

FACULTY TEACHING ROSTER CREDENTIAL GUIDELINES

REVISED: JULY 2026

- ▶ Faculty teaching general education and undergraduate level courses:
 - Doctorate in the teaching discipline or,
 - Doctorate in a related field and a master's degree with a concentration in the teaching discipline.
 - Master's degree in teaching discipline or Master's degree in related area with other experiences and qualifications that demonstrate appropriateness to teach the specific course in question.
 - Faculty not meeting the criteria above may be approved by the Office of the Provost based on documented qualifications appropriate to the assigned course.

- ▶ Faculty teaching graduate and professional courses:
 - Doctorate in the teaching discipline or related field in the teaching discipline and evidence of peer review recognition.
 - If the Doctorate is not in discipline, then a Master's degree in the discipline and peer review scholarly/professional activity that document peer distinguished record in the course's content.
 - Upon review and approval by the Office of the Provost, master's degrees recognized as terminal degrees, as well as master's degrees supplemented by appropriate certifications, licensure, professional experience, or other documented qualifications, may be considered acceptable.
 - Faculty not meeting the criteria above may be approved by the Office of the Provost based on documented qualifications appropriate to the assigned course.

Institutional Review and Approval

Nova Southeastern University recognizes that, in limited circumstances, faculty may possess qualifications that do not align with traditional academic credentials but nonetheless demonstrate the knowledge, expertise, and competencies necessary to provide a high-quality learning experience for students. These faculty are approved to teach by the Provost or his/her designee.

Colleges seeking to appoint faculty based on alternative qualifications must submit the request to the Office of the Provost for review and approval prior to assigning instructional responsibilities. Requests must include documentation demonstrating how the individual's education, professional experience, certifications, licensure, scholarly accomplishments, or other relevant qualifications support the assigned teaching responsibilities. If approved, a summary of the approved alternative qualifications and supporting rationale must also be documented in the "Other Qualifications" section of the NSU Faculty Roster Database for the applicable teaching assignment.

Where the relationship between the discipline in which the degree was earned and the discipline in which courses are taught is not clear or is otherwise insufficient to satisfy the university's standard credentialing guidelines, documented Other Qualifications may complement or, when approved through the institutional review process, supersede the degree credentials. Such qualifications should clearly demonstrate the faculty member's

ability to teach the assigned course(s) and provide a high-quality learning experience for students.

EVIDENCE OF SCHOLARSHIP IN-DISCIPLINE	
Qualification Area	Examples of supporting statements and evidence
Scholarly publications	published in peer-reviewed, in-discipline journals [this statement may be accompanied by examples of recent publications, with full citations]
Research experience	has conducted extensive research in-discipline
	was a principal investigator on a federally funded project [this statement may be accompanied by the award amount, funding entity, dates of project]
	was a senior researcher on a corporate/foundation grant

EVIDENCE OF PEER RECOGNITION	
Qualification Area	Examples of supporting statements and evidence
Peer Recognition	peer review presentation
	honor award, etc.

EVIDENCE OF PROFESSIONAL, IN-DISCIPLINE SERVICE	
Qualification Area	Examples of supporting statements and evidence
Journal affiliation	editor of in-discipline journal
Organizational affiliation	officer in an in-discipline professional organization [this statement might be accompanied by the organization name and dates of service]

EVIDENCE OF EXPERIENCE IN OVERSEEING STUDENT RESEARCH	
Qualification Area	Examples of supporting statements and evidence
Oversight of student dissertation research	dissertation committee chair/member [this statement might be accompanied by the number of committees on which the individual served in the respective roles, and the respective years of service]
Oversight of student thesis research	thesis committee chair/member [this statement might be accompanied by the number of committees on which the individual served in the respective roles, and the respective years of service]
Oversight of student research	faculty research advisor [this statement might be accompanied by the number of students whose research was overseen and/or the number of years of service]

EVIDENCE OF PROFESSIONAL, LICENSURE/CERTIFICATION	
Qualification Area	Examples of supporting statements and evidence

Licensure	licensed [capacity in which licensed; licensure authority; year or period of licensure]
Certification	certified [capacity in which certified; certification authority; year or period of certification]

EVIDENCE OF HONORS/AWARDS	
Qualification Area	Example of supporting statements and evidence
National recognition in discipline	Poet Laureate of [state, other entity during indicated period]
	Fellow in National Organization