



Policy # 53001

ACADEMIC CREDENTIALS FOR UNCLASSIFIED EMPLOYEES

Effective Date: December 15, 1997

Revised Date: July 8, 2020

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To ensure that employees appointed to faculty, professional and/or administrative positions requiring academic degrees and/or special certifications have such credentials on file in the Office of Human Resources. This policy also ensures that a faculty member has the minimum teaching credentials as required by the Southern Association of Colleges and Schools (SACSCOC).

II. STATEMENT OF POLICY

Grambling State University seeks to fill a given position with the most qualified person available. Faculty and unclassified employees appointed to professional and/or administrative positions requiring particular degrees and/or credentials must have official academic transcripts for said degrees and/or professional certificates (i.e., CPA) on file in the Office of Human Resources.

The University adheres to the minimum credentials as set forth by our regional accrediting agency, the Southern Association of Colleges and Schools (SACSCOC) and requires both full-time and part-time faculty to meet the following requirements:

- A Master's degree in the discipline or any Master's degree in the related area and 18 graduate hours in the discipline is required to teach at the undergraduate level.
- The terminal degree for the discipline as well as graduate status is required to teach at the graduate level. (Approved by the unit head)
- With approval from appropriate authorities, other qualifications, work experiences, professional accomplishments, records of publication, or certifications that justify the teaching assignment may be substituted in lieu of formal academic preparations.

Unit Heads should advise prospective faculty/unclassified employees of this university requirement and are responsible for providing this information to the Department of Human Resources. These documents shall be provided within 30 days after date of employment.