



OLD DOMINION UNIVERSITY

I D E A FUSION

Faculty Credentials & Qualifications
Guidelines

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I. Executive Summary

The purpose of the *Faculty Credentials and Qualifications Guidebook* is to inform faculty and faculty administrators of the academic credentials and qualifications that are **required** for faculty members to possess in order to teach courses at Old Dominion University (ODU). Along with identifying the **required** academic credentials, this manual will clarify the procedures, forms and the necessary information needed (1) to hire new faculty (2) for faculty to teach courses within and across disciplines and (3) to provide the proper way to present justification for individuals to teach courses based on alternative credentials/qualifications.

ODU's requirements for hiring and maintaining appropriately credentialed faculty are aligned with standards set by its regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the *Principles of Accreditation: Foundations for Quality Enhancement* under Comprehensive Standard 3.7.1. All of the University's instructional faculty (full-time, part-time, adjunct, and teaching assistants) are **required** to meet the guidelines established by SACSCOC. Individuals responsible for selecting, credentialing and approving faculty are **required** to ensure faculty are qualified to teach in the program at the time of hire as well as confirm that faculty are qualified to teach their assigned courses during their tenure at the University.

The information in this manual will be reviewed periodically by the Faculty Qualifications and Guidelines Committee (FQGC). Revisions, additions and deletions will be made as programs are added or discontinued from the University's office degree inventory maintained by the State Council of Higher Education for Virginia (SCHEV). All changes will be evaluated by the FQGC and maintained by the Office of the Provost.

II. Credentialing Guidelines

A. SACSCOC REQUIREMENTS FOR CREDENTIALING

3.7.1. The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

- ❖ Faculty teaching general education courses at the undergraduate level: doctoral 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).
- ❖ Faculty teaching baccalaureate courses: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- ❖ Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- ❖ Graduate teaching assistants: master's 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.

B. Old Dominion University's Faculty Credentialing Policy

Please note these guidelines can be found in the *Faculty Handbook* section two.

I. Academic and Professional Preparation Requirements for Faculty

Old Dominion University's academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Commission expects the University to employ faculty members whose highest degree earned is recognized as their qualifying credential to teach at the University as well as the degree being from a regionally accredited university.

1. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited university within the United States or an institution outside the United States, the University *must* show evidence that the faculty member has the appropriate academic preparation.

2. The University *must* ensure that each faculty member employed is proficient in oral and written communication in the language in which assigned courses will be taught.

A. Undergraduate Instruction: Each full-time and part-time faculty member teaching courses leading to a baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a master's degree with a major in the teaching discipline. Graduate teaching assistants teaching such courses must have completed a master's degree in the teaching discipline or have completed 18 graduate hours in the discipline: further, they must receive regular in-service training and periodic evaluations and have direct supervision by a faculty member experienced in the teaching area. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis. Interdisciplinary courses may be taught by faculty members qualified in a related discipline.

B. Graduate Instruction: Each full-time and part-time faculty member teaching courses at the master's or specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline and hold graduate certification from a one of the academic colleges at the University. In some instances, the master's degree may be the terminal degree; in others, a master's degree in the discipline coupled with a doctoral degree in a related discipline is considered appropriate.

- a. It is the responsibility of the department appointing the part-time faculty member to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.
- b. All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline. Public health program faculty who hold a terminal practice degree, i.e. J.D., M.D., Pharm.D., D.D.S., etc., and possess the knowledge and current practice experience could be certified to teach in the public health graduate programs.
- c. In unusual cases, faculty members who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials may be approved as graduate faculty. Evidence of competence or academic credentials other than the doctorate in the discipline for graduate faculty must be presented as justification for employment.

C. Credentials Required: It is the responsibility of the University to keep on file, for all full-time and part-time faculty members, documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competence, official documentation of professional or work experience, technical and performance competency, records of publications, certifications and other qualifications. All degrees must have been conferred by regionally accredited colleges or universities. Degrees from international universities must be fully justified. For faculty teaching graduate courses, a completed current Certification for Graduate Instruction form must also be on file.

Note: Copies of the documentation and a memorandum from the department Chair justifying any exception to the criteria for academic and professional preparation must accompany the Adjunct Faculty Approval/Employment Authorization form when submitted to the Office of Academic Affairs.

C. Alternative Credentials

In extraordinary circumstances in which a prospective faculty member does not meet the set criteria, that individual may be considered to teach course(s) based on alternative credentialing. The faculty member should demonstrate extensive professional experience, significant contributions to the teaching discipline, and considerable knowledge of the competencies needed to teach the course objectives covered in the related disciplines. The Vice Provost for Academic Affairs/SACSCOC Liaison or his/her designee will review all justifications submitted for instruction based on alternative credentialing procedures outlined by SACSCOC and Guidelines developed by ODU faculty.

Alternative credentialing justification of faculty **must** present a strong case that the candidate has extensive professional experience and high level of knowledge to teach in the discipline, along with proper supporting evidence. All justifications must contain some aspects of the criteria from the list below in order for a faculty member to be deemed qualified to teach under the alternative credentialing guidelines. At **least 25 percent** of the credit hours in each major at the baccalaureate level **must** be taught by faculty members holding an appropriate **terminal degree**, usually the **earned doctorate**, or the equivalent of the terminal degree. If a program does not have **at least 25 percent** of the credit hours in each major taught by faculty members holding an appropriate **terminal degree** a department/program's request to hire or have faculty teach based on alternative credentialing may be denied.

Based on the *Principles of Accreditation of SACSCOC* elements of the alternative credentialing justifications must include the following:

1. Documentation of non-teaching work experience, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty member would be eligible to teach;
2. College degree conferred in a field closely related to the teaching field (note date of conferral and institution, along with program area);

3. Number of college credits earned in teaching field or closely related area (credits must be converted to traditional 15-16 week semester credits if candidate earned quarter term credits);
4. Professional reputation, especially at a state or national level. This must be demonstrated to the satisfaction of the college;
5. Possession of current special certifications or licenses related to the teaching field. Note date of certifications or licenses;
6. A publication record in creditable or nationally recognized journals, books or magazines in the discipline or a related teaching field
7. Possession of awards/honors/commendations related to the teaching field;
8. Evidence of excellence in teaching, especially that which is long-standing.
9. In some instances, it may be necessary to link appropriate experiences directly to the course objectives/student learning outcomes in a course matrix. If used, the course matrix would identify key course objectives and explain the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective/current faculty member's experience and accomplishments have prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

If a faculty member approved to teach using alternative credentials is assigned to teach courses not included in the original justification (e.g., a change of duty), the alternative credentialing justification must be updated to reflect the new courses. All justifications to use Alternative Qualifications **should be written by the Chair or Dean accompanied by a current vita, transcripts, and other pertinent documentation** (e.g., licensure or certification documents). The Dean submits justifications to the Vice Provost's office in Academic Affairs for review and approval.

D. Foreign Credentials

If a faculty member earned their academic degree from an institution outside of the United States (US) the faculty member must submit an original transcript/diploma before a hiring offer can be issued. All international transcripts will be submitted to a third party company for evaluation. International credential evaluations will be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for a "Course by Course" transcript evaluation in terms of U.S. "equivalency."

III. Role and Responsibilities

At the time of appointment of new faculty and change of duties of current faculty it is the responsibility of the Deans to ensure that all faculty members are qualified to teach each of the courses they are assigned. Prior to any faculty member teaching a course that she/he has not previously been approved to teach, the Dean must submit the faculty members' necessary qualifications to instruct the newly assigned course.

Search Committee Chair Responsibilities

The search committee is responsible for ensuring the selected candidate(s) are properly qualified to instruct on a collegiate level appropriate to the degree level they are being hired to teach at the time of the final interview process. The search committee must require each candidate to provide accurate and official documentation to validate their credentials prior to moving forward with the hiring process. The Search Committee Chair must ensure that their committee members understand, and follow throughout the search, selection and hiring process university policies and procedures related to hiring academic and professional faculty.

Department Chair Responsibilities

The Department Chair **must** ensure new hire records, change of duty (new course assignments), and alternative credential justifications are submitted to the Vice Provost's (SACSCOC Liaison) office prior to the start of the semester. It is the duty of the Chair to verify that the credentials are consistent with ODU's policy and the guidelines set by SACSCOC prior to setting teaching appointment. Faculty teaching in cross-listed courses must demonstrate qualifications/credentials in all areas as cross-listed courses are seen by SACSCOC as separate courses.

