

## Creighton University College of Professional Studies Instructor Qualifications Policy

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### Scope

This policy describes the qualifications necessary to serve as an instructor for courses offered by the College of Professional Studies (CPS). This policy applies to all individuals seeking to teach a course offered by CPS who are not Creighton University faculty members. Individuals seeking to teach for CPS and who have been hired by Creighton 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 CPS Associate/Assistant Dean in lieu of the review process stated in this policy.

### Minimum Qualifications

Minimum qualifications for new instructors employed by, or contracting with, CPS 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 Dean.

- College of Professional Studies instructors shall meet one of the following sets of criteria:
  - hold a master's degree in the subject area *and* have a minimum of three years of recent, relevant, full-time, non-teaching experience, or
  - hold a master's degree in the subject area *and* have post-secondary teaching experience with demonstrated effectiveness which includes teaching at least 3 courses, or
  - hold a master's degree in a related area *and* have completed at least 15 semester hours of upper division credit in the subject area *and* have a minimum of three years of recent, relevant, full-time, non-teaching experience, or
  - hold a master's degree in a related area *and* have completed at least 15 semester hours of upper division credit in the subject area) *and* have post-secondary teaching experience with demonstrated effectiveness which includes teaching a minimum of 3 courses, or
  - 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
  - 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.
- 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.
- 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.
- In extenuating circumstances, provisional approval may be granted by the Dean for instructors who do not meet the published qualifications. Once granted, provisional approval will apply for up to one year. Application for renewal may be considered for extreme circumstances, in order to ensure students are provided courses necessary to matriculate.

**Review and Approval of Applicants**

The Instructor Qualifications Sub-Committee of the Adult Learning Council reviews instructor applications. Recommendations for acceptance or denial of each application is provided by the Instructor Qualifications Sub-Committee to the College of Professional Studies Dean.

**Policy Revision**

Revisions to this policy must be reviewed and approved by the College of Professional Studies Adult Learning Council.

## **College of Professional Studies Instructor Application and Approval Process and Documents**

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*The following information is not part of the policy, in addition to the policy, will be posted on the CPS web site and to be vetted by the ALC.*

### **Approval Process**

1. The College of Professional Studies Instructor Application form is completed by applicant.
2. The form and accompanying documentation is submitted to CPS via email attachment or ground mail.
3. The form and accompanying documentation are provided to members of the Instructor Qualifications Sub-Committee of the Adult Learning Council at least 10 working days before the vote for approval.
4. The Sub-committee meets (in person or virtually) to discuss the application. The Sub-committee may take one of the following actions:
  - a) Vote to approve the application – a majority of voting members of the Sub-committee is required for approval
  - b) Vote for provisional approval – a majority of voting members of the Sub-committee is required for provisional approval
  - c) Request additional information from the applicant
5. Minutes of Sub-committee meetings are documented, including actions taken for each application.
6. Recommendations for approval or provisional approval of each application are submitted to the College of Professional Studies Dean as part of the new instructor transmittal package.