



**SAINT LOUIS  
UNIVERSITY**

— EST. 1818 —

**SCHOOL FOR  
PROFESSIONAL STUDIES**

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## **Faculty Qualifications Policy**

### **School for Professional Studies – Saint Louis University**

#### **Scope**

This policy describes the qualifications necessary to serve as an instructor for courses offered by the School for Professional Studies (SPS). This policy applies to all individuals seeking to teach a course offered by SPS who are not Saint Louis University faculty members. Individuals seeking to teach for SPS and who have been hired by Saint Louis University within the last two years to serve as an instructor must meet at least one of the minimum qualifications noted in this policy. Documentation already submitted by these individuals to the University will be reviewed by the program Director and the SPS Associate Dean in lieu of the review process stated in this policy.

#### **Minimum Qualifications**

Minimum qualifications for new instructors employed by, or contracting with, SPS are set forth below. Alternative or additional qualifications for specific subject areas may be required at the discretion of the program Director and with the approval of the Associate Dean.

- A. School for Professional Studies instructors shall meet one of the following sets of criteria:
  1. Hold a master's degree in the subject area of the course(s) being taught and:
    - a. have a minimum of three years (within the past five years) of full-time, non-teaching professional experience relevant to that subject area; or
    - b. have taught at least three courses at the post-secondary level in that same subject area
  2. Hold a master's degree in a subject area *related to* the subject area of the course(s) being taught **and** have completed at least 18 semester hours of graduate-level academic credit in the subject area of the course(s) being taught **and**:
    - a. have a minimum of three years (within the past five years) of full-time, non-teaching, professional experience relevant to the subject area of the course(s) to be taught; **or**
    - b. have taught at least three courses (within the past five years) at the post-secondary level in the subject area of the course(s) to be taught
  3. Hold a master's degree in a subject area *related to* the subject area of the course(s) being taught **and** have a minimum of five years (within the past seven years) of full-time, non-teaching, professional experience relevant to the subject area of the course(s) to be taught.
  4. Hold a master's degree in a subject area *related to* the subject area of the course(s) being taught **and** hold a valid license or certification issued by either a state agency or state/national accreditation body governing professional practice related to the subject area of the course(s) to be taught.
  5. Hold a master's degree in a related area and have a minimum of 5 years of recent, relevant, full-time, non-teaching experience the subject area, or
  6. Hold a master's degree in a related area and hold a license or certification by a licensing or accrediting organization for the subject area.

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- B. Instructors shall have earned the required academic credentials at a regionally accredited United States institution or a foreign institution having the equivalent of regional accreditation. Instructors with credentials from non-US institutions will have their transcripts evaluated by agencies that have good standing with the National Association of Credential Evaluation Services to establish fulfillment of this standard.
- C. If current professional registration, government licensure, certifications, or familiarity with special equipment, processes, or computer software are required, all instructors must continue to maintain such credentials, or reapply for a teaching position demonstrating compliance with the minimum qualifications.
- D. In extenuating circumstances, provisional approval may be granted by the Dean for instructors who do not meet the published qualifications. Once granted, continued provisional approval will be granted upon a positive teaching performance review.

### **Review and Approval of Applicants**

The Dean or Dean's designee reviews applications that fall in category C and D. Recommendations for acceptance or denial of each application is provided by the Dean or Dean's designee of the School for Professional Studies.

### **Policy Revision**

Revisions to this policy must be reviewed and approved by the School for Professional Studies Academic Excellence Committee. (Reviewed and Approved 8-2020)