

University Faculty Credential Policy

Qualified faculty at Georgia Southern University meet or exceed the following requirements.

1. Faculty teaching graduate courses and post-baccalaureate course work must have an earned doctorate or other terminal degree in the teaching discipline or a closely related discipline.
2. Faculty teaching baccalaureate courses must have a doctorate or master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours (or the equivalent) in the teaching discipline.
3. Faculty teaching general education courses at the undergraduate level must have a doctorate or master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours (or the equivalent) in the teaching discipline.
4. Graduate teaching assistants who serve as the instructor of record (TA2) must have a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Minimum Documentation

In concert with the appointing department or unit, all teaching faculty are required to submit the following materials at the time of the initial appointment (accompanies the Personnel Action Form). The official repository for all faculty credential documentation is the Provost's Office's electronic file system, ApplicationXtender.

1. Official transcripts of all academic degrees (undergraduate and graduate). Transcripts must be in English; foreign transcripts must be evaluated by a U.S. Department of Education recognized credential evaluation service, such as:

World Education Services, Inc. (WES)
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: 800.937.3895
Fax: 212.966.6395
Email: info@wes.org
<http://www.wes.org/>

For a listing of recognized foreign credential evaluators, please visit the Association of International Credential Evaluators, Inc. (AICE) website at <http://www.aice-eval.org/> or the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>.

Note: Georgia Southern requests evaluation of foreign credentials as part of its visa employment processing for foreign nationals. The Office of Legal Affairs may already have evaluated credential documentation on file for the individual. Please check with that office first before asking newly hired faculty to submit their credentials to another service.

2. Current curriculum vitae
3. List of all courses the instructor will teach (including course number, course title, course CIP code), when known
4. Course syllabi for each course the instructor will teach, when available

These materials are used to document the faculty member's qualifications.