

Minimum Faculty Qualifications Evaluation

University Procedure 220

Section 1. Purpose

This procedure describes the process used to evaluate the eligibility of faculty to teach in Bachelor, Master, and Doctoral degree programs based on the minimum faculty qualifications at Metropolitan State University as specified in policy 2200.

Section 2. Definitions

N. A

Section 3. Procedure

Faculty *curriculum vitae*, official transcripts, and candidate faculty interviews will be used to determine a faculty member's eligibility to teach in Bachelor, Master, and Doctorate degree programs by the department chair/program director/program coordinator of the department/program in which the faculty member will teach. The department chair will complete and sign the Faculty Qualifications Evaluation Form prior to assigning courses to new faculty members. As the Provost's designee, the Dean of the respective college will also review and sign the form to verify the evaluation. The Faculty Qualifications Evaluation Form will be kept in the faculty member's personnel file in Human Resources. Current faculty who change assignments must be re-evaluated to ensure that they meet the minimum qualifications for the new assignment. If the department chair and dean disagree on the assessment of qualifications, the Provost will review the materials and make a determination. Meeting the minimum faculty qualifications does not guarantee employment as a faculty member.

Section 4. Authority

This policy is issued pursuant to the operating authority granted to the University's President by the Board of Trustees of the Minnesota State system (Proc. 1A.2.2, "Delegation of Authority").

Section 5. Effective Date

This procedure shall become effective upon signature by the president, and shall remain in effect until modified or expressly revoked.

Section 6. Responsibility

The Provost is responsible for the implementation of this procedure.

Section 7. Review

This procedure shall be reviewed on a biennial basis or as needed.

Section 8. Signature

Issued on this date: March 26, 2019

A handwritten signature in blue ink that reads "Virginia 'Ginny' Arthur". The signature is written in a cursive style with a long, sweeping tail on the word "Arthur".

Virginia "Ginny" Arthur, JD
President

Date of Adoption: March 26, 2019

Date of Implementation: March 26, 2019

Date of Last Review: March 26, 2019

Date and Subject of Amendments:

Additional History and/or Revision Dates: