

Per **SACSCOC Standard 6.2.a**, we must demonstrate that we employ competent faculty by justifying and documenting the qualifications of each person who teaches a credit-bearing course. Please note the following key points regarding SACSCOC expectations, which apply to both full-time and part-time/adjunct faculty:

- The faculty member's qualifications must be **related to the course content** and/or expected learning outcomes. This is more obvious for some academic disciplines and concentrations than for others. For interdisciplinary courses, the qualifications must be relevant to the disciplines that are components of the course.
- The standard minimum qualification for faculty teaching **undergraduate courses** is 18 graduate credit hours in the teaching discipline. Ideally, the faculty member will possess the terminal degree in the teaching discipline; the requisite qualification may be fulfilled by a master's degree with a concentration in the teaching discipline.
- The standard minimum qualification for faculty teaching **graduate courses** is an earned doctorate/terminal degree in the teaching discipline. In rare circumstances, a master's degree with related work experience (for clinical, practicum/supervision, or internship courses) or a terminal degree in a related discipline may be sufficient with justification.
- Primary consideration is given to the highest earned degree in the discipline.
- In some cases, it may be necessary to list the specific graduate courses that relate to the course content or to explain why a particular degree is considered appropriate to a field of study.
- Exceptions to the standard minimum qualifications above must be approved. Other qualifications may be needed for interdisciplinary prefixes or for those teaching in a related discipline. For **undergraduate activity courses** (e.g., dance), a bachelor's degree with extensive professional experience in the field may be appropriate. In general, **other qualifications** may also be appropriate to demonstrate competence, effectiveness and capacity, including related work experience in the field, professional licensure and certifications, scholarly publications and presentations, and honors and awards.

Longwood applies and interprets the SACSCOC guidelines as follows:

- **Tenured and tenure-track faculty** are expected to hold the terminal degree in the discipline (FPPM Section III-I Faculty Qualifications and Credentials). **Visiting faculty** with academic rank are also expected to hold the terminal degree in the discipline (FPPM Section III-O Visiting Faculty and their Review). The department P&T committee, the department chair, the dean, and the PVPAA must approve exemptions for tenured/tenure-track faculty (FPPM Section III-I Faculty Qualifications and Credentials).
- **Lecturers** and **clinical educators** are expected to hold at least the master's degree in the content area (FPPM Section III-M Non-Tenure-Track Full-Time Faculty).
- **Graduate faculty** are expected to hold an earned doctorate or other terminal degree in the field of specialization or the requisite professional experience according to procedures in the FPPM (FPPM Section III-I Faculty Qualifications and Credentials). In addition to the written request for exceptions for tenure-track faculty (see above), department chairs must also provide written justification for the appointment of graduate faculty who do not hold the terminal degree (FPPM Section III-L Graduate Faculty).

Department chairs are responsible for reviewing and documenting the academic credentials and other qualifications of the primary instructor for a course in the department's program areas, regardless of the location, delivery method, or term.

The following table lists academic degrees for each discipline that are considered appropriate to meet both SACSCOC and Longwood expectations without needing to provide other qualifications or additional justification on a credentials form. Please use this list to determine the type of information to be included on a **Faculty Certification of Credentials Form**. If you have questions about faculty credentials, please contact David Shoenthal, Associate Provost / Associate Vice President for Academic Affairs, at x2193 or at shoenthaldw@longwood.edu.

College	Dept / Area	Course Prefix	Discipline/Program	Terminal Degree (should have for graduate level courses)	Master's Degree (typical for undergraduate level courses)
CCCAS	BIES	BIOL	Biology	PhD in Biology/Biological Sciences/Integrative Biology PhD in discipline relevant to course content (Botany, Ecology, Environmental Science, Fisheries and Wildlife, Plant Pathology, Zoology) PhD in discipline relevant to course content (Anatomy, Biochemistry Biomedical Science, Cell and Molecular Biology, Genetics, Microbiology, Neuroscience)	MS in Biology (with 18 graduate credit hours relevant to course content)
CCCAS	BIES	EASC / GEOG	Earth Science and Geography	PhD in Geography PhD in Geology or Earth Science	MS in Geography MS in Geology or Earth Science
CCCAS	BIES	ENSC	Integrated Environmental Sciences	PhD in Environmental Science PhD in discipline relevant to course content (Biology, Geography, Geology/Earth Science, Sociology)	MS in Environmental Sciences
CCCAS	BIES, CHPH	SCED	Science Education	PhD/EdD in Curriculum and Instruction with relevant specialization	MS/MEd in Biology/Science Education or Chemistry/Science Education or Physics/Science Education
CCCAS	CHPH	CHEM	Chemistry	PhD in Chemistry or Biochemistry	MS in Chemistry (with 18 graduate credit hours relevant to course content)
CCCAS	CHPH	ENGR	Engineering	PhD in Engineering	MS in Engineering
CCCAS	CHPH	PHYS	Physics	PhD in Physics	MS in Physics
CCCAS	BIES, CHPH	ISCI	Interdisciplinary Science	Any terminal degree for BIOL, EASC, GEOG, ENSC, SCED, CHEM, PHYS	Any master's degree for BIOL, EASC, GEOG, ENSC, CHEM, PHYS
CCCAS	COMM	COMM	Communication Studies	PhD in Communication/Communication Studies or Mass Communication/Media Studies/Digital Media PhD/MFA in Film and Digital Media	MA/MS in Communication Studies or Media Studies MA/MS in Broadcast Journalism or Digital Media MA/MS in Public Relations MA/MS in Media Management
CCCAS	EML	ASL	American Sign Language	PhD/SLPD in Audiology/Audiologist or Speech-Language Pathology/Pathologist or Speech and Hearing Sciences AuD in Audiology PhD/EdD in Communication Disorders or Neurolinguistics	MS in Audiology or Master's in education/counseling with appropriate certification in either ASL or interpretation for the deaf.
CCCAS	EML	ENGL	English	PhD in English/English Studies/English Literature or related field (Rhetoric, Composition, Comparative Literature, Creative Writing, American Studies, Children's Literature) MFA in Creative Writing or English	MA in English
CCCAS	EML	ENGL	English Education	PhD/EdD in English or English Education PhD/EdD in Curriculum and Instruction with relevant specialization	MS/MEd in English or English Education

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CCCAS	EML	FREN	French	PhD/DML/DPhil in French Language/Literature or Romance Languages	MA in French
CCCAS	EML	GERM	German	PhD/DML/DPhil in German Language/Literature	MA in German
CCCAS	EML	LATN	Latin	PhD in Classics or Latin	MA/MS in Classics or Latin
CCCAS	EML	MLAN	Modern Languages	Any of the terminal degrees for FREN, GERM, SPAN	Any of the master's degrees for FREN, GERM, SPAN – Justification needed
CCCAS	EML	RELI	Religion	PhD in Religion/Religious Studies	MA in Religion/Religious Studies
CCCAS	EML	SPAN	Spanish	PhD/DML/DPhil in Spanish Language/Literature or Romance Languages	MA in Spanish
CCCAS	EML	TESL	Teaching English as a Second Language	PhD in Second Language Acquisition PhD in Foreign Language/ESL Education PhD/DML in French, German or Spanish Language	MA in Second Language Acquisition MA in French, German or Spanish
CCCAS	HPSP	HIST	History	PhD in History/Historical Studies	MA in History
CCCAS	HPSP	HIST	History/Social Science Education	PhD in History EdD in Social Science Education PhD/EdD in Curriculum and Instruction with relevant specialization	MA/MEd in History/Social Science Education
CCCAS	HPSP	HMSC	Homeland Security	PhD in International Relations or Terrorism Studies PhD in Political Science with relevant specialization	Justification needed
CCCAS	HPSP	LDST	Leadership Studies	PhD in Leadership Studies or Public Administration	MA/MS in Leadership Studies MPA in Public Administration
CCCAS	HPSP	PHIL	Philosophy	PhD in Philosophy	MA in Philosophy
CCCAS	HPSP	POSC	Political Science	PhD in Political Science or Government or Public Administration JD for courses in law	MA/MS in Political Science
CCCAS	Liberal Studies	LSTU	Liberal Studies	Terminal degree in discipline relevant to course content – Justification needed	Justification needed
CCCAS	MACS	CMSC	Computer Science	PhD in Computer Science/Computer and Information Sciences	MS in Computer Science
CCCAS	MACS	MAED	Math Education	PhD/EdD in Mathematics or Mathematics Education	MS in Mathematics or Mathematics Education
CCCAS	MACS	MATH	Mathematics	PhD in Mathematics or Statistics or Applied Mathematics	MS in Mathematics
CCCAS	MUSC	MUSC	Music	DM/DMA/DOA/DOM/PhD/MFA in Music or Music Performance or Musicology with relevant specialization. The MFA should have at least 60 post-baccalaureate credits.	MM with relevant specialization MFA (with less than 60 post-baccalaureate credits), MA in Music Performance, MM in relevant instrument for applied courses

