Florida Institute of Technology is committed to hiring qualified, effective faculty members to carry out the goals of the institutional mission and to ensure the quality and integrity of its academic programs. In doing so the institution meets, and strives to exceed, the minimum requirements set forth by regional accreditation. Academic credentials are the primary and standard qualification for faculty members; however other types of qualifications may prove to be appropriate. Documentation and justification of qualifications for each member of the faculty, both full-time and part-time, are the responsibility of the entire institution.

*SACSCOC Comprehensive Standard 3.7.1 (2012 version):* The institution employs competent faculty members qualified to accomplish the mission and the goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

(Faculty competence)

*Academic Credentials.* Academic credential guidelines for faculty are provided by SACS Commission on Colleges. These are:

- **Faculty teaching general education courses at the undergraduate level:** doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- **Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:** doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- **Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:** bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.
Faculty teaching baccalaureate courses: doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

Faculty teaching graduate and post-baccalaureate course work: earned doctoral/terminal degree in the teaching discipline or a related discipline.

Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Faculty Records. Florida Tech maintains a record of faculty credentials for every faculty member in appropriate academic offices. Each file must include: (1) an official transcript for the highest degree earned, as well as those for any other relevant degree, such as master’s and bachelor’s degrees; (2) official transcripts or official versions of certificates and licensures, if applicable; (3) a completed Faculty Roster Form that includes the courses to be taught (this is an accreditation requirement); and (4) a statement of alternative qualifications (SOAQ) for any faculty member not meeting the Academic Credentials listed above.

For purposes of accreditation, transcripts/certificates/licensures are considered official only if they are sent directly from the granting institution to the appropriate academic office. They must be requested, and paid for, by the prospective faculty member. Transcripts from international institutions that are not in English must be accompanied by an original translation and evaluation from a credential evaluation service agency recognized by the National Association of Credential Evaluation Services (NACES). Transcripts from non-regional accredited institutions in the United States will be considered on a case-by-case basis.

SOAQs must address how the candidate’s alternative qualifications relate to specific courses to be taught and should include as many of the following as apply to a particular situation:

- competence and effectiveness
- as appropriate, undergraduate and graduate degrees
- non-teaching work related experience in the field
- professional licensure and certifications
- honors and awards
- continuous documented excellence in teaching
- other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes

Should the courses to be taught change at some future date, the statement of alternative qualifications and the Faculty Roster Template must be updated to include these new courses.

*No faculty member will be allowed to teach until faculty records are complete.*
Appropriate academic offices where faculty records are to be maintained are as follows:

- For full-time faculty: the Office of the Chief Operating Officer.
- For faculty teaching Florida Tech University Online programs: the Office of Online Learning.
- For faculty teaching at Extended Studies sites and through the Virtual Campus: the office of the Extended Studies Department.
- For departmental adjunct faculty: the appropriate departmental office.

An electronic profile for every faculty member is maintained in our faculty credential software, currently Xitracs. In addition to copies of transcripts, certificates, and licensures, the profile must include, for purposes of accreditation, a current curriculum vita that includes the following sections, as applicable:

1) Education: include all Bachelor’s, Master’s, Ph.D., and/or terminal degrees
2) Academic Appointments with dates: including current position
3) Other credentials: any professional licensures, certificates, honors and/or awards that relate to courses to be taught
4) Related professional experience: list additional work-related experiences that relate to courses to be taught
5) Grants, publications, presentations: as they relate to courses to be taught
6) Membership in professional organizations

For uniformity, all curriculum vitae will be no longer than five pages.