

# ACADEMIC\_Faculty Credential Policy\_015

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## Purpose

The purpose of this policy is to ensure all academic staff members hold and maintain the appropriate academic credentials for the position in which they are hired at all times during their employment with Qatar University.

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## Source / Authority

This policy was developed by the Office of the Vice President for Institutional Planning and Development (Currently Strategy and Performance). The Offices of the Vice President for Academic Affairs and Strategy and Performance are responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

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## Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



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## Policy Description

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This policy and its procedures outline the guiding principles that ensure appropriateness and alignment of academic qualifications of all academics staff with the assignment to which they are hired by Qatar University.

This policy applies to all faculty (i.e. instructors of record) who hold an academic rank who is eligible to teach. Thus, it applies to full-time and part-time faculty, adjunct faculty and visiting faculty.

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## Definitions

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1. **Official Transcript:** A transcript or other academic record that includes notation that it is official.
2. **Human Resources (HR):** It refers to the appropriate section within the Human Resources Department of Qatar University
3. **Faculty Credential Committee:** University wide committee in charge with reviewing all academic credentials to assure compliance with standards.
4. **Credential Form:** A form used by Qatar University to document the appropriate credentials for academic staff.

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## Policy Statements

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Faculty Qualification Requirements:

1. Faculty Qualification: Qatar University employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the University gives primary consideration to the highest earned degree in the teaching discipline in accordance with the following guidelines:
  - a. Faculty must be qualified to teach in the discipline.
  - b. Faculty members must meet the university's requirements to teach in their discipline and the requirements of applicable accrediting and approval agencies.
  - c. The University shall also consider 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.
  - d. Qatar University requires the following academic and professional qualifications:
    - i. A minimum of a Master's degree in the teaching field is necessary to teach undergraduate level courses that are part of an academic program.
    - ii. A doctorate, professional or terminal degree is required to teach graduate courses.
    - iii. Faculty teaching baccalaureate courses: Must hold a doctor's or master's degree in their teaching discipline or master's degree with a concentration in their teaching discipline (minimum of 18 graduate semester hours in their teaching discipline).

- iv. 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.
- v. Faculty members, who teach university courses below the collegiate level (courses that do not count toward an academic degree at QU) including the Foundation Program, must have at least a baccalaureate degree in a discipline related to their teaching assignment, appropriate relevant teaching certification, and have experiences that help them relate to the particular needs of the adult students.
- vi. Employed faculty member must be proficient in oral and written communication in the language in which assigned courses will be taught.

#### Faculty Credential Standards:

1. A terminal degree is generally accepted as the highest degree in a field of study. An earned academic (or research) doctorate such as a Doctor of Philosophy is considered the terminal degree in most academic fields of study. Many professional degrees are also considered terminal degrees because they are the highest professional degree in the field.
2. Two original and official transcripts/degree certificate letter for the degree used for credentialing must be on file prior to joining for full-time and by the end of the semester for part-time, visiting and adjunct faculty.
3. Transcript/degree certificate letters must be sent in a sealed envelope by the awarding institution. In certain limited cases, the faculty credential committee may allow exceptions where transcripts/certificate letters can be delivered in a sealed envelope by the prospective faculty member.
4. All transcripts/degree certificate letters submitted may be evaluated for equivalency by a university approved agency based on Faculty Credential Committee recommendation.
5. All original transcripts/certificates, and the third part verification, shall remain in the custody of QU even after the faculty member is no longer affiliated with the University.
6. Hiring units shall complete the Faculty Credentials Form to demonstrate sufficient evidence that the credentials of the prospective hire meet QU policy and guidelines on Faculty Credentials. Upon completion of the form by the hiring unit, the form shall be forwarded to the appropriate Dean who will approve and forward to the office of VPAA.
7. Documentation of the credentials of all full-time and part-time faculty who are instructors of record for one or more courses will be retained by Human Resources in both print and digital format. Documentation shall include:
  - a. Demonstration of academic preparation per review of official academic transcripts.
  - b. Two original and official transcripts/degree certificate letters for the degree used for credentialing must be on file prior to the beginning of the course(s) to be taught.
  - c. Approved university agency degree evaluation report if recommended by Faculty Credential Committee.
  - d. An updated CV and (if applicable) professional licensure and certifications, honors and awards, other qualifications, records of publications demonstrating professional and work experience, technical and performance competency.
8. The office of the Strategy and Performance will review the teaching assignment against courses listed in "Faculty Credential Form" every semester. Justifications shall be required for deviations from listed courses on the form.

## Faculty Credential Verification Processes Responsibilities

Processes roadmap and timeline including responsible party are mapped on the chart at the end of this document.

