

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.
- Faculty teaching **undergraduate courses** should have at least 18 graduate credit hours in the teaching discipline. Ideally, the faculty member will possess the doctorate or master's degree in the teaching discipline, though it may be fulfilled by a master's degree with a concentration in the teaching discipline.
- Faculty teaching **graduate courses** should have an earned doctorate or acceptable terminal degree in the teaching discipline or a related discipline.
- 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.
- **Other qualifications** may also be appropriate to demonstrate competence, effectiveness and capacity, including related work experience in the field, professional licensure and certifications, honors and awards, scholarly publications and presentations, and continuous documented excellence in teaching.

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 2018-19, Section III-H Faculty Qualifications and Credentials). **Visiting faculty** with academic rank are also expected to hold the terminal degree in the discipline (FPPM 2018-19, Section III-M Visiting Professorships and their Review). Exemptions must be approved by the department P&T committee, the department chair, the dean, and the PVPAA (FPPM 2018-19, Section III-H Faculty Qualifications and Credentials).
- **Lecturers** and **clinical educators** are expected to hold at least the master's degree in the content area (FPPM 2018-19, Section III-K Non-Tenure-Track Full-Time Faculty).
- **Graduate faculty** are expected to hold an earned doctorate or other terminal degree in the field of specialization. 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 2018-19, Section III-J Graduate Faculty).

The following table lists academic degrees for each discipline that are considered appropriate to meet both SACSCOC and Longwood expectations without needing to provide additional justification. Please use this list to determine whether you need to complete the **Faculty Certification of Credentials Form** for full-time or part-time faculty members who will be teaching courses in your department's discipline(s). The **credentials flowchart** provides a generic graphic representation of when additional justification is needed and when you should contact the Associate Provost and Vice President for Academic Affairs prior to making an offer.

Please note that department chairs are responsible for reviewing and documenting the academic credentials and other qualifications of any person who is listed as the primary instructor for a course in the department's program areas, regardless of the location, delivery method or term.

If you have questions about faculty credentials, please contact David Shoenthal, Associate Provost and Vice President for Academic Affairs, at x2193 or at [shoenthaldw@longwood.edu](mailto:shoenthaldw@longwood.edu).

College	Dept	Course	Discipline/Program	Terminal Degree (required for graduate level courses)	Master's Degree
CCCAS		LSEM	Longwood Seminar	Acceptable terminal degree for discipline in which person usually teaches	<b>Justification required</b>
CCCAS	Bio & Env Sci	BIOL	Biology	PhD in Biology/Biological Sciences/Integrative Biology PhD in disciplines relevant to course being taught (Botany, Ecology, Environmental Science, Fisheries and Wildlife, Plant Pathology, Zoology) PhD in disciplines relevant to course being taught (Anatomy, Biochemistry Biomedical Science, Cell and Molecular Biology, Genetics, Microbiology, Neuroscience)	MS in Biology – <b>specify 18 graduate credit hours relevant to course</b>
CCCAS	Bio & Env Sci	EASC	Earth Science	PhD in Geography PhD in Geology or Earth Science	MS in Geography MS in Geology or Earth Science
CCCAS	Bio & Env Sci	GNED	General Education	PhD in discipline relevant to course being taught – <b>Justification required</b>	<b>Justification required</b>
CCCAS	Bio & Env Sci	GEOG	Geography	PhD in Geography PhD in Geology or Earth Science	MS in Geography MS in Geology or Earth Science
CCCAS	Bio & Env Sci	ENSC	Integrated Environmental Sciences	PhD in Environmental Science PhD in disciplines relevant to course being taught (Biology, Geography, Geology/Earth Science, Sociology)	MS in Environmental Sciences
CCCAS	Bio & Env Sci	SCED / PSCE	Science Education	PhD, EdD in Curriculum and Instruction with relevant specialization	MS, MEd in Biology/Science Education
CCCAS		ISCI	Interdisciplinary Science	Any of the terminal degrees for BIOL, EASC, GEOG, ENSC, SCED, CHEM, PHYS	<b>Justification required</b>
CCCAS	Chemistry & Physics	CHEM	Chemistry	PhD in Chemistry or Biochemistry	MS in Chemistry - <b>specify 18 graduate credit hours relevant to course</b>
CCCAS	Chemistry & Physics	PHYS	Physics	PhD in Physics	MS in Physics
CCCAS	Chemistry & Physics	SCED / PSCE	Science Education	PhD, EdD in Curriculum and Instruction with relevant specialization	MS, MEd in Chemistry/Science Education MS, MEd in Physics/Science Education
CCCAS	Comm Studies	COMM	Communication Studies	PhD in Communication/Communication Studies or Mass Communication/Media Studies/Digital Media PhD or 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

