Faculty Credentials and Hiring Guide

Academic Affairs
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Effective date 2/4/2014
Credentialing Guidelines Policy and Procedures

This guide serves as a reference regarding procedures and other requirements to hire faculty at Clayton State University. The information follows state and federal law, Board of Regents of the University System of Georgia regulations and policies, Southern Association of Colleges and Schools Commission on Colleges faculty credentials guidelines, and policies and guides in place by federally recognized, discipline specific accrediting bodies. Please make sure to refer to the most recent version of this guide as noted by the effective date on the title page.

Academic Deans and Department Chairs will review qualifications annually in consultation with the Academic Affairs in order to make sure that procedures are up to date concerning programs and courses offered at Clayton State and reflect changes in Board of Regents and SACSCOC guidelines and principles of accreditation.

Process for Evaluating Full-time and Adjunct Faculty Qualifications and Credentials

1. All applicants for faculty positions must submit the requirements for delineated in the job vacancy posting.
2. For faculty positions requiring academic qualifications (undergraduate transferable or graduate coursework), the applicants must also submit official academic transcripts from an accredited institution. Applicants that have degrees from outside of the United States must request a credential evaluation of their transcript. The National Association of Credential Evaluation Services (www.naces.org) lists members who may be contacted for assistance in evaluating foreign credentials.
3. For those faculty positions requiring additional or alternative qualifications (licensure, certifications, etc.), the applicant must submit the appropriate qualifying documents. All documentation must be submitted prior to consideration or interviews.
4. The evaluation of academic transcripts should be conducted prior to the interview process. Applicants that submit unofficial transcripts must submit official transcripts within one month of their start date. Failure to provide the University with official academic transcripts will result in termination of employment. For faculty positions requiring additional qualifications, copies of the appropriate documents will be made and returned to the applicant.
5. The application and all accompanying documentation will be used by the department or college to determine if the applicant has the proper credentials to teach in the discipline and at the level of the job vacancy. At this point, a Credentials Review Sheet should be prepared and submitted to Academic Affairs for review. (see Determining Faculty Credentials & SACS Guidelines sections below)
6. Only candidates that have the appropriate credentials can be considered for interviews and potential hiring.

**Faculty Teaching as Part of Collaborative Agreements with USG Schools**

For administrative and credentialing purposes, Clayton State University carries faculty teaching as part of collaborative agreements as unpaid, part-time adjuncts. As such, original copies of transcripts are on file at the faculty member's home institution and copies should be available upon request.

**Additional Evaluation Requirements for Graduate Faculty**

When hiring faculty members to teach graduate courses at the Master's level, department and program chairs are asked to complete an extra level of review to determine whether the candidate has a terminal degree in the teaching discipline or related field (see SACS Guidelines 'E' below). If the candidate will be applying for graduate faculty status, the department or program chair should complete the Graduate Faculty Course/Program Verification Form (Appendix E).

**Determining Faculty Credentials**

The following minimum qualifications guidelines are based on Board of Regents of the University System of Georgia Policy 8.3.1 (and its subsections) and the SACS guidelines for compliance with Comprehensive Standard 3.7.1. The guidelines apply to all instructors of record at Clayton State University.

Policy 8.3.1 Faculty Employment of the Board of Regents of the University System of Georgia specifies that "each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to the guidelines promulgated by the USG chief academic officer. Further, as per 8.3.1.2 Minimum Qualifications for Employment, the policy states "minimum employment qualifications for all institutions and all academic ranks within these institutions shall be:

1. Consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation;
2. Evidence of ability as a teacher;
3. Evidence of ability and activity as a scholar in all other aspects of duties assigned;
4. Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and,
5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

**SACS Guidelines**
The Southern Association of College and Schools Commission on Colleges requires institutions to justify and document qualifications of faculty as part of its accreditation process. Specifically, in order to receive and maintain accreditation institutions must demonstrate compliance with Comprehensive Standard 3.7.1, which states:

"The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty."