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CCCAS	MUSC	MUSC	Music Education	PhD/EdD in Music Teacher Education DMA/DOA/DOM/PhD in Music with relevant specialization	MM/MEd/MAE in Music or Music Education
CCCAS	PSYC	PSYC	Psychology	PhD/PsyD in Psychology PhD in discipline relevant to course content (Counseling Psychology, Experimental Psychology, Neurobiology)	MS in Psychology
CCCAS	PSYC	NEUR	Neuroscience Studies	PhD in Neuroscience, Neurobiology, Neuropsychology	MS in Neuroscience, Neurobiology, Neuropsychology
CCCAS	SACJ	ANTH	Anthropology	PhD in Anthropology PhD in Archaeology	MA/MS in Anthropology
CCCAS	SACJ	CRIM	Criminal Justice	PhD in Criminology/Criminal Justice PhD in Sociology – Justification needed JD for courses in law	MS in Criminology/Criminal Justice
CCCAS	SACJ	SOCL	Sociology	PhD in Sociology	MA/MS in Sociology
CCCAS	SACJ	WGST	Women's and Gender Studies	PhD in Women's Studies or Gender Studies	MA/MS in Women's Studies or Gender Studies
CCCAS	TAGD	ART	Art	MFA in Studio Art with specialization in relevant artistic media PhD in Art or Art History or Art Practice	MA in Art or Art History with relevant specialization
CCCAS	TAGD	ART	Art Education	MFA in Art or Art Education PhD/EdD in Art or Art Education or Art Practice	MAE with relevant specialization
CCCAS	TAGD	DANC	Dance	MFA in Dance	MA in Dance
CCCAS	TAGD	GAND	Graphic and Animation Design	PhD in Graphic Design or Animation MFA in Design/Graphic Design or Visual Communication and Design MFA in Animation	MA in Design/Graphic Design or Animation
CCCAS	TAGD	THEA	Theatre	MFA in Theatre or Theatre-related specialty PhD/DOA in Drama or Theatre Arts and Stagecraft DA in Creative Arts or Dramatic Arts	N/A
CCCAS	TAGD	THEA	Theatre Education	MFA in Theatre or Theatre Education PhD/DOA in Drama or Theatre Arts and Stagecraft	N/A

College	Dept / Area	Course Prefix	Discipline/Program	Terminal Degree (should have for graduate level courses)	Master's Degree (typical for undergraduate level courses)
CEHHS	EDCN	COUN	Counseling	PhD/EdD in Counselor Education or Counseling Psychology/Educational Psychology PhD in Education with major in Counselor Education PhD/PsyD in Psychology PhD/PsyD in disciplines relevant to course content (Clinical Psychology, School Counseling, School Psychology, Professional Counseling, Clinical Mental Health Counseling)	N/A
CEHHS	EDCN	ECED	Early Childhood Education	PhD/EdD in Curriculum and Instruction or Education/Early Childhood Education with relevant specialization	Master's in Curriculum and Instruction or Education/Early Childhood Education with specified relevant 18 graduate credit hours
CEHHS	EDCN	EDUC	Human Growth and Development	PhD/EdD in Developmental Psychology or Educational Psychology or Human Development PhD/EdD in Curriculum and Instruction or Education PhD/EdD in Educational Leadership or Educational Administration	Master's in Curriculum and Instruction or Education or Educational Psychology with specified relevant 18 graduate credit hours
CEHHS	EDCN	EDUC / PEDU	Educational Leadership	PhD/EdD in Educational Leadership or Educational Administration PhD/EdD in Educational Policy, Planning and Leadership PhD/EdD in Education with major in Administration and Supervision (or similar) EdD in Leadership	N/A
CEHHS	EDCN	EDUC / PEDU	Elementary/Middle Education	PhD/EdD in Curriculum and Instruction or Education/Elementary Education with relevant specialization	Master's in Curriculum and Instruction or Education/Elementary Education with specified relevant 18 graduate credit hours
CEHHS	EDCN	ELLS	English Language Learners	PhD/EdD in Curriculum and Instruction or Education with 12 or more hours of graduate level coursework in ELL/ESL/TESOL/ESOL or related topics (linguistics, cross-cultural education) and reading instruction. (<i>12 or more hours</i>) and <i>two of the following</i> : <ul style="list-style-type: none"> · Hold an ELL/ESL/TESOL/ESOL Endorsement · ELL teaching and/or administrative experience · ELL related scholarship, research, presentations 	N/A
CEHHS	EDCN	READ	Reading, Literacy and Learning	PhD/EdD in Education/Elementary Education or Curriculum and Instruction with relevant specialization	N/A
CEHHS	EDCN	SLIB	School Librarianship	MLS/MLIS in Library/Information Science PhD in Library/Information Science PhD/EdD in Education or Curriculum and Instruction with relevant specialization	N/A