College	Dept	Course	Discipline/Program	Terminal Degree (required for graduate level courses)	Master's Degree
CCCAS	Eng & Mod Lang	ENGL	English	PhD in English/English Studies/English Literature or related disciplinary or interdisciplinary field (Rhetoric, Composition, Comparative Literature, Creative Writing, American Studies, Children's Literature) MFA in Creative Writing	MA in English
CCCAS	Eng & Mod Lang	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
CCCAS	Eng & Mod Lang	FREN	French	PhD, DML, DPhil in French Language/Literature or Romance Languages	MA in French
CCCAS	Eng & Mod Lang	GERM	German	PhD, DML, DPhil in German Language/Literature	MA in German
CCCAS	Eng & Mod Lang	RELI	Religion	PhD in Religion/Religious Studies	MA in Religion/Religious Studies
CCCAS	Eng & Mod Lang	SPAN	Spanish	PhD, DML, DPhil in Spanish Language/Literature or Romance Languages	MA in Spanish
CCCAS	Eng & Mod Lang	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	Hist, Pol Sci & Phil	HIST	History	PhD in History/Historical Studies	MA in History
CCCAS	Hist, Pol Sci & Phil	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	Hist, Pol Sci & Phil	HMSC	Homeland Security	PhD in International Relations or Terrorism Studies PhD in Political Science with relevant specialization	<b>Justification required</b>
CCCAS	Hist, Pol Sci & Phil	LDST	Leadership Studies	PhD in Leadership Studies or Public Administration	MA, MS in Leadership Studies MPA in Public Administration
CCCAS	Hist, Pol Sci & Phil	PHIL	Philosophy	PhD in Philosophy	MA in Philosophy
CCCAS	Hist, Pol Sci & Phil	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	PhD in discipline relevant to course being taught – <b>Justification required</b>	<b>Justification required</b>
CCCAS	Math & Comp Sci	CMSC	Computer Science	PhD in Computer Science/Computer and Information Sciences	MS in Computer Science

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CCCAS	Math & Comp Sci	MAED	Math Education	PhD, EdD in Mathematics or Mathematics Education	MS in Mathematics or Mathematics Education MS in Mathematics for MAED 650
CCCAS	Math & Comp Sci	MATH	Mathematics	PhD in Mathematics or Statistics or Applied Mathematics	MS in Mathematics
CCCAS	Music	MUSC	Music	DMA, DOA, DOM, PhD in Music or Music Performance or Musicology with relevant specialization	MM with relevant specialization MFA, MM in relevant instrument for applied courses
CCCAS	Music	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	Nursing	NURS	Nursing	PhD, EdD in Nursing DNP Doctor in Nursing Practice DNS, DNSc Doctor of Nursing Science ND Doctor of Nursing	MSN
CCCAS	Psychology	PSYC	Psychology	PhD, PsyD in Psychology PhD in disciplines relevant to course taught (Counseling Psychology, Experimental Psychology, Neurobiology)	MS in Psychology
CCCAS	Psychology	NEUR	Neuroscience Studies	PhD in Neuroscience, Neurobiology, Nueropsychology	MS in Neuroscience, Neurobiology, Nueropsychology
CCCAS	Soc, Anth, & Crim Jus	ANTH	Anthropology	PhD in Anthropology PhD in Archaeology	MA, MS in Anthropology
CCCAS	Soc, Anth, & Crim Jus	CRIM	Criminal Justice	PhD in Criminology/Criminal Justice PhD in Sociology – <b>Justification required</b> JD for courses in law	MS in Criminology/Criminal Justice
CCCAS	Soc, Anth, & Crim Jus	SOCL	Sociology	PhD in Sociology	MA, MS in Sociology
CCCAS	Soc, Anth, & Crim Jus	WGST	Women's and Gender Studies	PhD in Women's Studies or Gender Studies	MA, MS in Women's Studies or Gender Studies
CCCAS	Theatre, Art & GAND	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	Theatre, Art & GAND	ART	Art Education	MFA in Art or Art Education PhD, EdD in Art or Art Education or Art Practice	MAE with relevant specialization
CCCAS	Theatre, Art & GAND	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