Additionally, SACS provides the following credentials guidelines for each level/type of course taught:

A. General Education Courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
B. Associate Degree Courses (transferable): doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
C. Associate Degree (non-transferable): bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.
D. Baccalaureate Courses: doctorate or master’s degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
E. Graduate and Post-Baccalaureate Courses: earned doctorate or terminal degree in the teaching discipline or a related discipline.
Graduate teaching assistants should have a master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

In order to remain in compliance with SACS standards, each department chair, program coordinator, or dean must make a clear and compelling case to support a faculty hire using the Credentials Review Sheet (see Appendix D). Appropriate supporting documentation must also be provided as evidence where necessary. Appendices A & B list the CIP Code Crosswalks for Credentialing Requirements for Undergraduate Courses (non-transferable & transferable) by discipline/program. Graduate courses are not listed individually, but instead, terminal degrees by program/discipline are listed in Appendix C.
## Appendix A

### Credentialing Requirements for Undergraduate Developmental (Non-transferable) Courses by Discipline/Program

<table>
<thead>
<tr>
<th>CSU Course(s)</th>
<th>Related CIP Code</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields (using 2101 CIP Code Crosswalk)</th>
</tr>
</thead>
</table>
| ENGL 0099 – English Skills | 32.0108          | Bachelor’s Degree in English or qualifying field    | 16.01) Linguistic, Comparative, and Related Language Studies and Services  
23) English Language and Literature/Letters  
13.1305) English/Language Arts Teacher Education  
13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor  
32.0108) Developmental/Remedial English  
32.0109) Second Language Learning                                                                                                                   |
| MATH 0097 – Elementary Algebra | 32.0104          | Bachelor’s Degree in Mathematics or qualifying field | 32.0104) Developmental/Remedial Mathematics  
27) Mathematics and Statistics  
13.1311) Mathematics Teacher Education                                                                                                                   |
<table>
<thead>
<tr>
<th>CSU Course(s)</th>
<th>Related CIP Code</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields (using 2101 CIP Code Crosswalk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ 0099 – Reading Skills</td>
<td>32.0108</td>
<td>Bachelor’s Degree in English or qualifying field</td>
<td>13.1315) Reading Teacher Education 16.01) Linguistic, Comparative, and Related Language Studies and Services 23) English Language and Literature/Letters 13.1305) English/Language Arts Teacher Education 13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor 32.0108) Developmental/Remedial English 32.0109) Second Language Learning</td>
</tr>
</tbody>
</table>
## Appendix B

Credentialing Requirements for Undergraduate Transferrable Courses by Discipline/Program

(Organized by College)

