

## Policy Announcement #5

Policy Title/Reference Information: Academic Appointment  
Requirement for Teaching Credit-Bearing Courses

New Policy

Policy Change  (this updated policy relates to  
adjunct and staff members who teach)

Effective Date of Change: December 1, 2011

From: Provost K. Subbaswamy

To: Deans, Colleges, Centers, and Departments with Faculty Members

### Purpose/Rationale:

- To ensure that an Academic Appointment Form is completed for any individual hired to teach one or more credit courses
- To ensure that the University is in compliance with Southern Association of Colleges and Schools (SACS) teaching credentials guidelines in comprehensive standard 3.7.1

### Policy:

The University will require any staff members who teach credit-bearing courses to have a faculty appointment in a unit appropriate to the staff member's teaching assignment. Exceptions are listed below.

It is anticipated that the department chair/director and/or faculty in the appropriate unit will review the credentials for these individuals and recommend on the assignment period and appropriate title series for the appointment.

### Exceptions for academic appointment requirement:

- 1) Individuals teaching academic orientation courses (such as UK 101, 201)
  - For those staff members teaching this series of courses the following requirements must be met:
    - Minimum of master's degree
    - Past or present employment at UK verified through Human Resources
    - Attend instructor training which provides course information, lesson plans and skills necessary to teach the course.
- 2) Individuals teaching "Career Development" courses (such as A&S 350)
  - For those staff members teaching this series of courses the following requirements must be met:
    - Minimum of master's degree

- Attend college instructor orientation which provides course information, lesson plans and skills necessary to teach the course.
  - Appropriate degree credentials or justification describing other qualifications.
- 3) Individuals teaching UK Discovery Seminar Program courses (DSP courses)
- For those staff members teaching this series of courses, an academic appointment is not required, but the following requirements must be met:
    - Minimum of master's degree
    - Attend college instructor orientation
    - Appropriate degree credentials for undergraduate level teaching per SACS Comprehensive Standard 3.7.1: *doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).*
- 4) Individuals teaching course sub-activities such as lab, recitations or seminars, when a faculty member is instructor of record and teaching the main activity.

The exclusion of these classes from this policy does **not** imply that staff who teach these courses are exempt from meeting SACS teaching credentials standards. An individual who teaches any course that may count toward general education credit at the undergraduate level must meet the following credentials standard: *doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)* (SACS Comprehensive Standard 3.7.1)