

## Academic Credentialing Chart: Instructions for Completion

This chart provides guidance regarding the academic fields/majors that qualify faculty/instructors to teach courses within specific disciplines. Please note that while this document cannot possibly address every set of credentials presented, it should support implementation of VU's "Faculty Credentialing Guidelines."

### In the "Course Prefix" column:

- All VU course prefix designations (four letter prefix – i.e. ENGL, PMTD, MATH) listed in the VU catalog should be referenced in this column. Please add any prefixes that may be missing.

### In the "Course Type" column:

- Designate the course prefix as one of the following three course types, as defined in the "Faculty Credentialing Guidelines" document.
  - General Education or non-occupational
  - Professional
  - Career and Technical or occupational

### In the "Traditional Credentialing Requirements" column:

- List the traditional and preferred credentialing requirements, as defined in the "Faculty Credentialing Guidelines" document. The degree or requirements listed here will set the standard for teaching in the discipline. Documentation of coursework in the discipline being taught is typically demonstrated by the major or course prefix indicated on the applicant's transcripts. However, the 'foundation' of knowledge may not be obvious from a graduate degree's major or course prefix, so a review of each course description, syllabus, or other course-related documentation provided by the applicant may be necessary.

### In the "Qualifying Fields/Majors" column:

- List the traditional and preferred discipline specific field(s)/major(s), **first and in bold print**, indicating that a degree in the bolded field/major qualifies an instructor to teach courses assigned in the designated course prefix. Each program should then consider all possible fields/majors from which qualifying coursework may be considered beyond the traditional and preferred discipline specific degree. These fields/majors should also be listed (do not bold) to designate that such course work from these areas may be reviewed and considered to establish relevancy to the discipline being taught. If the course numbers or titles do not supply the required confirmation, the reviewer may request more course information from the applicant, such as catalog descriptions or a course syllabus.

### In the "Tested Experience Qualifications" column:

- List the minimum qualifications needed to consider faculty approval under the tested experience credentialing category, as defined in the "Faculty Credentialing Guidelines" document. While typically reserved for Career and Technical courses, alternative qualifications may be considered, as allowable by the department, within the general education/non-occupational or professional course categories. Please be sure to list required certifications/licensures and minimum occupational experience required, as applicable to the discipline.

### In the "Course Exceptions" column:

- List any specific course exceptions and the required credentials for each course. For example, a Master's in Finance or a MBA with content specific graduate coursework may be an accepted credential to teach ECON 208, Personal Financial Management, rather than a master's in Economics; or a Bachelor's degree in the Criminology or related area may be the minimum degree requirement to teach LAWE 155, Substantive Criminal Law.

**EXAMPLES** – the following examples are for reference only and do **NOT** indicate a program's suggested or final credentialing requirements.

