

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

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 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.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

<u>/s/ Peter L. Ryan</u>	<u>03/19/2012</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>03/29/2012</u>
Provost and Executive Vice President	Date

<u>/s/ Meghan Millea</u>	<u>04/04/2012</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Bryant</u>	<u>04/10/2012</u>
Director, Office of Internal Audit	Date

<u>/s/ John L. Lucas</u>	<u>04/12/2012</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark Keenum</u>	<u>04/23/2012</u>
President	Date