If the Chair is submitting **written justification** for the use of alternate credentials, the justification must address how the individual's accomplishments constitute a level of preparation for the instructional assignment/particular course comparable to that of a person holding a graduate degree in the teaching field. Chairs are to **maintain all alternative documentation** available for review upon request.

Graduate Teaching Assistants (TAs) Supervisor Responsibilities

Faculty members supervising Graduate Teaching Assistants must ensure that all TAs hold a master's in the teaching discipline or 18 graduate credit hours in the teaching discipline. Supervisors must **conduct** regular training for teaching assistants, and evaluations. All evaluations of Teaching Assistants must be kept on file as supporting documentation of proper guidance and training per SACSCOC guidelines.

Dean Responsibilities

The Dean is responsible for making sure that all faculty credentials in their College are aligned with ODU policies and procedures, and that they are in compliance with those set by the regional accrediting body or specialized accreditor(s) (if applicable). The Dean's office must make sure that official and original transcripts/diplomas are properly stored and available upon request by Academic Affairs or accrediting bodies. All hiring packages or change of duty forms must be signed by the Dean before being sent to Academic Affairs for approval. Any incomplete packages will be sent back to the appropriate College.

Academic Affairs

A representative of the Vice Provost's (SACSCOC Liaison) Office, will review the credentials of each faculty member for compliance with university and SACSCOC standards. This representative will **review** submitted documentation to determine compliance, and **answer questions** related to faculty qualifications and credentialing.

Faculty Qualifications and Credentials Committee (FQCC) Responsibilities

The FQCC will meet twice a year to review and update the credential list in the Faculty Credential Manual and make recommendations on alternative credential requirements for any new professional degree programs or certificate programs. The faculty credentials manual will undergo an annual review, and feedback will be received from faculty and representatives from the administration.

IV. Credentialing Process

When hiring new faculty it is the responsibility of the Search Committee and Search Committee Chair as the essential points of contact to filter qualified candidate through the interview process. The Search Committee Chair must ensure that the candidate(s)' credentials are aligned with 1) ODU's Faculty Credential Policy, 2) SACSCOC Faculty Credential Guideline and 3) the discipline's specialized accrediting body, if applicable.

Full-time faculty credentials (CVs and unofficial transcripts) of the final pool of candidates selected for on-campus interviews will be reviewed by Institutional Effectiveness & Assessment (IE&A). Prior to the start date, official transcripts must be sent to IE&A.

For adjunct appointments the hiring packet includes a completed **Adjunct Faculty Approval & Employment Authorization form**, along with appropriate documentation, such as official transcripts, CV, licensures or other certifications. This documentation is forwarded to IE&A for a credential review. It is the responsibility of the Department Chair to write justifications for the use of Alternative Credentialing to be reviewed by the Vice Provost/SACSCOC Liaison for compliance. Once the Department Chair has signed the completed package, it is sent to the Dean's office for approval and signature then forwarded to IE&A for processing. IE&A will review the Appointment Packet for completion to distribute to the respective office for processing. Any incomplete packets will be returned to their respective College or Department for resubmission.

All faculty appointments will be signed by the Provost. It is the responsibility the College to provide Academic Affairs with all documentation needed to verify credentials of the prospective faculty member. No offer letter or contract will be extended to faculty without receipt of all the documentation necessary to verify their qualifications. This includes an employment application, CV, official transcripts, appropriate licenses/ certifications, verification of work and/or teaching experience, and written language proficiency form(s). Any faculty member with foreign transcripts are subject to translation and evaluation by a third party evaluator.

Department Chairs must submit a change of duty form with updated credentials to request that faculty can instruct a new course that the faculty member was not initially hired to teach. That form must be submitted to IE&A for review and approval. Colleges may periodically be requested to provide Academic Affairs with access to original faculty credential documentation upon request.

Faculty Credentialing Process

New FT Faculty Credentialing Process:

- Improving the new FT Faculty Credentialing process by confirming credentials earlier in the hiring process, minimizing delays in hiring, and gathering information to respond to SACSCOC standards.

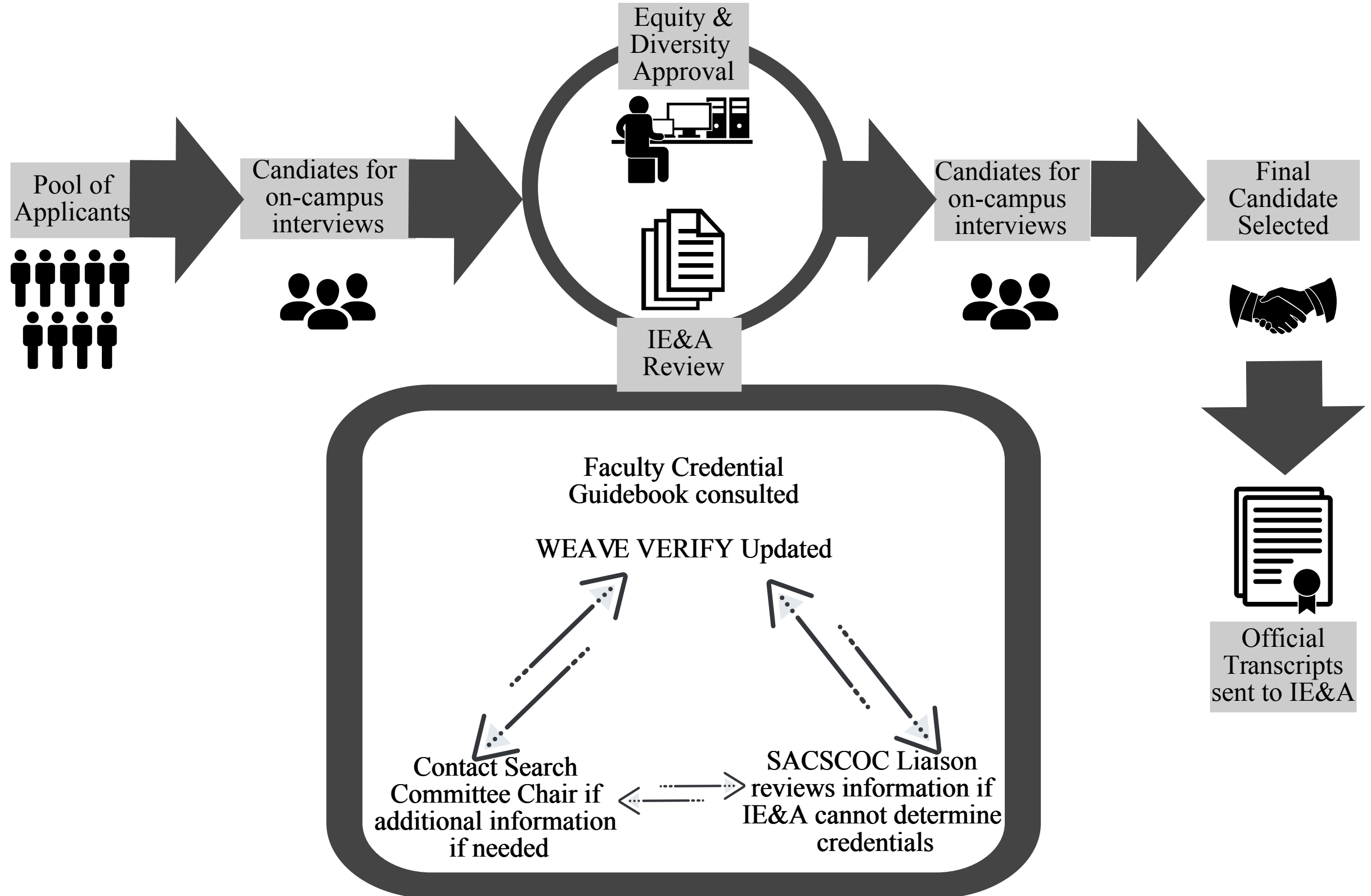
- **Process (completed in PAPERS)**
 1. Institutional Effectiveness and Assessment (IE&A) reviews unofficial transcripts and CVs for candidates selected for on-campus interviews after Equity and Diversity has certified the pool
 - IE&A consults the Faculty Credentials Guidebook to confirm candidates have terminal degree in the discipline or related fields
 - Translates, verifies, and evaluates international degrees, if applicable
 - If additional information is needed, IE&A contacts the search committee chair
 - SACSCOC Liaison reviews information if IE&A cannot determine credentials
 2. Once the final candidate is selected, an official transcript should be sent to an University Official – Dean’s Office, Department Chair or directly to IE&A – prior to the start date
 - Originals are scanned by IE&A and uploaded to WEAVE VERIFY (accreditation credentialing system)

New Adjunct Faculty Credentialing Process:

- Improving the new Adjunct Faculty Credentialing process by streamlining the paperwork and steps needed in adjunct appointments and gathering information to respond to SACSCOC standards.

- **Process**
 1. Hiring Packet with completed Adjunct Faculty Approval & Employment Authorization Form is sent to IE&A
 2. IE&A reviews official transcripts and CVs for selected candidate
 - a. IE&A consults the Faculty Credentials Guidebook to confirm candidates have
 - i. Terminal degree in the discipline or related fields, 18 graduate credit hours in the discipline, or alternative credentials
 - ii. Translates, verifies, and evaluates international degrees if applicable
 - b. If additional information is needed, IE&A contacts the department chair
 - c. SACSCOC Liaison reviews information if IE&A cannot determine credentials
 3. Hiring paperwork is sent to Academic Affairs for processing

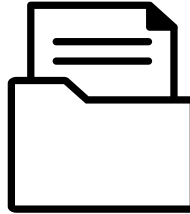
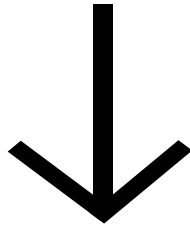
New FT Faculty Credentialing Process



New Adjunct Faculty Credentialing Process

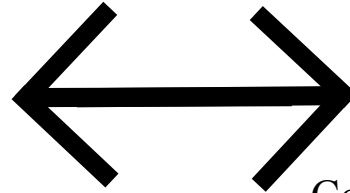


Department Chair completes Adjunct Credentials Form & send sot Dean's Office. All new hiring paperwork is sent to to IE&A

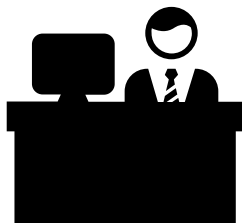
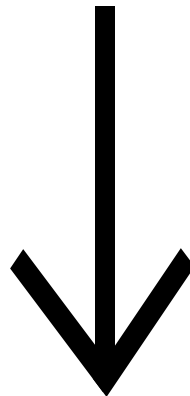


IE&A reviews Adjunct appointment form

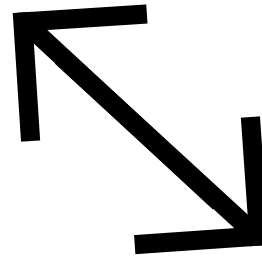
Updates WEAVE Verify



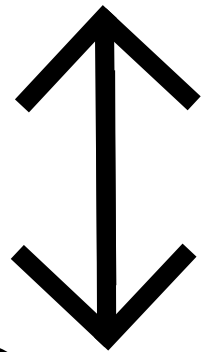
Contacts Department Chair if more information is needed



Hiring paperwork sent to Academic Affairs



IE&A consults SACSCOC Liaison if credentials are unclear



V. Qualified Program Coordinators

SACSCOC Standard

3.4.11 For each major in a degree program the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. (*Academic program coordination*)

This standard assumes that individuals competent in the field oversee each major or curricular area or area of concentration in undergraduate and graduate degree programs in order to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains currency in the degree. Degree programs normally are coordinated by academically qualified faculty who hold degree credentials or other qualifications appropriate to the degree offered. If responsibility for coordination of curriculum development and review are assigned to persons other than faculty, the institution should provide appropriate documentation and rationale.

Appendices

Appendix A: Degree Qualification Table

Undergraduate Programs				
College of Arts & Letters				
College	Degree Program	Terminal Degree	Minimum Requirement	Discipline Areas
Arts & Letters	B.S./B. A African American and African Studies	Ph.D. in African American, Africana Studies	M.S./M.A. African American/ African Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in African American & African Studies	Africana Studies Anthropology History Humanities Political Science Social Sciences Sociology
	B.A. Art History	Ph.D. Art History	M.S./M.A. in Art History, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Art History.	Art and Architectural History Classical Art and Archaeology Design History & Criticism of Art History and Art History History of Decorative Arts Humanities Painting
	B.A. Art Education	Ph.D. Art Education	M.S./M.A. in Art Education, or M.S./M.A. in a related discipline area with 18 hours in Art Education	Education
Arts & Letters	B.A. Fine Arts	Ph.D. Art Education MFA Fine Arts MFA Studio Art	M.S./M.A. in Fine Arts, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Fine Arts.	Advertising Animation Animation & Visual Effects Art Design, & Technology Blacksmithing Ceramics Crafts & Material Studies Creative Studies Digital Arts Drawing & Illustration Electronic Integrated Media Emerging Media Fibers & Surface Design Filmography Glass Graphic Design Material Studies Media Studies Multi Media

Appendix A: Degree Qualification Table

				Painting Printing Visual Studies
	B.A. Asian Studies	Ph.D. in Asian Studies/Civilization	M.S./M.A. in Asian Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Asian Studies	Religion/Religious Studies South Asian Studies
	*B.S./B.A. Communication	PhD Communication PhD Communication Studies	M.S./M.A./MFA in Communication, or M.S./M.A./MFA in a related discipline area with 18 graduate credit hours in Communication.	Cinema and Media Studies Cinema Production Communication & Technology Communication, Rhetoric & Digital Media Film/TV Studies Health Communication Journalism Mass Communication New Media & Gaming Public Relations Rhetoric & Public Address Risk, Science & Environmental Communication Speech Communication Telecommunications Critical Studies in Cinema & Television Media Studies Comparative Media Digital Humanities Strategic Communications Organizational Communications American Studies
Arts & Letters	*B.A. Theatre / Dance	Ph.D. Theatre M.F.A Theatre or Theatre Arts M.F.A Dance M.F.A Theatre and Dance	M.S./M.A. in Theatre & Dance, or M.S./M.A. in a related discipline area with 18 hours in Theatre & Dance.	<p style="text-align: center;"><u>For Theatre & Film</u></p> Cinema Studies Dramaturgy Film Studies History, Theory, or Criticism - Theatre Media Studies
				<p style="text-align: center;"><u>For DANCE</u></p> Dance Composition Dance Education Dance History Dance Performance Dance Theory Performance Studies Ed.D, Education (with 18 hours in dance)

Appendix A: Degree Qualification Table

				<p>M.F.A. in the following areas: for THEATRE & FILM:</p> <ul style="list-style-type: none"> Acting Animation Arts Administration Arts Management Children's Theatre Cinema Cinematography Dance Dance Choreography Dance Performance Dance Theory Design Digital Media Directing Dramatic Media Dramaturgy Editing (Film) Film Studies Film Production Movement Musical Theatre Performance Producing Production Design (Film) Scenography Screenwriting Sound Theatre Education Voice
	B.A. English	Ph.D., English	M.S./M.A. in English, or M.S./M.A. in a related discipline area with 18 graduate credit hours in English.	<ul style="list-style-type: none"> American Studies Applied Linguistics Comparative Literature Composition Studies Creative Writing English Education Journalism Linguistics Literature Media Studies Professional Writing Rhetoric TESOL (Teaching of English as a Second Language) Writing Studies

Appendix A: Degree Qualification Table

College	Degree Program	Terminal Degree	Minimum Requirement	Related Discipline Areas
Arts & Letters	B.A. Foreign Languages	DML, DPhil, Ph.D. French Language/Literature, Italian Language/Literature, Spanish Language/Literature, German Language/Literature, Hispanic Language/Literature, Modern Language (with various specializations possible), Chinese Language/Literature, Hebrew language/Literature, Linguistics	M.S./M.A. in in the language being taught, or M.S./M.A. in a related discipline area with 18 hours in the language being taught.	Comparative Literature
	B.A. History	Ph.D. in History	M.S./M.A. in History, or M.S./M.A. in a related discipline area with 18 graduate credit hours in History.	
	B.S. Interdisciplinary Studies		M.S./M.A. in Interdisciplinary Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Interdisciplinary or the program concentration.	
	B.A. International Studies	Ph.D. International Studies Ph.D. Global Studies	M.S./M.A. in International Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in International Studies.	
Arts & Letters	B.A. Music	DMA, DOA, DOM, Ph.D. in Music for all History, Literature, Theory, Pedagogy and Composition disciplines	M.S./M.A. in Music, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Music.	Composition Conducting Jazz Studies Music History Music Industry Music Performance Music Technology