Course Prefix	Course Type (Gen Ed/Non-Occ, Professional, or CTE/Occupational)	Traditional Credentialing Requirements	Qualifying Fields/Majors ( <b><i>bolded and listed first</i></b> ) OR discipline specific courses within other majors listed	Tested Experience Qualifications for specified courses ( <b><i>excludes</i></b> teaching experience)	Course Exceptions
ACCT	Professional	Master's degree in Accounting or Actuarial Science; <b><i>or</i></b> Master's degree with 18 GH in accounting; <b><i>or</i></b> Master's degree with 18 GH in accounting related coursework.	<b>Accounting, Actuarial Science</b> and/or discipline related courses within: Business Administration, Economics, Finance, Management	Master's degree with a minimum of 18 credit hours in business related courses (with a minimum of 9 hours in accounting at the 300-400 level); <b><i>OR</i></b> Bachelor's degree in Accounting or related area, <b><i>plus</i></b> a CPA, CFA, or CMA certification <b><i>with</i></b> documented professional experience equivalent to a minimum of three years' full time industry experience.	
AUTO	CTE or Occupational	Bachelor's degree in Automotive Technology or related area <b><i>and</i></b> applicable ASE certifications; <b><i>or</i></b> Associate's degree in automotive technology <b><i>plus</i></b> a minimum of two years' full time, documented industry experience <b><i>and</i></b> applicable ASE certifications.	<b>Automotive Technology</b> and/or discipline related courses within: Automotive Engineering Technology, Automotive Service Technology, Automotive Management, Diesel Technology	A minimum of five years' full time, documented experience in the field <b><i>plus</i></b> applicable ASE certifications	
BCST	Professional	Master's degree in Mass Media or Communications; <b><i>or</i></b> Master's degree with 18 GH in broadcasting, communications or mass media related coursework.	<b>Communications, Mass Media</b> , and/or discipline related courses within: Digital Media, Journalism, Television Production, Marketing, Public Relations	To teach <b><i>applied</i></b> broadcasting or mass media courses, such as a production or broadcasting course:  Bachelor's degree in the discipline or related area; <b><i>plus</i></b> professional, industry experience equivalent to five years' full time industry experience.	
BIOL	Gen Ed or Non-Occupational	Master's degree in Biology; <b><i>or</i></b> Master's degree with 18 GH in Biology; <b><i>or</i></b> Master's degree with 18 GH in Biology related coursework.	<b>Biology</b> and/or discipline related courses within: Biology Education, Biochemistry, Biomedical Sciences, Botany, Environmental Sciences, Horticulture, Marine Biology, Microbiology, Zoology		<b><i>BIOL 111/L and 112/L: Anatomy/Physiology</i></b>  Advanced degree to practice medicine, such as D.O., D.D.S, D.C.M., D.P.T., D.V.M., M.D., M.S.N., M.Ph., N.P., P.A., with foundational graduate coursework in Anatomy and Physiology.

Course Prefix	Course Type (Gen Ed/Non-Occ, Professional, or CTE)	Traditional Credentialing Requirements	Qualifying Fields/Majors (bolded and listed first) OR discipline specific courses within other majors listed	Tested Experience Qualifications for specified courses ( <u>excludes</u> teaching experience)	Course Exceptions
COMM	Gen Ed or Non-Occupational	Master's degree in Communications; <b>or</b> Master's degree with 18 GH in communications; <b>or</b> Master's degree with 18 GH in communications related coursework.	<b>Communications</b> and/or discipline related courses within: Speech, Theatre		
ECON	Gen Ed or Non-Occupational	Master's degree in Economics; <b>or</b> Master's degree with 18 GH in Economics; <b>or</b> Master's degree with 18 GH in Economics related coursework.	<b>Economics</b> and/or discipline related courses within: Business, Business Administration, Finance		<b>ECON 208: Personal Financial Management</b>  Master's in Finance or MBA with content related graduate coursework.
ENGL	Gen Ed or Non-Occupational	Master's degree in English; <b>or</b> Master's degree with 18 GH in English; <b>or</b> Master's degree with 18 GH in English related coursework.	<b>English, MFA (English)</b> and/or discipline related courses within: English Education, Literature, Communications, Creative Writing, Journalism, Technical Writing		<b>ENGL 008: Integrated Reading and Writing I;</b> <b>ENGL 079: Integrated Reading and Writing Corequisite for Comp I</b>  Master's in Education or Bachelor's in English
LAWE	Professional	Master's degree in Criminology or Criminal Justice; <b>or</b> Master's degree with 18 GH in Criminology or Criminal Justice; <b>or</b> Master's degree with 18 GH in criminology related coursework.	<b>Criminology, Criminal Justice</b> and/or discipline related courses within: Police Science, Homeland Security, Forensic Law	Bachelor's degree in the discipline, police academy certification, <b>plus</b> documented professional experience equivalent to a minimum of five years' full time experience in the field;  <b>OR</b> Associate's degree in the discipline, police academy certification, <b>plus</b> documented professional experience equivalent to a minimum of ten years' full time experience in the field.	<b>LAWE 155: Substantive Criminal Law</b>  Bachelor's degree in Criminology or related field