

**Morehead State University  
Faculty Credential Certification  
UAR 113.03**

The following information should be used to guide decisions regarding teaching faculty status for a faculty member. Teaching faculty status and category assignment are required for all faculty members teaching courses at Morehead State University. **A hard copy of the Faculty Credential form, a current vita and an OFFICIAL original transcript of the two highest degrees** must be submitted to the Office of Provost & Vice President of Academic Affairs. When outstanding professional experience and demonstrated contributions to the teaching discipline are proposed to substitute for academic preparation, **an Exceptional Expertise form along with the appropriate supporting documentation must also be submitted.**

**FACULTY CREDENTIAL CATEGORIES**

**Category A: Course Levels 600-899 Graduate and Post-Baccalaureate Courses.** Teaching Discipline Specific Qualifications: 1) an earned doctorate/terminal degree in the teaching discipline or a related discipline, OR, 2) in exceptional cases, a master's degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies.

**Category B: Course Levels 100-499 General Education and Baccalaureate Courses.** Teaching Discipline Specific Qualifications: 1) an earned doctorate in the teaching discipline or a closely related discipline, OR 2) a master's degree in teaching or related discipline, OR 3) a master's degree with a concentration of at least 18 graduate semester hours and documentation of outstanding professional experience and/or demonstrated contributions, OR, 4) in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies.

**Category C: Course Levels 100-399 Associate Degree Courses For Baccalaureate Transfer.** Teaching Discipline-Specific Qualifications: 1) a doctorate in the teaching discipline or a closely related discipline, OR 2) a master's degree in the teaching discipline or a closely related discipline, OR 3) a master's degree with a concentration of at least 18 graduate semester hours in the discipline, OR, 4) in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies.

**Category D: Associate Degree Courses Not Designed for Transfer to a Baccalaureate Degree.** Not Applicable

*Faculty members assigned to teach in Category A-D are listed in descending order. For example, faculty qualified to teach in Category A are presumed to be qualified to teach in Categories B,C, and D; likewise, faculty in Category B are presumed to be qualified for Categories C and D unless otherwise noted.*

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### Additional Faculty Credential Categories

**Category E: Course Levels 100-499 Laboratories Graduate Teaching Assistants with More Than 18 Graduate Hours.** Teaching Discipline-Specific Qualifications: 1) a master's degree, OR 2) 18 graduate semester hours, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. May be assigned primary teaching responsibility for introductory courses in the discipline, usually those at the 100 level.

**Category F: Course Levels 100-499 Only Laboratory Sections Graduate Teaching Assistants with Fewer Than 18 Graduate Hours.** Teaching Discipline-Specific Qualifications: All students in this category must be enrolled in good standing in an appropriate graduate program and hold a bachelor's degree in or related to the discipline. May assist in teaching, or be assigned secondary teaching responsibility for laboratory and breakout sections. Students must also be supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations.

**Category G: Course Levels 100-499 ROTC/U.S. Military Science Programs.** Faculty and staff in this category should hold: 1) a master's degree in an appropriate subject area, OR, 2) a bachelor's degree in an appropriate subject area combined with two years of military service and documented success in specialty military training, OR, 3) an associate's degree in an appropriate subject area combined with three years of military service and documented success in specialty military training, OR, 4) Cadet Command-approved ROTC instruction as denoted in the Memorandum of Agreement with the U.S. Army.

**Category H: Course Levels Below 100 Remedial / Developmental Courses.** Faculty and staff instructing remedial/developmental courses, which do not count towards graduation credit hour requirements, must hold a bachelor's degree in the teaching discipline or a related field AND show documented training or classroom experience in the area.

**Category I: Course Levels Below 100 ESL English As A Second Language.** Full-time and part-time instructors of ESL courses, which do not count towards graduation credit hour requirements, should hold a master's degree in TESOL or a closely related field. Graduate Teaching Assistants in TESOL or a related degree field must have a documented enrollment or completion of a methods and materials in teaching ESL.

**Category J: Course Level 100 Non-disciplinary First Year Seminar/Student Success Courses.** First Year Seminar (FYS) is a non-disciplinary 100-level credit bearing success course for entering students. Individuals teaching FYS courses at the 100-level should ideally hold: 1) a master's degree, OR 2) Individuals holding a baccalaureate degree with one or more of the following attributes may also be considered with approval of the Provost and Vice President for Academic Affairs: a) 18 graduate credits, OR b) a professional teaching certification, OR c) a minimum of three years career experience in a university environment. All individuals who teach FYS must undergo annual in-service training and periodic evaluations by the Office of the Provost and Vice President for Academic Affairs. *Faculty members could be qualified to teach courses in Categories A-D and also one or more Categories E-J.*

