MISSISSIPPI STATE UNIVERSITY

Policy and Procedure

Internal Audit Web

NOTE - POLICY HAS BEEN SUPERSEDED SEE NEW POLICY AT:
Credentials for Teaching 13.09 **(PDF)**

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO:	All Holders of Mississippi State University Academic Operating Policy and Procedure Manual
DATE:	March 22, 2010
SUBJECT:	AOP 13.09 – Credentials for Teaching

PURPOSE

The purpose of this Academic Operating Policy (AOP) is to define the credentials for an individual to teach courses.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision to the Provost and Executive Vice President.

POLICY/PROCEDURE:

Standard Faculty Credentials for Teaching

The instructor of record for each academic credit course offered at Mississippi State University must possess the proper credentials for the discipline in which they are teaching. Credentials are determined as follows:

1. Undergraduate courses: The instructor of record must possess a doctorate or master's degree in the teaching discipline or a related discipline. Additionally, the instructor of record must possess a master's degree with a concentration in the teaching discipline with at least 18 graduate semester hours in the same or related teaching discipline.

2. Graduate and post-baccalaureate courses: The instructor of record must possess an earned doctorate/terminal degree in the same or related teaching discipline.

Graduate Teaching Assistants as Instructors of Record

Graduate teaching assistants may only serve as instructors of record for undergraduate courses. These graduate students must possess a master's in the teaching discipline, or at least 18 graduate semester hours in the teaching discipline and obtain classroom certification from the Graduate School. Graduate teaching assistants must receive direct supervision by a faculty

member experienced in the same teaching discipline, regular in-service training, and planned periodic evaluations. Graduate teaching assistants can not serve as instructors of record for graduate level courses.

Alternative Certification through Commensurate Experience

An individual may be certified to teach courses at the undergraduate or graduate level based on commensurate experience in the same or related discipline. Professional certification, licensure or documented record of professional practice will be utilized to evaluate commensurate experience. The alternative certification of an instructor should be requested by the department head, recommended by the academic dean, and approved by the Provost.

RESPONSIBILITIES

Position	Section	Year
Associate Provost for Academic Affairs	Review	2014

AOP 13.09
06/01/2010

For information about this policy, contact the responsible/reviewing department hyperlinked above.

For comments about the MSU Policy website, contact: webmaster @ audit.msstate.edu.