### College of Arts & Sciences

<table>
<thead>
<tr>
<th>Discipline/Program: African American Studies (CIP Code: 05.0201)</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAM</td>
<td>Master's Degree in African American Studies or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>05.0201) African-American/Black Studies. 30.2301) Intercultural/Multicultural and Diversity Studies. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>ART</td>
<td>Master's Degree in Art or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>50.0701) Art/Art Studies, General. 50.0702) Fine/Studio Arts, General. 50.0703) Art History, Criticism and Conservation. 50.0705) Drawing. 50.0706) Intermedia/Multimedia. 50.0708) Painting. 50.0709) Sculpture. 50.0799) Fine Arts and Art Studies, Other.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>ASTR</td>
<td>Master's Degree in Astronomy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>40.0801) Physics 40.0201) Astronomy. 40.0202) Astrophysics. 40.0203) Planetary Astronomy and Science.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>AVIA</td>
<td>Master's Degree in Aviation or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>49.0101) Aeronautics/Aviation/Aerospace Science and Technology, General. 49.0102) Airline/Commercial/Professional Pilot and Flight Crew. 49.0104) Aviation/Airway Management and Operations. 49.0105) Air Traffic Controller.</td>
</tr>
</tbody>
</table>
**Discipline/Program: Liberal Studies (CIP Code: 24.0101)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALS</td>
<td>Master's Degree in Qualifying Field or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>24.XX) Liberal Arts and Sciences, General Studies and Humanities. 23.XX) English Language and Literature/Letters. 54.XX) History 38.XX) Philosophy and Religious Studies 50.0703) Art History, Criticism and Conservation 50.0901) Music, General 50.0902) Music History, Literature, and Theory 50.0501) Drama and Dramatics/Theatre Arts, General. 50.0505) Theatre Literature, History and Criticism. 50.0601) Film/Cinema/Video Studies. 09.01) Communication and Media Studies.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</table>
| BIOL   | Master's Degree in Biology or a Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 26.0101) Biology/Biological Sciences, General.  
26.0102) Biomedical Sciences, General.  
26.0307) Plant Physiology.  
26.0502) Microbiology, General.  
26.0701) Zoology/Animal Biology.  
26.0702) Entomology.  
26.0799) Zoology/Animal Biology, Other.  
26.0502) Microbiology, General.  
26.0801) Genetics, General.  
26.1303) Evolutionary Biology.  
13.1322) Biology Teacher Education. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| CHEM   | Master's Degree in Chemistry or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 40.0501) Chemistry, General.  
40.0502) Analytical Chemistry.  
40.0503) Inorganic Chemistry.  
40.0504) Organic Chemistry.  
40.0506) Physical Chemistry.  
40.0507) Polymer Chemistry.  
40.0508) Chemical Physics.  
40.0509) Environmental Chemistry.  
40.0510) Forensic Chemistry.  
40.0511) Theoretical Chemistry.  
40.0599) Chemistry, Other. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITZ</td>
<td>Master's Degree in History, Political Science or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>05.0102) American/United States Studies/Civilizations 22.0209) International Law and Legal Studies 33.0101) Citizenship Activities, General. 33.0102) American Citizenship Education 43.0301) Homeland Security 45.10) Political Science and Government 54.0101) History, General. 54.0102) American History (United States)</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>CMS</td>
<td>Master's Degree in Communication, Film/Video, Journalism, Cinema and Media Studies, Film Studies, Rhetoric or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>09.01XX) Communication and Media Studies 09.07) Radio, Television, and Digital Communication. 09.04) Journalism 09.09) Public Relations, Advertising and Applied Communications 23.0101) English Language/Literature, General 10.0304) Animation, Interactive Technology, Video Graphics and Special Effects 50.0602) Cinematography and Film/Video Production 50.0601) Film/Cinema/Video Studies</td>
</tr>
</tbody>
</table>
## Discipline/Program: Communications (CIP Code: 09.0101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>Master's Degree in Communication, Rhetoric and Composition or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>09.0100) Communication, General. 09.01XX) Communication and Media Studies 09.04XX) Journalism 09.09XX) Public Relations, Advertising and Applied Communication 23.1304) Rhetoric and Composition.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</table>
| CRJU   | Master’s Degree in Criminal Justice or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 43.0103) Criminal Justice/Law Enforcement Administration.  
43.0104) Criminal Justice/Safety Studies.  
43.0106) Forensic Science and Technology.  
43.0107) Criminal Justice/Police Science.  
43.0109) Security and Loss Prevention Services.  
43.0110) Juvenile Corrections.  
43.0111) Criminalistics and Criminal Science.  
43.0112) Securities Services Administration/Management.  
43.0113) Corrections Administration.  
43.0114) Law Enforcement Investigation and Interviewing.  
43.0115) Law Enforcement Record-Keeping and Evidence Management.  
43.0116) Cyber/Computer Forensics and Counterterrorism.  
43.0117) Financial Forensics and Fraud Investigation.  
42.2812) Forensic Psychology  
45.0401) Criminology  
22.0101) Law |
**Discipline/Program: Dance (CIP Code: 50.0301)**

