CARTHAGE
COLLEGE

Faculty Qualifications Policy

All Carthage faculty members, whether full-time or part-time, are expected to be appropriately qualified in the discipline in which they teach. Academic credentials are the primary means of determining faculty qualification as described below for undergraduate and graduate programs.

At a minimum, instructors teaching at the **undergraduate level** shall possess either

a) a Master's degree in the discipline they teach from an accredited institution, or
b) a Master's degree in another discipline from an accredited institution and a minimum of 18 graduate credit hours of coursework in the discipline they teach.

Instructors teaching at the **graduate level** shall hold the terminal degree for the discipline they teach from an accredited institution and have a record of research, scholarship, or professional achievement that is appropriate for the graduate program.

Through formal faculty action, academic departments or programs may define minimum thresholds of professional experience that may substitute for graduate credentials in their discipline. This experience might include work experience, demonstrated technical skills, certifications, and/or other professional credentials, and should include sufficient breadth and depth in the discipline to be taught by the faculty member to constitute the equivalent of the relevant graduate credential. Departments or programs wishing to hire an instructor based on equivalent professional experience must justify such a request with reference to the established criteria for the discipline, and must receive the approval of both the Dean and the Provost.