Section 5 Policies Subject 5.5 Faculty Evaluations **Policy 5.5.6 Faculty Credentials and Faculty Files**	07/06/07 -Originated 02/14/13 -Reviewed w/ changes -Reviewed w/o changes 03/19/13 -Effective Council of Deans -Author

Faculty Credentials and Faculty Files

Definitions

Faculty member: an employee who has any type of faculty appointment, and receives any compensation or benefits from UTMB, regardless of the source of funds or assignment during the year[1]

Community Teaching Physician: as used in of this policy only, includes a physician who hosts UTMB students in their non-UTMB offices as a community-based educator, has a "without salary" (WOS) appointment and is not eligible for tenure. Faculty appointments of this type are a dual responsibility of an academic department and the Dean of Medicine

Policy

Faculty Credentials

UTMB only employs competent faculty members who meet or exceed the minimum qualifications as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACS), other accrediting bodies and state and federal agencies.

In determining acceptable qualifications, UTMB primarily considers a candidate's highest earned degree in their discipline. Other factors include, but are not limited to, demonstrated competence, effectiveness, capacity, undergraduate and graduate degrees earned, related work experiences in their field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements that might contribute to effective teaching and student learning outcomes. UTMB documents the qualifications of all its faculty members, referred to hereafter as "faculty credentials." [2]

The minimum qualifications for a faculty member who will be teaching baccalaureate courses is a master's degree in their teaching discipline with a concentration in their teaching discipline including a minimum of 18 graduate semester hours in their teaching discipline.

The minimum qualifications for a faculty member who will be teaching graduate and post-baccalaureate course work is an earned doctorate or terminal degree in the teaching discipline or a related discipline

The minimum qualifications for graduate teaching assistants is a master's degree in their teaching discipline or 18 graduate semester hours in their teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations [3]

Policy, continued

In order to document its compliance with this policy, each school shall maintain faculty credentials and faculty files, (described below) for all its employees with a faculty appointment of any type in either paper form, electronic form, or both.

The responsibility for implementing and maintaining compliance with this policy in each school rests with respective Dean.

Credentials

Core Credentials for all faculty members, include:

1. a current curriculum vitae (CV) in UTMB format
2. transcripts showing the highest and/or terminal degree earned; and
3. a copy of all current professional licenses (except for Medical Staff Members for whom the Office of the Medical Staff Services will maintain these records).

Additional Credentialing Requirements and Exceptions: Faculty members holding degrees from institutions outside of the United States or Canada, must have written validation and evaluation of their foreign degrees, diplomas or certificates by a recognized outside agency

Faculty members teaching in master's programs for which the terminal degree in the discipline is at the master's level, must have:

1. a terminal degree in the discipline or a related field; or
2. written justification by the appropriate Dean or department chair acknowledging the adequacy of the faculty member's terminal degree as acceptable credentials for the faculty appointment

Faculty members teaching in baccalaureate programs must have:

1. a masters degree in their discipline or a related field and
2. professional license as applicable

OR

3. 18 graduate hours in their discipline and
4. professional licenses as applicable

OR

for specialized clinical or didactic course instruction, written justification by the appropriate Dean or department chair acknowledging the adequacy of the faculty member's terminal degree in conjunction with the totality of their additional education (i.e., degrees, certificates or other specialized training) and relevant professional experience, as acceptable credentials for their faculty appointment.

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Credentials Exceptions

Individuals holding the title of Community Teaching Physicians shall be exempt from the Core Credentials portion of this policy. However, they will be asked to provide:

- a current CV; and
- their professional license number if applicable

Faculty Files:

Each respective
Dean's Office is responsible for maintaining faculty files for their respective schools which shall include current faculty credentials and other personnel related documents for each faculty member (e.g. Memoranda of Appointments, Contracts, Practice Plans, Offer Letters, Appointment or Salary Change Letters, Appointment, Promotion & Tenure documents, References, and Performance Evaluations, Biographical Sketches Foreign Degree Evaluation, Non-renewal Letters, Endowment Letters, and Letters of Resignation (as applicable).

These faculty files shall be maintained as part of each faculty member's personnel file, and shall be forwarded upon a faculty member's separation from UTMB to the Office of Employee Records Services within 120 days of the faculty member's separation date.

References

[1] THECB Reporting and Procedures Manual for Texas Health-Related Institutions, Fall 2010, Faculty report CBM008, p.8.1
[2] SACS-COC Principles of Accreditation: foundations for Quality Enhancement, 2010 Edition, Comprehensive Standard 3.7.1, page 28
[3] SACS-COC Faculty Credentials Guidelines
The Regents *Rules and Regulations* "Evaluation of Tenured Faculty" Rule 31102
IHOP 5.5.2 Periodic Performance Evaluation of Tenured Faculty