

## EMPLOYMENT JUSTIFICATION

Texas State employs faculty by giving primary consideration to the highest degree earned in the discipline and complies with the Southern Association of Colleges and Schools (SACS) *Principles of Accreditation* Comprehensive Standard 3.7.1. Texas State also abides by the following relevant academic credential guidelines approved by the Commission on Colleges, Southern Association of Colleges and Schools, Collegiate Delegate Assembly in December 2006. These documents state:

The institution employs competent faculty members qualified to accomplish the mission and 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. (*See Commission guidelines "Faculty Credentials."*) **(Faculty competence)**

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines [non relevant guidelines for associate degrees deleted]:

- a. Faculty teaching general education courses at the undergraduate level: doctorate 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).
- b. Faculty teaching baccalaureate courses: doctorate 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).
- c. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- d. 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.

Justification to employ the following individual as an exception to the criteria stated above is provided for approval:

**Name:**

**Department/School:**

**Course number and title for which exception is authorized:**

Course Number                      Course Title

**Highest Degree Conferred (Include any applicable course work completed since last degree):**

**Professional Experience:**

**Professional Certifications/Licenses:**

**Justification (Be Specific):**

A current vita, professional letters of reference, copies of certifications and/or licenses and any additional information that serves as documentation for justification of employment must accompany this justification.

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**School Director/Department or Program Chair**

**Approvals:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Dean**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Provost**