College of Arts and Sciences
College of Education
College of Engineering and Computing
College of Information and Mass Communications
College of Social Work
Communication Sciences and Disorders
Comparative Literature
Computer Science and Engineering
Counseling and Rehabilitation
Criminology and Criminal Justice
Dance
Developmental Biology and Anatomy
Digital Collections
Economics
Educational Leadership and Policies
Educational Studies
Electrical Engineering
Emergency Medicine
English
Environment and Sustainability
Environmental Health Sciences
Environmental Sciences
Epidemiology and Biostatistics
Exercise Science
Family and Preventive Medicine
Finance

Foreign Language Education
French
Genetics
Geography
Geological Sciences
German
Global Carolina
Health Promotion, Education and Behavior
Health Services Policy and Management
History
Honors College
Hospitality, Retail, Sport Management
Hotel, Restaurant and Tourism Management
Instruction and Teacher Education
Integrated Information Technology
Internal Medicine
International Affairs
International Business
Irvin Department of Rare Books and Special Collections
Italian
Japanese
Journalism and Mass Communications
Latin
Law Library
Law School
Library and Information Science
Linguistics
Management
Management Science
Marine Sciences
Marketing
Mathematics
Mechanical Engineering
Media Arts
Medical Education
Museum Management
Music
Music Library
Naval Science
Neurology
Neuropsychiatry and Behavioral Science
Nurse Anesthesia
Nursing
Obstetrics and Gynecology
Ophthalmology
Oral History
Orthopaedic Surgery
Orthopaedics

Palmetto College Columbia
Palmetto Health USC Medical Group
Pathology, Microbiology and Immunology
Pediatrics
Pharmacology, Physiology and Neuroscience
Pharmacy
Philosophy
Physical Education
Physician Assistant Program
Physics and Astronomy
Political Science
Portuguese
Psychology
Public Health (General)
Radiology
Religious Studies
Research and Graduate Education
Research and Instruction
Retail
Russian
Sociology
South Carolina Honors College
Southern Studies
Spanish
Speech
Sport and Entertainment Management
Statistics
Surgery
Theatre
Thomas Cooper Library
TRIO Programs
University 101
USC Lancaster
USC Salkehatchie
USC Sumter
USC Union
Women's and Gender Studies

Sources

-  [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenue Track Faculty](#)
-  [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)
-  [ACAF 1.19 Instructor of Record](#)
-  [ACAF 1.20 Credential Verification for Instructors of Record](#)
-  [Faculty_Manual_Columbia \(Page 26\)](#)
-  [Faculty_Manual_Palmetto_College \(Page 14\)](#)
-  [Mission Statement](#)

 Related Disciplines (Entrepreneurial Engineering)

 Related Disciplines (Moore School)

 Related Disciplines (Nursing)

 Related Disciplines (Pharmacy)

 alternate_credentials_form

 graduate_coursework_form

 graduate_teaching_assistant_form