College	Dept	Course	Discipline/Program	Terminal Degree (required for graduate level courses)	Master's Degree
CCCAS	Theatre, Art & GAND	THEA	Theatre	MFA in Theatre PhD, DOA in Drama or Theatre Arts and Stagecraft DA in Creative Arts or Dramatic Arts	N/A
CCCAS	Theatre, Art & GAND	THEA	Theatre Education	MFA in Theatre or Theatre Education PhD, DOA in Drama or Theatre Arts and Stagecraft	N/A
CEHS	Educ & Spec Ed	COUN	Counseling	PhD, EdD in Counselor Education or Counseling Psychology/Educational Psychology PhD, PsyD in Psychology PhD, PsyD in disciplines relevant to course being taught (Clinical Psychology, School Counseling, School Psychology, Professional Counseling, Clinical Mental Health Counseling)	N/A
CEHS	Educ & Spec Ed	EDUC	EDUC 245 Human Growth and Development	PhD, EdD in Developmental Psychology or Educational Psychology or Human Development PhD, EdD in Curriculum and Instruction	<b>Specify 18 graduate credit hours relevant to course</b>
CEHS	Educ & Spec Ed	EDUC	Educational Leadership	PhD, EdD in Educational Leadership or Educational Administration PhD, EdD in Educational Policy, Planning and Leadership	N/A
CEHS	Educ & Spec Ed	EDUC	Elementary/Middle Education	PhD, EdD in Curriculum and Instruction or Education/Elementary Education with relevant specialization	<b>Specify 18 graduate credit hours relevant to course</b>
CEHS	Educ & Spec Ed	READ	Reading, Literacy and Learning	PhD, EdD in Education/Elementary Education or Curriculum and Instruction with relevant specialization	N/A
CEHS	Educ & Spec Ed	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
CEHS	Educ & Spec Ed	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
CEHS	HARK	ATTR	Athletic Training	PhD in Athletic Training or Physical Education	MA, MS in Athletic Training or Physical Education
CEHS	HARK	DANC	Dance	MFA in Dance	MA in Dance
CEHS	HARK	KINS / PKIN	Exercise Science (Kinesiology)	PhD in Exercise Science or Exercise Physiology or Kinesiology	MA, MS in Exercise Science or Exercise Physiology or Kinesiology
CEHS	HARK	HLTH / KINS	Health and Physical Education (Kinesiology)	PhD, EdD in Health/Physical Education EdD in Physical Education Pedagogy or Adapted Physical Education	MA, MS, MEd in Health/Physical Education

College	Dept	Course	Discipline/Program	Terminal Degree (required for graduate level courses)	Master's Degree
CEHS	HARK	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 for instructor of record (secondary instructor must have certification related to the physical activity)
CEHS	HARK	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
CEHS	Soc Wk & CSDS	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 for <b>graduate</b> clinical classes
CEHS	Soc Wk & CSDS	SOWK	Social Work	PhD in Social Work or Social Welfare	MSW, MSSW, MS in Social Work
CBE	Acct, Econ, Fin, RE, ISCS	ACCT	Accounting	PhD, DBA in Accounting JD for courses in business law	MBA with CPA certification MS in Accounting
CBE	Acct, Econ, Fin, RE, ISCS	ECON	Economics	PhD in Economics	MA, MS in Economics
CBE	Acct, Econ, Fin, RE, ISCS	FINA	Finance	PhD, DBA in Finance PhD, DBA in Business Administration with Finance specialization	MA, MS in Finance
CBE	Acct, Econ, Fin, RE, ISCS	ISYS / ISCS	Information Systems and Cyber Security	PhD, DBA in Management Information Systems or Computer Science or Systems Engineering PhD in Cybersecurity or Digital Forensics	MS in Information Systems MS in Cybersecurity or Digital Forensics
CBE	Acct, Econ, Fin, RE, ISCS	FINA	Real Estate	PhD in Real Estate	MA, MS in Real Estate
CBE	Mgt & Mkt	MANG	Management	PhD, DBA in Management PhD, DBA in Business Administration with relevant specialization PhD in Public Management/Administration	MA in Management MBA – <b>specify 18 graduate credit hours relevant to course</b>
CBE	Mgt & Mkt	MARK	Marketing	PhD, DBA in Marketing PhD, DBA in Business Administration with relevant specialization PhD in Communication or Advertising	MA in Marketing MBA – <b>specify 18 graduate credit hours relevant to course</b>

College	Dept	Course	Discipline/Program	Terminal Degree (required for graduate level courses)	Master's Degree
CBE	Military Science	MISC	Military Science	PhD in Leadership Studies	MA, MS in Leadership Studies MS in Logistics Management
Honors	Honors	HONS	Honors	PhD in discipline relevant to course being taught – <i>Justification required</i>	<i>Justification required</i>
All	All	INST	International Studies	PhD in discipline relevant to course being taught – <i>Justification required</i>	<i>Justification required</i>
All	All	CTZN	Civita Core Curriculum	PhD in discipline relevant to course being taught – <i>Justification required</i>	<i>Justification required</i>
All	All	HBSI	Civita Core Curriculum	PhD in discipline relevant to course being taught – <i>Justification required</i>	<i>Justification required</i>