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CEHHS	EDCN	SPED	Special Education	PhD/EdD in Special Education or Education with major in Special Education PhD/EdD in Exceptional Student Education PhD/EdD in Curriculum and Instruction with relevant specialization	MS/MEd in Special Education
CEHHS	HRK	HLTH / HPEP	Health and Physical Education	PhD/EdD/DHED in Health/Physical Education EdD in Physical Education Pedagogy or Adapted Physical Education	MA/MS/MEd in Health/Physical Education
CEHHS	HRK	KINS	Exercise Science (Kinesiology)	PhD in Exercise Science or Exercise Physiology or Kinesiology or Kinesiology-related discipline	MA/MS in Exercise Science or Exercise Physiology or Kinesiology
CEHHS	HRK	PHED	Physical Education (activity courses)	PhD in Physical Education PhD in Exercise Science/Exercise Physiology or Kinesiology	MA/MS/MEd in Exercise Physiology/ Physical Education or Human Movement or Health and Physical Education (secondary instructor should have certification related to the physical activity)
CEHHS	HRK	RECR	Therapeutic Recreation	PhD in Therapeutic Recreation PhD in Parks, Recreation and Leisure Studies or Park and Recreation Resources	MS in Therapeutic Recreation MS in Recreation, Parks and Tourism MS in Rehabilitation Sciences
CEHHS	NURS	NURS	Nursing	PhD/EdD in Nursing DNP Doctor in Nursing Practice DNS/DNSc Doctor of Nursing Science ND Doctor of Nursing	MSN
CEHHS	SWCD	CSDS / PCSD	Communication Sciences and Disorders	PhD/SLPD in Audiology/Audiologist or Speech-Language Pathology/Pathologist or Speech and Hearing Sciences AuD in Audiology PhD/EdD in Communication Disorders or Neurolinguistics	MS/MEd in Audiology/Audiologist or Speech-Language Pathology/Pathologist or Communication Disorders MA/MS in Speech Pathology or Communication Disorders and experience for graduate clinical classes
CEHHS	SWCD	SOWK	Social Work	PhD in Social Work or Social Welfare	MSW/MSSW/MS in Social Work
CCCAS / CEHHS	Race and Ethnic Studies	RAES	Race and Ethnic Studies	PhD in discipline contributing to the minor, with either 18 credits of graduate coursework/dissertation work in race and ethnic studies or one refereed publication on race and ethnic studies	Master's in discipline contributing to the minor, with either 18 credits of graduate coursework/dissertation work in race and ethnic studies or one refereed publication on race and ethnic studies

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CBE	AEFI	ACCT	Accounting	PhD/DBA in Accounting PhD in Business or Business Administration with relevant specialization JD for courses in business law	MBA with CPA certification MS in Accounting
CBE	AEFI	ECON	Economics	PhD in Economics	MA/MS in Economics
CBE	AEFI	FINA	Finance	PhD/DBA in Finance PhD/DBA in Business Administration with Finance specialization	MA/MS in Finance
CBE	AEFI	FINA	Real Estate	PhD in Real Estate PhD/DBA in Business Administration with Finance / Real Estate specialization	MA/MS in Real Estate MBA (with 18 graduate credit hours relevant to course content)
CBE	AEFI	ISCS	Information Systems and Cyber Security	PhD/DBA in Management Information Systems or Computer Science or Systems Engineering PhD/DBA in Business Administration with relevant specialization PhD in Cybersecurity or Digital Forensics	MS in Information Systems MS in Cybersecurity or Digital Forensics
CBE	MM	MANG	Management	PhD/DBA in Management PhD/DBA in Business Administration with relevant specialization PhD in Public Management/Administration PhD in Organizational Behavior or Organizational Sciences	MA/MS in Management MBA (with 18 graduate credit hours relevant to course content)
CBE	MM	MARK	Marketing	PhD, DBA in Marketing PhD/DBA in Business Administration with relevant specialization PhD in Communication or Advertising	MA in Marketing MBA (with 18 graduate credit hours relevant to course content)
CBE	Military Science	MISC	Military Science	PhD in Leadership Studies	MA/MS in Leadership Studies MS in Logistics Management
CHC	Honors	HONS	Honors	Terminal degree in discipline relevant to course content – <i>Justification needed</i>	Master's degree in discipline relevant to course content – <i>Justification needed</i>
All	International Studies	INST	International Studies	Terminal degree in discipline relevant to course content – <i>Justification needed</i>	Master's degree in discipline relevant to course content – <i>Justification needed</i>
All	Civitaie / General Education	CTZN	Civitaie Core Curriculum	Terminal degree in discipline relevant to course content – <i>Justification needed</i>	Master's degree in discipline relevant to course content – <i>Justification needed</i>
All	Civitaie / General Education	HBSI	Civitaie Core Curriculum	Terminal degree in discipline relevant to course content – <i>Justification needed</i>	Master's degree in discipline relevant to course content – <i>Justification needed</i>