### Faculty Responsibilities:

- Candidates for faculty positions are responsible for assuring that two official transcripts/certificates are submitted to the Advisory Office at the Human Resources Department.
- This documentation must be received no later than thirty days (30 days) after the return date of acceptance of the offer letter or assignment letter extended to part-time, adjunct, and visiting faculty.
- A candidate's failure to provide such documentation in a timely manner or falsification or misrepresentation of credentials will subject the appointment to termination and/or disciplinary action.

### Head of Department/Program Director Responsibilities

- Academic department heads shall complete the "Faculty Credentials Form" and send it with hiring request to college dean for approval.
- Review and verify the alignment of highest earned degree with assigned courses and compliance with QU faculty credential policy and procedures.

### Deans Responsibilities

- Review and approve the completed Faculty Credentials Form submitted from the head of department with hiring request
- Ensure that hired faculty credential and qualifications are in compliance with QU faculty credential policy and procedures standards

### Faculty Credential Committee

- Faculty Credential Committee will review and check the compliance of the credentials with the standards. The committee is responsible for conducting the final review by verifying the compliance of each candidate faculty credential.

### Strategy and Performance

- Strategy and Performance office will review the faculty roster each semester for compliance of the faculty qualifications and the courses they teach.

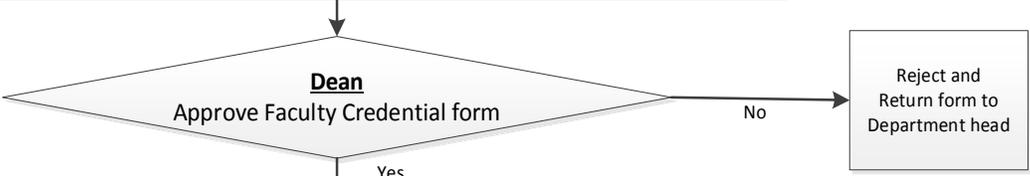
### HR- Responsibilities

- An appropriate office within HR is responsible for following up with the candidate to ensure the collection of credentials within the specified timeframe.
- After receiving the credentials, HR is required to conduct an initial review to the credential, to ensure it is original, signed and received sealed by the awarding university's official, is on that university's letter-head, and clearly mentions that the degree has been awarded with a date of award (retain the envelop).
- After conducting a review, the HR should inform the candidate of the initial review result.
- The HR director shall call for the Faculty Credential Committee to meet and review that credentials against established institutional standards and requirements. The committee is responsible for conducting the final review by verifying the compliance all faculty credentials. The HR should inform the candidate, department head, and college, about

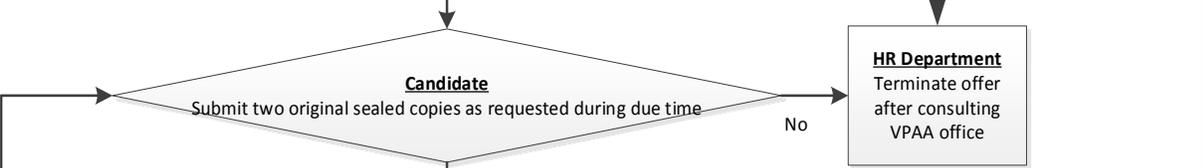
the final review result by sending an email including the faculty credential committee feedback, as applicable.

- Failure to comply with the credential standards after the review by faculty credential committee shall lead to a committee recommendation to the office of Vice President for Academic Affairs to terminate the contract.
- The HR director is responsible for assigning staff to perform the scanning of the official transcript/certificate, logging, uploading a copy on the system and making it accessible to Heads of academic departments, communicating and informing him/her of the upload, and filing the original copy in the faculty file. (Note: For verification purposes, a candidate faculty member is required to submit two-sealed transcript/certificate. The assigned staff must ensure keeping one of the copies sealed and pass it to the Faculty Credential Committee in that sealed form when its requested.)
- HR will maintain a master personnel file for each faculty member that includes the appropriate credentials and other materials that qualify the faculty member to teach.
- It is the HR responsibility to monitor and maintain the files in good order through an annual review.
- HR will be responsible for managing the third party evaluation process.

**Department Head / Program Director**  
 Complete the "Faculty Credential Form" and forward with hiring request to college dean for approval



**VPAA**  
 Prepare and send offers requesting candidates to submit credentials

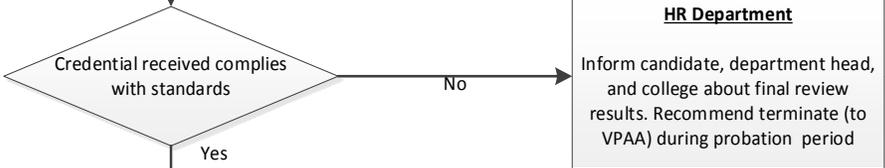


**HR Department**  
 Conduct initial review

**HR Department**  
 Request candidate to re-submit credentials



**HR Department**  
 Call for Faculty Credential Committee Meeting



**HR Department**  
 Proceed with hiring procedures, inform candidate, department head, and college about the final review results  
 HR performs third party evaluation

