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POLICY

Bethel University's goal is to provide the highest quality faculty to instruct in its programs. Therefore, in the selection of faculty members and assignment of faculty members to courses, consideration should be given to the following:

1. Academic credentials including, but not limited to, the highest degree earned in the field and a minimum of 18 graduate semester hours in the field. Occasionally, it may be necessary to assign a faculty member with a degree (master's or higher) in a related field and 18 graduate semester hours in the field of instruction. For example, a faculty member with a Master of Business Administration in Management might have 18 graduate semester hours in accounting and be assigned to teach an introductory level accounting course.
2. When the courses in the major include courses in related fields, the terminal degree must be in the related field in order to count toward the 25% minimum.
3. Professional credentials and/or experience in the field. This might include certified public accountant (CPA), professional certifications, work experience, or research in the field.
4. It is expected that all graduate level courses will be taught by a person with a terminal degree and at least 18 graduate semester hours in the specific field of instruction.
5. A juris doctorate is not a terminal degree unless the course is clearly a legal course (e.g., school law).

PROCEDURE UNDERGRADUATE

1. Documentation of current licensure from the appropriate governmental body. Inactive or expired licenses may not be used to satisfy this requirement. If the license requires continuing education, documentation that this requirement is satisfied must also be provided.
2. Letters from authorities in the field (non-Bethel) must be provided and clearly state the individual is qualified to teach specific courses. Three letters, preferably not from individuals at the same institution, must be provided. The authorities must hold terminal degrees in the field.
3. In cases where work experience is used, letters from current supervisors and performance evaluations must be provided. It is preferable that work experience be within the previous five (5) years with the exception of health sciences where it must be within one (1) year.
4. Although prior successful teaching experience in the field may be considered, it is not sufficient without other documentation. Student evaluations may not be used to fulfill this requirement.

GRADUATE

1. Documentation of current licensure from the appropriate governmental body. Inactive or expired licenses may not be used to satisfy this requirement. If the license requires continuing education, documentation that this requirement is satisfied must also be provided.
2. Letters from authorities in the field (non-Bethel) must be provided and clearly state the individual is qualified to teach specific courses. Three letters, preferably not from individuals at the same institution, must be provided. The authorities must hold terminal degrees in the field. It is strongly preferred that these authorities be currently employed at Research I universities and reflect geographic diversity. Under no circumstances may all of the letters be from Bethel faculty or employees.
3. In cases where work experience is used, letters from current or former supervisors and performance evaluations must be provided. It is preferable that work experience be within the previous five (5) years with the exception of health sciences where it must be within one (1) year.

Although prior successful teaching experience in the field may be considered, it is not sufficient without other documentation. Student evaluations may not be used to fulfill this requirement.

Once documentation has been obtained, the documentation shall be reviewed by:

1. The academic director of the program (department or division chair or dean);
2. The academic dean of the college in which the course(s) is/are taught;
3. The vice president of the college in which the courses are taught; and
4. The Chief Academic and Compliance Officer of the University.
5. The Chief Academic and Compliance Officer's decision is final.

In all cases, it is the responsibility of the candidate to assemble the portfolio and present it to the University.

RESPONSIBLE PARTIES

Academic Directors, Academic Deans, Vice Presidents, Chief Academic and Compliance Officer

PUBLICATION

Faculty Handbook, University website