



Loyola University Chicago Faculty Course Assignment Policy

Preparing people to lead extraordinary lives

Loyola University Chicago requires all departments, academic units, and institutes to provide (1) a statement specifying expected credentials of their faculty (full- and part- time) and (2) documentation for each faculty verifying credentials as articulated therein. This requirement meets the Higher Learning Commission standard for accredited institutions to determine and evaluate minimum faculty qualifications in order to demonstrate that faculty have appropriate subject-matter expertise for teaching classes. Per the HLC guidelines, this policy applies to “all faculty members whose primary responsibility is teaching, including part-time, adjunct, dual credit, temporary and/or non-tenure-track faculty.” (March 2016. Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers. (http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf))

The policy below applies to undergraduate and graduate/professional teaching responsibilities in all academic units. Credentials outlined in this policy represent minimum requirements, as colleges, schools, and institutes may, if they choose institute more stringent requirements. Determinations of **equivalent experience** and **closely related fields** are made at the program level and documented in academic units.

Per HLC, **equivalent experience** includes relevant experience in other employment sectors or through professional development or other relevant experience that now informs their teaching, including topics relevant to the courses they may teach. **Equivalent experience** may also include skill sets, types of certifications, credentials, CEU documentation, or other related professional or artistic accomplishments and experiences. Each academic unit will define the **equivalent experience** appropriate for its programs.

In addition, HLC expects that faculty qualifications correlate to teaching assignments and responsibilities. Each academic unit must determine which **closely related fields** provide this correlation to teaching assignments in each academic program.

A. Credentialing at the Undergraduate Level

A faculty member/instructor is qualified to teach at the undergraduate level by meeting one of the following requirements:

1. The individual must have an earned doctorate/terminal degree in the instructional discipline, or a **closely related field** as described and documented by the home department and shared with the Office of Faculty Affairs.

OR

2. Have a master's degree in the instructional discipline or a ***closely related*** field as described by the home department and documented by the home department and shared with the Office of Faculty Affairs.

OR

3. Have a master's degree in another field, while having a concentration in the instructional discipline (minimum of 18 graduate-semester hours)

OR

4. Be a graduate student enrolled in an LUC doctoral program in the discipline or subfield and meet the requirements described in the [Policy on Graduate Students with Merit Awards in the Graduate School Serving as Primary Instructors](#), or the [Policy on Graduate Students with Merit Awards in the School of Education Serving as Primary Instructors](#).

OR

5. Have ***equivalent experience*** that is commensurate with the academic preparation specified above, as described and documented by the home department and shared with the Office of Faculty Affairs.

B. Credentialing at the Graduate/Professional Level

The following qualifications for the credentials to perform various duties at the graduate/professional level represent minimal requirements. All faculty qualified at the graduate level are automatically qualified at the undergraduate level for the respective discipline/subfield.

Credentials needed to teach graduate/professional courses

6. The individual must have a doctorate/terminal degree in the discipline for which they will serve as instructor of record for courses. Doctorate/terminal degrees in ***closely related fields*** will be accepted, but the home departments must determine the degrees that are considered closely related by disciplinary standards and are documented by the home department and shared with the Office of Faculty Affairs.

OR

7. The individual must have a Master's degree (or equivalent) in the discipline for which they will serve as instructor of record for courses **AND** have ***equivalent experience*** that would represent the equivalent of a doctoral level degree. Departments must determine document the criteria for "equivalent experience" and share with the Office of Faculty Affairs.

In addition, the individual must have a history of research, scholarship (e.g., publishing a book, peer-reviewed article, or disciplinary equivalent) or appropriate achievement as defined by the area.

C. Special Appointment

There may be times when a uniquely qualified person, such as an individual from another university, government, industry, or the arts and may be designated “Affiliate Faculty” or “Visiting Faculty” for a specific duty and for a fixed time period within undergraduate or graduate education.