Appendix A: Degree Qualification Table

		Ed. D, Ph.D. in Music Teacher Education MFA, MM in Music for all Performance, Arts Management, and Opera Production disciplines		
	B.A. Philosophy	Ph.D. in Philosophy	M.S./M.A. in Philosophy, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Philosophy.	Comparative Religion Ethics Logic J.D. Theology
	B.S./ B.A. Political Science	Ph.D. Political Science Ph.D. International Studies Ph.D. International Relations Juris Doctorate	M.S./M.A. in Political Science, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Political Science.	Government Policy Public Administration
	B.S./B.A. Geography	Ph.D. Geography Ph.D. Geology/ Earth Science	M.S./M.A. in Geography, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Geography.	Biology Botany Civil Engineering Ecology Environmental Science Environmental Studies/Science Meteorology Oceanography Urban Planning
Arts & Letters	B.A./B.S. Sociology	Ph.D., Sociology Ph.D., Social Science	M.S./M.A. in Sociology, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Sociology	Applied Sociology Criminal Justice Criminology Justice Population Studies Religion Studies Social Science Social Welfare Social Work

Appendix A: Degree Qualification Table

	*B.S./B.A. Criminal Justice	Ph.D., Criminal Justice Ph.D., Criminology Ph.D., Justice	M.S./M.A. in Criminal Justice, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Criminal Justice	Applied Sociology Comparative Law J.D. Justice Studies Public Administration Sociology
	B.A. /B.S. Women's Studies	Ph.D. Women's Studies	M.S./M.A. in Women Studies, or discipline area; M.S./M.A. in a related discipline area with 18 hours in Women Studies.	American Studies Counseling Education Ethnic Studies Gender Studies Social Work Sociology

Appendix A: Degree Qualification Table

College of Health Sciences				
College	Degree Program	Terminal Degree	Minimum Requirement	Related Discipline Areas
Health Sciences	BSMT Medical Technology	MS in Medical/Clinical Laboratory Science (Medical Technology)	BS in Medical/Clinical Laboratory Science (Medical Technology) with a certification in Medical Laboratory Science /Medical Technology. or MS or MA in related discipline area with 18 graduate credit hours in Medical Technology or certification in Medical Laboratory Science (Medical Technology)	Blood Banking Business Administration Chemistry Clinical chemistry Hematology Microbiology Molecular biology. Nursing Public Health
	BSNMT Nuclear Medicine Technology	BSNMT Nuclear Medicine Technology	BS in Nuclear Medicine or BS in a discipline area with a Certificate in Nuclear Medicine Technology	Health Sciences Radiation Sciences
	BSN Nursing	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	M.S./M.A. in Nursing, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physiology Psychology Public Health Sociology Urban Services
	BSDH Dental Hygiene	Master of Science in Dental Hygiene	M.S./M.A. in Dental Hygiene, or M.Ed, M.S./M.A. in a related discipline area with 18 graduate credit hours in Dental Hygiene	

Appendix A: Degree Qualification Table

	<p>BSHS/EH Health Sciences/Environmental Health</p> <p>(Includes concentration Cytotechnology, Public Health, Health Service Administration, and Environmental Health)</p>	<p>PhD in Environmental Health</p> <p>PhD in Health Sciences</p> <p>ScD with Environmental Health</p> <p>Ph.D. in Public Health</p>	<p>M.S./M.A. in Health Sciences, or M.S./M.A. in a related discipline area with 18 graduate credit hours in a Health Sciences concentration area.</p> <p>M.S. in a related discipline area with an ASCP certification in Cytotechnology</p>	<p>Environmental Health Law Global Environmental Health Industrial Hygiene Occupational Health Nursing Occupational Hygiene Occupational Safety Epidemiology Nursing Dental hygiene Public Health Policy Community Health Health Education and Promotion Safety Economics Social/Behavioral Sciences</p> <p><u>Alternative Credential</u> National certifications; (REHS/RS, CSP, CIH)</p>
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Appendix A: Degree Qualification Table

Darden College of Education				
College	Degree Program	Terminal Degree	Minimum Requirement	Related Discipline Areas
Education	B.S. Occupational and Technical Studies	Ph.D. in Education Ed.D.- Education,	M.S./M.A. in Occupational and Technical Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Occupational and Technical Studies, or a concentration area.	Consumer and Family Science, Fashion Marketing Curriculum and instruction Engineering Human Resources Education Fashion and Retail, Industrial Technology STEM Education Teaching and Learning Technology Training and Development Workforce Education
	B.S. Human Services	Ph.D. Human Services Ph.D. in Counseling	M.S./M.A. in Human Services, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Human Services	Psychology Social Work
	B.S. Physical Education (Includes concentration s in Physical Education – Teacher Prep, Sport Management, and Exercise Science)	Ph.D. in Physical Education Ph.D., J.D. Sport Management Ph.D. Exercise Science	M.S./M.A. in Physical Education, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Physical Education M.S./M.A. in Sport Management, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Sport Management M.S./M.A. in Exercise Science, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Exercise Science	Biomechanics Business Communications Curriculum & Instruction Education Exercise Physiology Health Education Kinesiology Law Psychology Recreation Sociology Sport Pedagogy Sports Administration
	B.S. Park, Recreation and Tourism Studies	Ph.D. in Park, Recreation and Tourism Studies	M.S./M.A. in Park, Recreation and Tourism Studies, or M.S./M.A. in a related discipline area with 18 graduate credit hours in Park, Recreation and Tourism Studies	Environmental Studies Geography Hospitality Leisure and Tourism Park and Recreation Studies Public Health
	B.S Speech-language pathology & audiology	Ph.D. in Speech-Language Pathology Ph.D. in Audiology	M.S./M.A./M.S.Ed. in Speech-Language Pathology or M.S./M.A./M.S.Ed. in a related discipline area with 18 graduate credit hours in Speech-Language Pathology	Audiology/Audiologist Communication Disorders Deaf Studies Linguistics Neuroscience Rehabilitation Sciences

Appendix A: Degree Qualification Table

				Sign Language CCC-SLP or CCC-A (Certificate of Clinical Competence -Speech- Language Pathology or Audiology); Certified Deaf Interpreter
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Appendix A: Degree Qualification Table

College of Sciences				
College	Degree Program	Terminal Degree	Minimum Requirement	Related Discipline Areas
Sciences	B.S. Biology	Ph.D. in Biology	M.S. in Biology or M.S. in a related discipline area with 18 graduate credit hours in Biology	Anatomy Biological Sciences Botany Cell Doctor of Veterinary Medicine (D.V.M.) Ecology Genetics, Integrative Biology Mathematical Biology Microbiology Molecular Biology Developmental Biology Neuroscience Physiology Zoology
	B.S. Biochemistry	Ph.D. in Biochemistry	M.S. in Biochemistry or M.S. in a related discipline area with 18 graduate credit hours in Biochemistry	Analytical Chemistry Chemistry Inorganic Chemistry Organic Chemistry Physical Theoretical Chemistry Theoretical Chemistry
	B.S. Chemistry	Ph.D. in Chemistry	M.S. in Chemistry or M.S. in a related discipline area with 18 graduate credit hours in Chemistry	Atmospheric Chemistry Biochemistry Biomedical Science Biomolecular Physics Chemical Oceanography Inorganic Chemistry Organic Chemistry Pharmaceutical Chemistry Physical Theoretical Chemistry Theoretical Chemistry Polymer Science
	B.S. Computer Science	Ph.D. in Computer Sciences	M.S. in Computer or M.S. in a related discipline area with 18 graduate credit hours in Computer Science	Computer and Information Sciences Computer Engineering Mathematics Software Theories Statistics Systems Engineering
	B.S. Mathematics	Ph.D. in Mathematics	M.S. in Mathematics or M.S. in a related discipline area with 18 graduate credit hours in Mathematics	Applied Mathematics Biostatistics Operations Research Physics Probability

Appendix A: Degree Qualification Table

				Statistics
	B.S. Ocean and Earth Science	PhD in Oceanography PhD in Earth Sciences	M.S. in Ocean and Earth Science or M.S. in a related discipline area with 18 graduate credit hours in Ocean and Earth Science	Aerospace Eng. Science Biological Oceanography Biology/Biological Sciences Chemical Oceanography Climate Sciences Geology Geology-Geophysics and Geography(joint degree) Geophysics Marine Science Microbiology Physical Oceanography Physics-Fluid Dynamics
	B.S. Physics	Ph.D. in Physics	M.S. in Physics or M.S. in a related discipline area with 18 graduate credit hours in Physics	Engineering Physics Mathematics Physical Chemistry
Sciences	B.S. Psychology	Ph.D. in Psychology Psy.D. in Psychology Ph.D., Clinical Psychology	M.S. in Psychology, or M.S. in a related discipline area with 18 graduate credit hours in Psychology	Counseling Public Health