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<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>DANC</td>
<td>Master’s Degree in Dance or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>50.0301) Dance, General. 50.0399) Dance, Other. 50.0509) Musical Theatre</td>
</tr>
</tbody>
</table>
### Discipline/Program: Education (CIP Code: 13.1001)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| EDUC    | Master’s Degree in Education or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 13.0101) Education, General.  
13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor.  
13.0301) Curriculum and Instruction.  
13.1202) Elementary Education and Teaching.  
13.1203) Junior High/Intermediate/Middle School Education and Teaching.  
13.1207) Montessori Teacher Education.  
13.1208) Waldorf/Steiner Teacher Education.  
13.1299) Teacher Education and Professional Development, Specific Levels and Methods, Other.  
13.9999) Education, Other.  
13.1399) Teacher Education and Professional Development, Specific Subject Areas, Other. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>FOSC</td>
<td>Master’s Degree in Forensic Science or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>43.0106) Forensic Science and Technology. 40.0510) Forensic Chemistry.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</table>
| FREN   | Master’s Degree in French or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 16.0901) French Language and Literature.  
16.0999) Romance Languages, Literatures, and Linguistics, Other.  
13.1325) French Language Teacher Education  
13.1402) Teaching French as a Second or Foreign Language  
05.0124) French Studies |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL</td>
<td>Master’s Degree in Geology or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>40.0601) Geology/Earth Science, General. 40.0699) Geological and Earth Sciences/Geosciences, Other.</td>
</tr>
</tbody>
</table>
### Discipline/Program: History (CIP Code: 54.0101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| HIST   | Master’s Degree in History or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 54.0101) History, General.  
54.0102) American History (United States).  
54.0103) European History.  
30.1301) Medieval and Renaissance Studies.  
54.0104) History and Philosophy of Science and Technology.  
30.1501) Science, Technology and Society.  
54.0105) Public/Applied History.  
25.0103) Archives/Archival Administration.  
54.0106) Asian History.  
54.0107) Canadian History.  
54.0108) Military History.  
54.0199) History, Other.  
05.0102) American/United States Studies/Civilization  
33.2201) Ancient Studies/Civilization  
13.1317) Social Science Teacher Education.  
13.1328) History Teacher Education. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| HMSV   | Master’s Degree in Human Services, Counseling Psychology, or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 42.XXXX) Psychology  
44.0201) Community Organization and Advocacy.  
19.0706) Child Development  
51.2208) Community Health and Preventive Medicine  
51.1504) Community Health Services/Liaison/Counseling  
19.0707) Family and Community Services  
19.07) Human Development, Family Studies, and Related Services  
51.1508) Mental Health Counseling/Counselor  
13.0410) Urban Education and Leadership |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| HSEM   | Master’s Degree in Homeland Security or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 43.03) Homeland Security  
43.0301) Homeland Security  
43.0302) Crisis/Emergency/Disaster Management  
43.0303) Critical Infrastructure Protection  
43.0304) Terrorism and Counterterrorism Operations  
43.0399) Homeland Security, Other  
43.9999) Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other  
45.0901) International Relations and Affairs.  
45.0999) International Relations and National Security Studies, Other. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN</td>
<td>Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>24.XX) Liberal Arts and Sciences, General Studies and Humanities. 23.XX) English Language and Literature/Letters. 54.XX) History 38.XX) Philosophy and Religious Studies 50.0703) Art History, Criticism and Conservation 50.0901) Music, General 50.0902) Music History, Literature, and Theory 50.0501) Drama and Dramatics/Theatre Arts, General. 50.0505) Theatre Literature, History and Criticism. 50.0601) Film/Cinema/Video Studies. 09.01) Communication and Media Studies.</td>
</tr>
</tbody>
</table>
**Discipline/Program: Integrative Studies (CIP Codes: 24.0101)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTE</td>
<td>Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>24.0101) Liberal Arts and Sciences/Liberal Studies. 24.0102) General Studies. 24.0103) Humanities/Humanistic Studies. 24.0199) Liberal Arts and Sciences, General Studies and Humanities, Other.</td>
</tr>
</tbody>
</table>
## Discipline/Program: Journalism (CIP Code: 09.0101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| JOUR   | Master’s Degree in Journalism or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 09.01) Communication and Media Studies.  
09.0100) Communication, General.  
09.0101) Speech Communication and Rhetoric.  
09.0102) Mass Communication/Media Studies.  
09.04012) Journalism  
09.0199) Communication and Media Studies, Other. |
## Discipline/Program: Language Arts (CIP Code: 24.0199)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| LART   | Master’s Degree in English/Language Arts Teacher Education or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 24.0102) General Studies.  
24.0103) Humanities/Humanistic Studies.  
24.0199) Liberal Arts and Sciences, General Studies and Humanities, Other.  
13.1305) English/Language Arts Teacher Education  
13.1331) Speech Teacher Education  
13.1315) Reading Teacher Education |
**Discipline/Program: Military (CIP Code: 28.0301)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSL</td>
<td>Master's degree in Military Science or Master's Degree with at least 18 credits in any combination of the qualifying field or Meet Senior Military Science Instructor Requirements: Commissioned officer in the U.S. Military; Bachelor's degree; Permanent Support minimum six years prior active or reserve military experience; Temporary Support minimum four years prior active or reserve military experience; Maintain a favorable Personnel Security Investigation (PSI) of a National Agency Check /Local Agency Check (NAC/LC); Possess a thorough knowledge of the Military organizational structure, mission objectives, function, procedures, agency regulations, and policies.; Have knowledge and experience of military training and field training evaluation. Possess tactical and leadership skills gained from successful platoon or company commander or branch equivalent experience; Have demonstrated instructor ability in military field training exercises and be able to live/instruct in a field environment for extended periods.</td>
