



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 he or she is 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 serve as instructors of record only 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 cannot serve as instructors of record for graduate level courses, regardless of qualifications.

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.

Instructor of Record.

An official transcript for each degree earned, along with any other documentation required or associated with the discipline that demonstrates experience or expertise (e.g. licensure, certification) must be on file with Human Resources Management in order for the individual to be listed as the instructor of record for any academic credit course.

Assignment of Instructor of Record.

The official instructor of record must be assigned for each academic credit course by the end of the 10th day of classes during each fall and spring semester. The official instructor of record for each academic credit course offered during any summer term must be assigned by the end of the 3rd day of classes.

Primary and Secondary Instructors

In the case of two or more instructors being assigned to teach a course, there will be a primary instructor and one (or more) secondary instructors. The primary instructor must be an individual who is credentialed to serve as the instructor of record for the course. The primary instructor has full responsibility for all aspects of the development and delivery of the course, and determination of final grades for the students. If utilized, a secondary instructor provides support to the primary instructor. In this capacity, a secondary instructor may teach lectures and/or labs, grade papers or provide other support functions. In the case that the secondary instructor is credentialed to serve as an instructor of record for the course, he/she would have the same rights and responsibilities as the primary instructor.

When there is a primary and one or more secondary instructors assigned to a course, it is the responsibility of the department head each semester to ensure that each individual has a complete understanding of their role and responsibilities. In such cases where a secondary instructor is not credentialed to serve as instructor of record, the dean’s office of the college will maintain a signed record of the primary and secondary instructors’ acknowledgement of their roles and responsibilities. A copy of the signed acknowledgement will be maintained in the Faculty Credentials database.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2019

APPROVED BY:

/s/ Peter L. Ryan
Associate Provost for Academic Affairs

06/16/2015
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

06/16/2015
Date

/s/ Randolph F. Follett
President, Robert Holland Faculty Senate

06/24/2015
Date

REVIEWED BY:

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Office of Institutional Research and Effectiveness

06/29/2015
Date

/s/ Joan Lucas
General Counsel

07/02/2015
Date

APPROVED:

Mark Keenum
President

7/27/2015
Date