Appendix A: Degree Qualification Table

Strome College of Business				
College	Degree Program	Terminal Degree	Minimum Requirement	Related Discipline Areas
Strome College of Business	BSBA Accounting	Ph.D. in Accounting LL.M in Taxation Juris Doctor (JD)	M.S./M.A. in Accountancy, or MBA, M.S./M.A. in a related discipline area with 18 graduate credit hours in Accounting	Economics Finance, Information Systems Law J.D.
	B.A. Economics	Ph.D. Economics PhD., Agricultural Economics	M.S./M.A. in Economics, or M.S./M.A./MBA . in a related discipline area with 18 graduate credit hours in Economics	Finance Statistics Public Administration
	BSBA Economics	Ph.D. Economics PhD., Agricultural Economics	M.S./M.A. in Economics, or M.S./M.A./MBA . in a related discipline area with 18 graduate credit hours in Economics	Finance Statistics Public Administration
	BSBA Financial Management	DBA in Finance Ph.D. in Finance	M.S./M.A. in Finance, or M.S./M.A./MBA in a related discipline area with 18 graduate credit hours Finance	Real Estate Risk Management or Insurance
	BSBA Information Systems and Technology	Ph.D. in Information Technology, Management Information Systems, Computer Sciences, Computer Systems	M.S./M.A. in Information Systems & Technology, or M.S./M.A./MBA in a related discipline area with 18 graduate credit hours in Information Systems & Technology	Electrical Engineering
	BSBA International Business	Ph.D. International Business	M.S./M.A. in International Business, or M.S./M.A./MBA . in a related discipline area with 18 graduate credit hours International Business	Business Economics Finance International Marketing International Studies Management
	BSBA Management	Ph.D. in Management DBA in Management	M.S./M.A. in Management, or M.S./M.A./MBA in a related discipline area. with 18 graduate credit hours Management	Business Administration Economics Entrepreneurship Finance International Business Leadership Marketing Operation Management Sciences

Appendix A: Degree Qualification Table

				Organizational Behavior Psychology Sociology Strategic Management
	B.S. /B.A. Marketing Management	DBA in Marketing Ph.D. in Marketing	M.S./M.A. in Marketing, or M.S./M.A./MBA in a related discipline area with 18 graduate credit hours marketing	Advertising Business Administration Communication Psychology Retailing
	B.S. /B.A. Maritime Trade and Supply Chain Management	Ph.D. in supply chain management, operations management, logistics, maritime, transportation	M.S./M.A. in Maritime Trade and Supply Chain Management or M.S./M.A./MBA in a related discipline area with 18 graduate credit hours in Supply Chain Management	Economics Engineering Geography
	BSBA Business Analytics	Ph.D. in Business Administration with a focus of Operations Research, Operation Management, Management Sciences, Quantitative Methods, Business Analytics	M.S./M.A. in Business Administration, or MBA/MA/MS in a related discipline area with 18 graduate credit hours in Business Analytics	Econometrics Mathematics Statistics

Appendix A: Degree Qualification Table

Batten College of Engineering				
College	Degree Program	Terminal Degree	Minimum Requirement	Discipline Areas / Alternative Fields
Engineering	BSCMPE Computer Engineering	Ph.D. in Computer Engineering Doctor of Engineering (D.Eng.)	M.S./M.E. in Computer Engineering, or M.S./M.E in a related discipline area with 18 graduate credit hours in Computer Engineering	Chemistry Computer Science Electrical Engineering Materials Science Microsystems Engineering Nano Tech Physics
	BSEE Electrical Engineering	Ph.D. in Electrical Engineering Doctor of Engineering (D.Eng.) Doctor of Science (D.Sc.)	M.S./M.E. in Electrical Engineering, or M.S./M.E in a related discipline area with 18 graduate credit hours in Electrical Engineering	Chemical Engineering Chemistry Computer Engineering Computer Science Material Science Microsystems Engineering Physics
	BSET Engineering Technology	MS. in Engineering Technology Doctor of Engineering (D.Eng.)	M.S./M.E. Engineering, or M.S./M.E in a related discipline area with 18 graduate credit hours. in General Engineering	
	BSME Mechanical Engineering	Ph.D. in Mechanical Engineering Doctor of Engineering (D.Eng.)	M.S./M.E. Mechanical Engineering or M.S./M.E in a related discipline area with 18 graduate credit in Mechanical Engineering	Aeronautical Engineering Aeronautics & Astronautics Aerospace Engineering Chemical & Biomolecular Engineering Chemical Engineering Industrial Engineering & Operation Research Mathematics Mechanical Engineering & Applied Mechanics/Microfluids Physics Welding Engineering
	BSME Modeling and Simulation Engineering	Ph.D. in Modeling and Simulation Engineering Doctor of Engineering (D.Eng.)	M.S./M.E. Modeling Simulation, or M.S./M.E in a related discipline area with 18 graduate credit hours in Modeling and Simulation	Computer Engineering Computer Science Electrical Engineering

Appendix A: Degree Qualification Table

	BSCE Civil Engineering	Ph.D. in Civil Engineering Doctor of Engineering (D.Eng.)	M.S./M.E. in Civil Engineering, or M.S./M.E in a related discipline area with 18 graduate credit hours in Civil Engineering	Agricultural Engineering Biochemical Engineering Biosystems Engineering Chemical Engineering Coastal Engineering Construction Engineering Environmental Engineering Geotechnical Engineering Hydraulic Engineering Material Science Microbiology Ocean Engineering Structural Engineering Sustainability Transportation Engineering Water Resources Engineering
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**Please note : Due to their unique curriculum these programs have courses that span across multiple disciplines. Depending on the course being taught faculty from another Department or College may be deemed credentialed to teach in the program.*

Appendix A: Degree Qualification Table

GRADUATE PROGRAM				
College of Arts and Letters				
College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Discipline Areas / Alternative Fields
Arts & Letters	MA English		Ph.D. English	American Studies Applied Linguistics Comparative Literature Composition Studies Creative Writing Curriculum & Instruction English Education Linguistics Literature Professional Writing Rhetoric TESOL (Teaching of English as a Second Language) Writing Studies
	PHD English		Ph.D. English	Applied Linguistics Comparative Literature Composition Studies Creative Writing English Education Linguistics Literature Professional Writing Rhetoric TESOL (Teaching of English as a Second Language) Writing Studies
	PHD Criminology and Criminal Justice		Ph.D., Criminal Justice Ph.D., Criminology Ph.D., Justice Studies	Administration of Justice Law and Society Comparative Law J.D. Sociology
	MFA Creative Writing		MFA Creative Writing/Composition Ph.D. English	Comparative Literature Composition Studies Creative Writing Literature Professional Writing Rhetoric TESOL (Teaching of English as a Second Language) Writing Studies

Appendix A: Degree Qualification Table

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Discipline Areas / Alternative Fields
Arts & Letters	MME Music Education		Doctor of Arts (D.A.) Doctor of Philosophy (Ph.D.) Doctor of Musical Arts (DMA) in the following areas: Music Education Music Theory Music Technology	Music History Music Performance Music Industry Music Technology Composition Jazz Studies Conducting
	MA International Studies		PHD International Studies	
	PHD International Studies		PHD International Studies	
	MA Humanities	This is an interdisciplinary degree offered through the departmental degree programs. The appropriate degree would depend upon the content of the discipline but would be an earned doctorate in one of the humanities, arts or social science disciplines, or an MFA in one of the arts disciplines.		American Studies with a humanities topic focus Art Art History Classics English/Literature Foreign Languages with a humanities topic focus Humanities Interdisciplinary Studies with Humanities Focus Liberal/General Studies with Humanities Focus Music Philosophy Religion/Theology Theatre Western/Eastern Civilization
	MA History		Ph.D. in History	
	MA Applied Sociology		Ph.D., Sociology Ph.D., Criminal Justice Ph.D., Criminology Ph.D., Justice	Administration of Justice Comparative Law J.D. Justice Studies Population Studies Social Welfare

Appendix A: Degree Qualification Table

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Discipline Areas / Alternative Fields
Arts & Letters	MA Lifespan/Digital Education		PhD Communication PhD Communication Studies	Cinema and Media Studies Communication & Technology Communication, Rhetoric & Digital Media Film Studies Health Communication Journalism Mass Communication New Media & Gaming Public Relations Rhetoric & Public Address Risk, Science & Environmental Communication Speech Communication Telecommunications
	MA Applied Linguistics		DML, DPhil, Ph.D. Linguistics Ph.D. Comparative Literature	

Appendix A: Degree Qualification Table

College of Health Sciences				
College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Discipline Areas
Health Sciences	MPH Public Health		DPH Public Health Research or Professional Doctorate in a related field	Dental Science Law Medicine Nursing
	PHD Health Services Research		Ph.D. Health Services Research Research or Professional Doctorate in a related field	Clinical Psychology Health Economics Health Policy Health Sciences Health Services (Nursing, PT, AT, Psychology, Dental Hygiene) Nursing Public Health Urban Services, Veterinary Medicine
	MS Nursing	Family Nurse Practitioner Role	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
		Nurse Anesthesia Role	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services

Appendix A: Degree Qualification Table

	Adult Gerontology Clinical Nurse Specialist/Educator Role	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
	Nurse Midwifery (cooperative program with Shenandoah University)	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
	BS-MSN-DNP: Nurse Executive	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
MS Dental Hygiene		Master of Dental Hygiene (MDH)	Dental Therapy Health Nursing

Appendix A: Degree Qualification Table

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Disciplines / Alternative Fields
Health Sciences	DNP Doctor Nursing Practice	Doctor of Nursing Practice (DNP) - Advanced Practice (Post Master's)	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing Research or Professional Doctorate	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
		Doctor of Nursing Practice (DNP) - Executive (Post-Master's)	Ph.D. in Nursing DNP Doctor in Nursing Practice DNS or DNSc Doctor of Nursing Science ND Doctor of Nursing	Biostatistics Gerontology Health Economics Health Policy Health Professions Education Health Sciences Informatics Nutrition Pharmacy Physics Public Health Sociology Urban Services
	DPT Physical Therapy		Doctor of Physical Therapy (DPT) Transitional Doctor of Physical (t-DPT)	Biology Exercise Science Human Movement Sciences Kinesiology Kinesiology and Rehabilitation Neuroscience Psychology Rehabilitation Sciences
	MS Community Health		PhD Community Health	Environmental Health Environmental Sciences Occupational Health Occupational Safety Public Health Toxicology
	MSAT Athletic Training		Ph.D. in Athletic Training	Kinesiology Medicine Nursing

Appendix A: Degree Qualification Table

			<p>Doctor of Athletic Training or a Research or Professional Doctorate</p>	<p>Nutrition Occupational Therapy Orthotics Prosthetics Psychology Speech/Language Pathology, Pharmacy</p>
	<p>Ph.D. Kinesiology & Rehabilitation</p>		<p>Ph.D. in Kinesiology</p>	<p>Athletic Training Biology Communication Disorders Communication Science Exercise Science Human Movement Science Neuroscience Occupational Therapy Physical Therapy Rehabilitation Sciences</p>

Appendix A: Degree Qualification Table

Darden College of Education				
College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Discipline Areas
Education	MSED Early Childhood Education		Ed.D., Ph.D. Early Childhood Education	Child Development Curriculum & Instruction Elementary Psychology
	PHD Education	Special Education	Ed.D., Ph.D. Special Education	BCBA (Board Certified Behavior Analyst) Educational Psychology Exceptional Student Education K-12
		Curriculum & Instruction	Ed. D, Ph.D. in Curriculum and Instruction	Instructional Design Instructional Design and Technology Instructional Technology Teaching and Learning
		Instructional Design & Technology	Ed. D, Ph.D. Instructional Design & Technology	Curriculum and Instruction Education Educational Technology Instructional Technology Teaching and Learning Training and Development
		Higher Education	Ed. D, Ph.D. Higher Education	Community College Leadership
		Counseling/Counselor Educator	Ph.D., Ed.D. Counseling	Marriage & Family Therapy Psychology Rehabilitation Counseling
		Educational Psychology, Research & Program Evaluation	Ed. D, Ph.D. Educational Psychology Ed. D, Ph.D Research and Evaluation	Assessment & Measurement Cognitive Psychology Developmental Psychology Education Program Evaluation Social Psychology
		Human Movement Sciences (includes concentrations in Applied Kinesiology, Sport & Recreation Management, Sport & Health Pedagogy)	Ed. D, Ph.D. Human Movement Sciences Ph.D. Sport Management Ph.D. Park, Recreation and Tourism Studies	Biomechanics Curriculum & Instruction Exercise Physiology Exercise Science Kinesiology Physical Education Sport Administration Sport Management Sport Pedagogy
		Occupational Studies and Technical Studies	Ed. D, Ph.D. Occupational Studies and Technical Studies	Consumer and Family Science Curriculum and instruction Engineering Fashion Marketing Fashion and Retail

Appendix A: Degree Qualification Table

				Human Resources Education Industrial Technology STEM Education Teaching and Learning Technology Training and Development Workforce Education
		Educational Leadership	Ed. D, Ph.D. in Educational Leadership and Administration	Higher Education Policy Urban Studies
Education	PHD Community College leadership		PHD Community College leadership	Educational Leadership Higher Education Leadership Policy
	MSED Educational Leadership		Ed. D, Ph.D. in Educational Leadership	Higher Education Policy Urban Studies
	EDS Educational Leadership		Ed. D, Ph.D. in Educational Leadership	Higher Education Policy Urban Studies
	MSED Elementary Education		Ed.D., Ph.D. Elementary Education	Education Content Areas Curriculum & Instruction
	MSED Reading		Ed.D., Ph.D. Elementary Education/Reading	Curriculum & Instruction Education Elementary Education Language Literacy Secondary Education
	MSED Speech- Language Pathology		Ph.D., Ed.D.in Speech- Language Pathology/Pathologist	Audiology/Audiologist Deaf Studies Linguistics Rehabilitation Sciences Sign Language
	MSED Special Education		Ed.D., Ph.D. Special Education/	Education Psychology Exceptional Student Education
	MSED Secondary Education		Ed.D., Ph.D. Secondary Education	Curriculum and Instruction Library Science Reading & Literacy Teacher Education

Appendix A: Degree Qualification Table

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Discipline Areas
Education	MS Occupational and Technical Studies		Ed.D., Ph.D. Occupational and Technical Studies Ph.D. Community College Leadership	Consumer and Family Science, Fashion Marketing Curriculum and instruction Engineering Human Resources Education Fashion and Retail, Industrial Technology STEM Education, Teaching and Learning Technology Training and Development Workforce Education
	MSED Counseling		Ph.D., Ed.D. Counseling	Counseling Psychology Counselor Counselor Education Psychology School Counseling School Psychology
	MSED Physical Education		Ph.D., Ed.D. Physical Education	Curriculum & Instruction Exercise Physiology Exercise Science Health Education Kinesiology, Education, Sport Management Sport Pedagogy
	EDS Counseling		Ph.D., Ed.D. Counseling	Counseling Psychology Counselor Education Psychology School Counseling School Counseling and Guidance Services School Psychology

Appendix A: Degree Qualification Table

College of Sciences				
College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Discipline Areas
Sciences	PHD Ecological Sciences (PhD)		Ph.D. Ecological Science	Anatomy & Neurobiology Aquatic Ecology Biological Sciences Biology Botany Ecological Genetics Ecology & Evolution Marine Science Microbial Genetics & Genomic Microbiology Microbiology & Immunology Physiology/Endocrinology Virology
	MS Ocean and Earth Sciences		Ph.D. Ocean and Earth Sciences	Aerospace Eng. Science Biological Oceanography Biological Sciences Biology Chemical Oceanography Climate Sciences Geology Geology-Geophysics and Geography(joint degree) Geophysics Marine Science Microbiology Oceanography Physical Oceanography Physics-Fluid Dynamics
	PHD Oceanography		Ph.D. Oceanography	Ocean and Earth Sciences Aerospace Eng. Science Biological Oceanography Biology/Biological Sciences Chemical Oceanography Climate Sciences Geology Geology-Geophysics and Geography(joint degree) Geophysics Marine Science Microbiology Physical Oceanography Physics-Fluid Dynamics
	MS Physics		Ph.D. Physics	Engineering Physics Physical Chemistry Mathematics

Appendix A: Degree Qualification Table

PHD Physic		Ph.D. Physics	Engineering Mathematics Physical Chemistry
MS Psychology		Ph.D. Psychology	
PHD Psychology	Applied Experimental Psychology	Ph.D. Psychology	
	Human Factors Psychology	Ph.D. Psychology	
	Industrial/Organizational Psychology	Ph.D. Psychology	
MS/MSED Biology		Ph.D. in Biology/Biological Sciences/Integrative Biology	Anatomy Biochemistry Biological Sciences Biomedical Science Botany Cell & Molecular Biology Developmental Biology Chemistry Doctor Veterinary Medicine (D.V.M.) Ecology Genetics Geosciences Microbiology Neuroscience Physics Physiology Psychology Zoology
PHD Biomedical Sciences		Ph.D. Biomedical Sciences	Anatomy & Neurobiology Biological Sciences Biology Ecology & Evolution Medical Biochemistry Medical Microbiology and Immunology Microbial Genetics & Genomics Microbiology Pharmacology and Toxicology Physiology/Endocrinology Reproductive Medicine and Biology Virology
MS/MSED Chemistry		Ph.D. in Chemistry/Biochemistry	Analytical Chemistry Inorganic Chemistry

Appendix A: Degree Qualification Table

				Organic Chemistry Physical Theoretical Chemistry Theoretical Chemistry Chemical Oceanography Biomolecular Physics Biomedical Science Polymer Science Pharmaceutical Chemistry Atmospheric Chemistry
Sciences	PHD Chemistry		Ph.D. in Chemistry/Biochemistry	Analytical Chemistry Inorganic Chemistry Organic Chemistry Physical Theoretical Chemistry Theoretical Chemistry Chemical Oceanography Biomolecular Physics Biomedical Science Polymer Science Pharmaceutical Chemistry Atmospheric Chemistry
	MS Computer Science	Computer Information Systems	Ph.D. in Computer and Information Sciences Ph.D. in Computer Sciences	Software Theories Computer Engineering
	PHD Computer Science		Ph.D. in Computer and Information Sciences Ph.D. in Computer Sciences	Software Theories Computer Engineering
	MS Computational & Applied Mathematics		Ph.D. in Mathematics	Aerospace Applied Mathematics Applied Statistics Biostatistics Computer Science Mechanical Engineering Operations Research Physics Probability Statistics
	PHD Computational & Applied Mathematics		Ph.D. in Mathematics	Aerospace Applied Mathematics Applied Statistics Biostatistics Computer Science Mechanical Engineering Operations Research Physics Probability

Appendix A: Degree Qualification Table

				Statistics
	PHD Clinical Psychology		Ph.D., Psy.D. Clinical Psychology	

Appendix A: Degree Qualification Table

Strome College of Business

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Related Discipline Areas
Strome College of Business	MBA Business Administration		Ph.D. in Business Administration	Economics Finance
	PHD Business Administration		Ph.D. in Business Administration	Economics Finance
	MS Computer Science - Computer Information Systems		Ph.D. in Information Technology, Management Information Systems, Computer Sciences, Computer Systems	Electrical Engineering
	PHD Public Administration and Urban Policy		Ph.D. in Public Administration DPA JD	Economics Geography Human Services Leadership The Master of Laws (LLM) Planning Political Science Psychology Public policy Sociology Urban Services, Studies, Affairs
	MPA Public Administration		Ph.D. in Public Administration DPA JD	Economics Geography Leadership The Master of Laws (LLM) Planning Political Science Public policy Sociology Urban services, studies, affairs
	MS Maritime Trade and Supply Chain Management		Ph.D. in Supply Chain management, operations management, logistics, maritime, transportation	Economics Engineering Geography
	MA Economics		Ph.D. Economics	Finance Public Administration Policy
	MS Accounting		Ph.D. Accounting	Economics Finance Information Systems Taxation

Appendix A: Degree Qualification Table

				Law
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Appendix A: Degree Qualification Table

Batten College of Engineering & Technology

College	Degree Program	Concentration	Terminal Degree / Minimum Requirement	Discipline Areas / Alternative Fields
Engineering	ME/MS Engineering	Master of Science, Engineering - Biomedical Engineering	Ph.D. Biomedical Engineering Doctor of Engineering (D.Eng.)	Biology Chemistry Electrical Engineering Mechanical Engineering
		Master of Engineering - Biomedical Engineering	Ph.D. Biomedical Engineering Doctor of Engineering (D.Eng.)	Biology Chemistry Electrical Engineering Mechanical Engineering
		Master of Engineering - Mechanical Engineering	Ph.D. Mechanical Engineering Doctor of Engineering (D.Eng.)	Aeronautical Engineering Aeronautics & Astronautics Aerospace Engineering Chemical & Biomolecular Engineering Chemical Engineering Industrial Engineering & Operation Research Mathematics Mechanical Engineering & Applied Mechanics/Microfluids Physics Welding Engineering
		Master of Engineering - Aerospace Engineering	Ph.D. Aerospace Engineering Doctor of Engineering (D.Eng.)	Aeronautical Engineering Aeronautics & Astronautics Chemical & Biomolecular Engineering Chemical Engineering Industrial Engineering & Operation Research Mathematics Mechanical Engineering Mechanical Engineering & Applied Mechanics/Microfluids Physics Welding Engineering
		Master of Science, Engineering - Mechanical Engineering	Ph.D. Mechanical Engineering Doctor of Engineering (D.Eng.)	Aeronautical Engineering Aeronautics & Astronautics Aerospace Engineering Chemical & Biomolecular Engineering Chemical Engineering Industrial Engineering & Operation Research Mathematics

Appendix A: Degree Qualification Table

				Mechanical Engineering & Applied Mechanics/Microfluids Physics Welding Engineering
		Master of Engineering - Civil Engineering	Ph.D. in Civil Engineering	Agricultural Engineering Biochemical Engineering Biosystems Engineering Chemical Engineering Coastal Engineering Construction Engineering Environmental Engineering Geotechnical Engineering Hydraulic Engineering Material Science Microbiology Ocean Engineering Structural Engineering Sustainability Transportation Engineering Water Resources Engineering
		Master of Science, Engineering - Civil Engineering	Ph.D. in Civil Engineering Doctor of Engineering (D.Eng.)	Agricultural Engineering Biochemical Engineering Biosystems Engineering Chemical Engineering Coastal Engineering Construction Engineering Environmental Engineering Geotechnical Engineering Hydraulic Engineering Material Science Microbiology Ocean Engineering Structural Engineering Sustainability Transportation Engineering Water Resources Engineering
		Master of Engineering - Environmental Engineering	Ph.D. in Environmental/Environmental Health Engineering Doctor of Engineering (D.Eng.)	Aeronautical and Astronautically Engineering Aerospace Engineering Civil Engineering Geomatics Engineering
		Master of Science, Engineering - Environmental Engineering	Ph.D. in Environmental/Environmental Health Engineering Doctor of Engineering (D.Eng.)	Aeronautical and Astronautically Engineering Aerospace Engineering Civil Engineering Geomatics Engineering

Appendix A: Degree Qualification Table

		Master of Science, Engineering - Aerospace Engineering	Ph.D. in Aerospace Engineering Doctor of Engineering (D.Eng.)	Aeronautical Engineering Aeronautics & Astronautics Chemical & Biomolecular Engineering Chemical Engineering Industrial Engineering & Operation Research Mathematics Mechanical Engineering Mechanical Engineering & Applied Mechanics/Microfluids Physics Welding Engineering
		Master of Engineering - Modeling and Simulation	Ph.D. Modeling and Simulation Doctor of Engineering (D.Eng.)	Computer Engineering Computer Science Electrical Engineering
		Master of Science, Engineering - Modeling and Simulation	Ph.D. Modeling and Simulation Doctor of Engineering (D.Eng.)	Computer Engineering Computer Science Electrical Engineering

Appendix B:

Faculty Credential Check List

Faculty Credentials packet must include:

Certification of Credentials and Qualifications for Faculty Appointment form

- All required sections of the form are completed
 - Section 5 and/or 6 are completed if applicable
- Credentials are attached
- Chair and Dean signatures

Official Transcript(s) of the highest degree earned

- Received by the department in a sealed envelope directly from institutions
 - OR – Received an official electronic PDF transcript from a secure online transcript service (via email)
 - OR – Received an official evaluation of a foreign degree stating the US Equivalency
- Signed and dated by the ODU employee who opened the transcript of evaluation; include the envelope (or email from the transcript service)

Current CV

Statement of Alternative Qualifications (only if Section 2 “Certified through alternative qualifications” is checked.)