<td>28.01) Air Force ROTC, Air Science and Operations. 28.0101) Air Force JROTC/ROTC. 28.0199) Air Force ROTC, Air Science and Operations, Other. 28.03) Army ROTC, Military Science and Operations. 28.0301) Army JROTC/ROTC. 28.0399) Army ROTC, Military Science and Operations, Other. 28.04) Navy/Marine ROTC, Naval Science and Operations. 28.0401) Navy/Marine Corps JROTC/ROTC. 28.0499) Navy/Marine Corps ROTC, Naval Science and Operations, Other. 28.0501) Air Science/Airpower Studies. 28.0502) Air and Space Operational Art and Science. 28.0503) Military Operational Art and Science/Studies. 28.0504) Advanced Military and Operational Studies. 28.0505) Naval Science and Operational Studies. 28.0506) Special, Irregular and Counterterrorist Operations. 28.0599) Military Science and Operational Studies, Other.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
</tbody>
</table>
| MUSC   | Master’s Degree in Music or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 50.0901) Music, General.  
50.0902) Music History, Literature, and Theory.  
50.0903) Music Performance, General.  
50.0904) Music Theory and Composition.  
50.0905) Musicology and Ethnomusicology.  
50.0906) Conducting.  
50.0907) Keyboard Instruments.  
50.0908) Voice and Opera.  
50.0910) Jazz/Jazz Studies.  
50.0911) Stringed Instruments.  
50.0912) Music Pedagogy.  
50.0913) Music Technology.  
10.0203) Recording Arts Technology/Technician.  
50.0914) Brass Instruments.  
50.0915) Woodwind Instruments.  
50.0916) Percussion Instruments.  
50.0999) Music, Other.  
50.1003) Music Management. |
## Discipline/Program: Administrative Management (CIP Code: 52.0401)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFC</td>
<td>Master's Degree in Administrative Management or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>52.0401) Administrative Assistant and Secretarial Science, General. 52.0402) Executive Assistant/Executive Secretary. 52.0499) Business Operations Support and Secretarial Services, Other.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>--------</td>
<td>-------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>PARA</td>
<td>Master’s Degree in Paralegal or Legal Studies or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>22.0101) Law 22.0301) Legal Administrative Assistant/Secretary. 22.0302) Legal Assistant/Paralegal. 22.0303) Court Reporting/Court Reporter. 22.0399) Legal Support Services, Other. 22.9999) Legal Professions and Studies, Other.</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>--------</td>
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</tr>
</tbody>
</table>
| PHIL   | Master's Degree in Philosophy or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 38.0101) Philosophy.  
38.0102) Logic.  
38.0103) Ethics.  
38.0104) Applied and Professional Ethics.  
51.3201) Bioethics/Medical Ethics.  
38.0199) Philosophy, Other. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| PHYS   | Master’s Degree in Physics or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 40.0801) Physics, General.  
40.0802) Atomic/Molecular Physics.  
40.0804) Elementary Particle Physics.  
40.0805) Plasma and High-Temperature Physics.  
40.0806) Nuclear Physics.  
40.0807) Optics/Optical Sciences.  
14.1201) Engineering Physics/Applied Physics  
14.2301) Nuclear Engineering  
40.0809) Acoustics.  
40.0810) Theoretical and Mathematical Physics.  
40.0899) Physics, Other.  
40.0202) Astrophysics |
## Discipline/Program: Political Science (CIP Code: 45.1001)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| POLS   | Master’s Degree in Political Science or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 45.1001) Political Science and Government, General.  
45.1002) American Government and Politics (United States).  
45.1003) Canadian Government and Politics.  
45.1004) Political Economy.  
45.1099) Political Science and Government, Other.  
09.0904) Political Communication  
22.0203) American/US Law/Legal Studies/Jurisprudence |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| PSYC   | Master’s Degree in Psychology or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 42.0101) Psychology, General.  
30.1701) Behavioral Sciences.  
42.27) Research and Experimental Psychology.  
42.2701) Cognitive Psychology and Psycholinguistics.  
42.2702) Comparative Psychology.  
42.2703) Developmental and Child Psychology.  
42.2704) Experimental Psychology.  
42.2705) Personality Psychology.  
42.2706) Physiological Psychology/Psychobiology.  
30.1001) Biopsychology.  
42.2707) Social Psychology.  
42.2708) Psychometrics and Quantitative Psychology.  
42.2709) Psychopharmacology.  
42.2799) Research and Experimental Psychology, Other.  
42.28) Clinical, Counseling and Applied Psychology.  
42.2801) Clinical Psychology.  
42.2802) Community Psychology.  
42.2803) Counseling Psychology.  
51.1508) Mental Health Counseling/Counselor.  
42.2804) Industrial and Organizational Psychology.  
42.2805) School Psychology.  
42.2806) Sport Psychology.
<table>
<thead>
<tr>
<th>Code</th>
<th>Discipline</th>
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<tbody>
<tr>
<td>42.2805</td>
<td>School Psychology.</td>
</tr>
<tr>
<td>13.1101</td>
<td>Counselor Education/School Counseling and Guidance Services.</td>
</tr>
<tr>
<td>13.1102</td>
<td>College Student Counseling and Personnel Services.</td>
</tr>
<tr>
<td>42.2806</td>
<td>Educational Psychology.</td>
</tr>
<tr>
<td>42.2807</td>
<td>Clinical Child Psychology.</td>
</tr>
<tr>
<td>42.2808</td>
<td>Environmental Psychology.</td>
</tr>
<tr>
<td>42.2809</td>
<td>Geropsychology.</td>
</tr>
<tr>
<td>19.0702</td>
<td>Adult Development and Aging.,</td>
</tr>
<tr>
<td>30.1101</td>
<td>Gerontology.</td>
</tr>
<tr>
<td>42.2810</td>
<td>Health/Medical Psychology.</td>
</tr>
<tr>
<td>42.2811</td>
<td>Family Psychology.</td>
</tr>
<tr>
<td>51.1505</td>
<td>Marriage and Family Therapy/Counseling.</td>
</tr>
<tr>
<td>42.2812</td>
<td>Forensic Psychology.</td>
</tr>
<tr>
<td>42.2813</td>
<td>Applied Psychology.</td>
</tr>
<tr>
<td>42.2814</td>
<td>Applied Behavior Analysis.</td>
</tr>
<tr>
<td>42.2899</td>
<td>Clinical, Counseling and Applied Psychology, Other.</td>
</tr>
<tr>
<td>42.99</td>
<td>Psychology, Other.</td>
</tr>
<tr>
<td>42.9999</td>
<td>Psychology, Other.</td>
</tr>
</tbody>
</table>
### Discipline/Program: General Science (CIP Code: 13.1203)

<table>
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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<tr>
<td>Course</td>
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<td>Qualifying Fields</td>
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</tr>
<tr>
<td>SOCI</td>
<td>Master’s Degree in Sociology or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>45.1101) Sociology. 45.1201) Urban Studies/Affairs. 45.13) Sociology and Anthropology. 45.1301) Sociology and Anthropology. 45.0201) Anthropology. 45.14) Rural Sociology. 45.1401) Rural Sociology. 45.99) Social Sciences, Other. 45.9999) Social Sciences, Other. 05.02XX) Ethnic, Cultural Minority, Gender, and Group Studies</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>SPAN</td>
<td>Master’s Degree in Spanish or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>16.0900) Romance Languages, Literatures, and Linguistics, General. 16.0904) Portuguese Language and Literature. 16.0905) Spanish Language and Literature. 16.0908) Hispanic and Latin American Languages, Literatures, and Linguistics, General. 16.0999) Romance Languages, Literatures, and Linguistics, Other.</td>
</tr>
</tbody>
</table>
## Discipline/Program: Technology Management (CIP Code: 52.0299)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| TECH  | Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 52.01) Business/Commerce, General.  
52.02) Business Administration, Management and Operations.  
52.03) Accounting and Related Services.  
52.04) Business Operations Support and Assistant Services.  
52.05) Business/Corporate Communications.  
52.06) Business/Managerial Economics.  
52.07) Entrepreneurial and Small Business Operations.  
52.10) Human Resources Management and Services.  
52.11) International Business.  
52.12) Management Information Systems and Services.  
52.13) Management Sciences and Quantitative Methods.  
52.21) Telecommunications Management.  
52.99) Business, Management, Marketing, and Related Support Services, Other. |
**Discipline/Program: Theatre (CIP Code: 50.0501)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| THEA   | Master’s Degree in Theatre or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 50.05) Drama/Theatre Arts and Stagecraft.  
50.0501) Drama and Dramatics/Theatre Arts, General.  
50.0502) Technical Theatre/Theatre Design and Technology.  
50.0504) Playwriting and Screenwriting.  
50.0505) Theatre Literature, History and Criticism.  
50.0506) Acting.  
50.0507) Directing and Theatrical Production.  
50.0509) Musical Theatre.  
50.0510) Costume Design.  
50.0599) Dramatic/Theatre Arts and Stagecraft, Other. |
### Discipline/Program: Women's Studies (CIP Code: 05.0207)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>WST</td>
<td>Master's Degree in Women’s Studies or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>05.02) Ethnic, Cultural Minority, Gender, and Group Studies. 05.0207) Women’s Studies 30.2301) Intercultural/Multicultural and Diversity Studies. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other.</td>
</tr>
</tbody>
</table>
**College of Business**