Faculty Appointment Paperwork: (all submitted prior to/while collecting credentials packet - faculty appointments are activated when credentials packet is approved)

Contract Letter/Form (check one contract type)

- New full-time faculty contract
- New visiting faculty contract
- New adjunct faculty contract
- Returning adjunct faculty contract
- Graduate Teaching Assistant contract

Appendix C:

Glossary of Terms

Alternative Credentials is a written justification of an individual's expertise in a field outside of their traditional academic discipline.

Certification is the act of an individual being verified by an accredited or authorized agency to possess knowledge in an area of specialization.

Faculty Credentials are qualifications faculty members possess in order to instruct undergraduate and/or graduate courses.

Foreign / International Academic Credentials earned an academic degree from an institution outside of the United States of America.

Licensure is a permit issued by a governmental agency given to an individual to perform or engage in professional practice.

Official Transcript is a transcript obtained directly from the degree granting institution bearing the official institution's seal printed on official transcript paper.

Related Discipline is a common branch of knowledge of a subject area that extends across disciplines.

Search Committee is an internal group of individuals responsible recruiting and screening candidates for a new academic positions.

Search Committee Chair is the key point of contact for organizing recruitment and screening of candidates for new academic positions.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is one of the six regional accrediting agencies recognized by the United States (US) Department of Education.

Terminal Degree is the highest academic credential one is able to obtain in a particular field of study.

Appendix D

Adjunct Faculty Form

Old Dominion University Adjunct Faculty Approval & Employment Authorization Form

Instructions

Adjunct faculty may be appointed for up to a three year term of approval. Departments are encouraged to do so in order to reduce administrative paperwork. However, this approval period is not intended to imply a guarantee of employment for the entire approved term. It only indicates the faculty member is eligible for part-time employment any time during the approved term. A copy of the Adjunct Faculty Approval/Employment Authorization Form will be sent to Human Resources to create a payroll record for those designated as being paid in the Payroll Status section. Departments still must complete the On & Off Campus and Non-Credit, Part-time Faculty and Overload Payroll Form to execute payments to the adjunct faculty member. All newly hired employees are required under Federal law to complete an Employment Eligibility Verification form (I-9 form) within 3 days of commencing employment. Failure to complete the I-9 form by the deadline will result in a delay of the first paycheck. Human Resources requires a copy of the adjunct faculty member's Social Security Card be attached to the appointment form. In addition, federal and state tax withholding forms, Direct Deposit Form, Internet Usage Form, the Commonwealth's Policy on Alcohol and Other Drugs form, Conflict of Interest form, Elected Official Disclosure form and the Child Support Disclosure and Authorization form must also be completed. Males must complete the Verification of Registration for Selective Service form. All of the before mentioned forms are available on the Department of Human Resources website. A new Adjunct Faculty Approval/Employment Authorization Form should be completed if a faculty member changes from an unpaid status to a paid status. **Failure to provide original transcripts and/or other credentialing information can result in termination of the Employment Contract.**

Academic And Professional Preparation Requirements

Old Dominion University's academic and professional preparation requirements for part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools. The following policy guidance is based on the relevant sections from the Commission's Principles of Accreditation: Foundations for Quality Enhancement and defines the University's policy and procedure with regard to part-time faculty:

- ◆ Faculty teaching general education courses at the undergraduate level: doctoral 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).
- ◆ Faculty teaching baccalaureate courses: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- ◆ Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- ◆ Graduate teaching assistants: master's 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.

Original documentation including official transcripts, current CV, & other applicable documentation must be provided with the Adjunct Faculty/Employment Authorization Form to the Office of Institutional Effectiveness and Assessment. Failure to provide these documents may result in adjustment of appointment term.

Rank

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor
Adjunct Assistant Instructor

Adjunct Research Professor
Adjunct Research Associate Professor
Adjunct Research Assistant Professor

Adjunct Community Professor
Adjunct Community Associate Professor
Adjunct Community Assistant Professor
Adjunct Community Instructor
Adjunct Community Assistant Instructor

Executive-In-Residence
Performer-In-Residence
Artist-In-Residence
Writer-In-Residence

Adjunct Clinical Professor
Adjunct Clinical Associate Professor
Adjunct Clinical Assistant Professor
Adjunct Clinical Instructor
Adjunct Clinical Assistant Instructor

All individuals appointed as Adjunct Faculty must be assigned an appropriate rank in accordance with the Policy and Procedures Concerning Academic Rank and Promotion in Rank in The Faculty Handbook.

Those hired to perform non-teaching academic support duties (i.e., summer camp assistants, lab assistants, musical accompanists, graders, exam proctors) should be designated as Academic Assistants. They will not be assigned an academic rank and should not be considered as holding an adjunct faculty appointment. Normally they should be paid out of sub account 4031 on a Temporary Employment Payroll Form.

Send to the Office of Institutional Effectiveness and Assessment

Megan Smith - 2202 Spong Hall - m4smith@odu.edu - 757-683-4650

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It is hereby recommended that the following individual be appointed/reappointed as an adjunct faculty member at Old Dominion University in the:

College of: _____

Department/School of: _____ Mail Drop Code: _____

Budget Code: _____ Position #: _____ University Identification #: _____

Last name First Name Middle Initial Date of Birth

Street Address City State Zip Code

Telephone Email Address Race Race Codes

0 White 3 Asian
1 Black 4 Native American
2 Hispanic 5 Other/Unknown

Payroll Status:

Sex: Male [] Female []

- [] Paid by the University [] U.S. Citizen
[] Not Paid by the University [] Resident Alien
[] Non-Resident Alien

For Academic Affairs Completion
SS Card Received: _____
I-9 Complete: _____
I-9 Expires: _____ (If Applicable)

- [] New Appointment (attach vita/resume, official transcript & social security card)
[] Reappointment (attach an updated vita/resume & transcript if applicable)

Certified for Graduate Instruction?
[] Yes
[] No
If yes, attach copy of certification form.

Term of Approval:

Begin Date: _____

End Date: _____

Rank: _____ (See Instructions on page 1)

Academic and Professional Preparation (Please see Instructions for explanation)

Conferring Institution: _____

Graduate Degree: _____ Date Conferred: _____ Degree y kj lp'f uek r ine*: [] Yes [] No

***** If no: 18 i raduate uemester j ours in discipline*: [] Yes—Complete worksheet 1 [] No—Complete worksheet 1 & 2

Original, official transcript attached: [] Yes [] No

*Referring to the discipline within which the appointee will be teaching

If yes, is the transcript international? [] Yes [] No

If yes, is the transcript issued in English? [] Yes [] No

Specify discipline or courses to be taught: _____

Purpose of Appointment (if non-teaching): _____

Recommended By: _____ Date

Department Chair

Date

Approvals: _____ Date

Dean

Date

_____ Date

Provost

Date

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Worksheet 2 - Alternative Qualifications

Complete if the appointee does not have a graduate degree in the discipline within which they will be teaching **and** does not have 18 graduate credit hours in the discipline within which they will be teaching, **or** does not have a graduate degree in any discipline.

Name of Appointee: _____

Teaching Discipline (Prefix): _____

Course Prefix, Number, and Title: _____

Course description and/or expected learning outcomes:

Please check ALL "Alternative Qualifications" that apply, enter course information, and provided a detailed narrative that addresses each qualification checked. Indicate the dates for each qualification and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the specific course(s) to be assigned to the faculty member. Supporting documents (i.e., copies of licenses and certifications) must be submitted with this form. In any graduate coursework in the discipline (or a related field) had been completed, please complete Worksheet 1. If needed, insert additional pages and write "see attached" below to add additional information.

Alternative Qualifications: Check all that apply	<input type="checkbox"/> Related Work Experience	<input type="checkbox"/> Documented Teaching Excellence in Discipline
	<input type="checkbox"/> Professional Licensure or Certification	<input type="checkbox"/> Honors, Awards, or Special Recognition
	<input type="checkbox"/> Special Training	<input type="checkbox"/> Other Competencies or Achievements
	<input type="checkbox"/> Research and Publications	<input type="checkbox"/> Other _____

Narrative describing each qualification checked above and its relationship to the course content and/or outcomes: (attach additional pages if needed)

Signatures for Certification:

Date:

Chair/Director:		
Dean:		

SACSCOC Liaison Signature: _____ Date: _____

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