Discipline/Program: Accounting (CIP Code: 52.0301)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields (using 2010 CIP Code Crosswalk)</th>
</tr>
</thead>
</table>
| ACCT          | Master's Degree in Accounting or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 52.0301) Accounting.  
52.0302) Accounting Technology/Technician and Bookkeeping.  
52.0303) Auditing.  
52.0304) Accounting and Finance.  
52.0305) Accounting and Business/Management.  
52.0399) Accounting and Related Services, Other.  
52.0801) Finance, General |
<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| BUSA          | Master's Degree in Business, Master's Degree in Management, Master's Degree in Business Administration or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 52.01) Business  
52.02) Business Administration and Management  
52.03) Accounting  
52.05) Business/Corporate Communications  
52.06) Business/Managerial Economics  
52.07) Entrepreneurship/Small Business Operations  
52.08) Finance  
52.09) Hospitality Administration/Management  
52.10) Human Resources Management and Services  
52.11) International Business  
52.12) Management Information Systems and Services  
52.13) Management  
52.14) Marketing |
### Discipline/Program: Business Law (CIP Code: 52.0101)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>BLAW</td>
<td>Master's Degree in Business, Master's Degree in Management, Master's Degree in Business Administration or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>52.01) Business&lt;br&gt;52.02) Business Administration and Management&lt;br&gt;52.03) Accounting&lt;br&gt;52.05) Business/Corporate Communications&lt;br&gt;52.06) Business/Managerial Economics&lt;br&gt;52.07) Entrepreneurship/Small Business Operations&lt;br&gt;52.08) Finance&lt;br&gt;52.09) Hospitality Administration/Management&lt;br&gt;52.10) Human Resources Management and Services&lt;br&gt;52.11) International Business&lt;br&gt;52.12) Management Information Systems and Services&lt;br&gt;52.13) Management&lt;br&gt;52.14) Marketing&lt;br&gt;22.02) Banking, Corporate, Finance and Securities Law&lt;br&gt;22.01) Law</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>ECON</td>
<td>Master's Degree in Economics or Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>45.06) Economics 52.0201) Business Administration and Management, Gen 52.0601) Business and Managerial Economics</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>FINA 4104, FINA 4105</td>
<td>Master's Degree in Finance or Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>52.0801) Finance, General. 52.0803) Banking and Financial Support Services. 52.0804) Financial Planning and Services. 52.0806) International Finance. 52.0807) Investments and Securities. 52.0808) Public Finance. 52.0809) Credit Management. 52.0899) Finance and Financial Management Services, Other. 45.0605) International Economics</td>
</tr>
<tr>
<td>FINA 3100, FINA 3101, FINA 4101, FINA 4102, FINA 4103, FINA 4800</td>
<td>Master’s Degree in Business Administration/Management or Master’s Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>52.0201) Business Administration and Management, General 52.0801) Finance, General. 52.0803) Banking and Financial Support Services. 52.0804) Financial Planning and Services. 52.0806) International Finance. 52.0807) Investments and Securities. 52.0808) Public Finance. 52.0809) Credit Management. 52.0899) Finance and Financial Management Services, Other. 45.0605) International Economics</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
</tbody>
</table>
| MGMT         | Master's Degree in Business Administration and Management or Master's Degree with at least 18 | 52.0201) Business Administration and Management, General.  
graduate semester hours in the qualifying field. | 52.0202) Purchasing, Procurement/Acquisitions and Contracts Management.  
52.0203) Logistics, Materials, and Supply Chain Management.  
52.0204) Office Management and Supervision.  
52.0205) Operations Management and Supervision.  
52.0206) Non-Profit/Public/Organizational Management.  
52.0207) Customer Service Management.  
52.0208) E-Commerce/Electronic Commerce.  
52.0209) Transportation/Mobility Management.  
52.0210) Research and Development Management.  
52.0211) Project Management.  
52.0212) Retail Management.  
52.0213) Organizational Leadership.  
52.0299) Business Administration, Management and Operations, Other.  
11.1005) Information Technology Project Management  
51.0701) Health/Health Care Administration/Management  
51.0702) Hospital and Health Care Facilities Administration/Management  
52.1401) Mktg/Mktg Management General  
50.10XX) Human Resources Management and Services |
### Discipline/Program: Marketing (CIP Code: 52.1401)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG</td>
<td>Master's Degree in Marketing or Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>52.0201) Business Administration and Management, General. 52.1401) Marketing/Marketing Management, General. 52.1402) Marketing Research. 52.1403) International Marketing. 52.1499) Marketing, Other 51.2011) Pharmaceutical Marketing and Management</td>
</tr>
</tbody>
</table>
### Discipline/Program: Supply Chain Management (CIP Code: 52.0203)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| SCML          | Master's Degree in Logistics, Materials, Supply Chain Management or Master's Degree in Logistics/Materials Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 52.0201) Business Administration and Management, General.  
52.0202) Purchasing, Procurement/Acquisitions and Contracts Management.  
52.0203) Logistics, Materials, and Supply Chain Management.  
52.0204) Office Management and Supervision.  
52.0205) Operations Management and Supervision.  
52.0206) Non-Profit/Public/Organizational Management.  
52.0207) Customer Service Management.  
52.0208) E-Commerce/Electronic Commerce.  
52.0209) Transportation/Mobility Management.  
52.0210) Research and Development Management.  
52.0211) Project Management.  
52.0212) Retail Management.  
52.0213) Organizational Leadership.  
52.0299) Business Administration, Management and Operations, Other. |
## College of Health

### Discipline/Program: Dental Hygiene (CIP Code: 51.0602)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| DHYG          | Master's Degree in Dental Hygiene or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 51.06) Dental Support Services and Allied Professions  
51.04) Dentistry  
51.05) Advanced Graduate Dentistry and Oral Sciences |
<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG</td>
<td>Master's Degree in Health/Health Care Administration/Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>51.0701) Health/Health Care Administration/Management. 51.0702) Hospital and Health Care Facilities Administration/Management. 51.0504) Sport/Fitness Administration/Management</td>
</tr>
</tbody>
</table>
### Discipline/Program: Health Fitness Management (CIP Code: 31.0504)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFMG</td>
<td>Master's Degree in Health Fitness Management or a Master's Degree with at least 18 graduate</td>
<td>31.0501) Health and Physical Education/Fitness, General.</td>
</tr>
<tr>
<td></td>
<td>semester hours in the qualifying field.</td>
<td>31.0505) Kinesiology and Exercise Science.</td>
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<tr>
<td></td>
<td></td>
<td>31.0507) Physical Fitness Technician.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31.0599) Health and Physical Education/Fitness, Other.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>51.0913) Athletic Training/Trainer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26.0908) Exercise Physiology</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<tr>
<td>HLTH</td>
<td>Master's Degree in Nursing or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>51.38XX) Registered Nursing/Registered Nurse. 51.1201) Medicine</td>
</tr>
</tbody>
</table>
**Discipline/Program: Health Science (CIP Code: 51.0702)**

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>HSCI</td>
<td>Master's Degree in Hospital and Health Care Facilities Administration/Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>51.0701) Health/Health Care Administration/Management. 51.0702) Hospital and Health Care Facilities Administration/Management. 51.3899) Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing, Other.</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</table>
## College of Information and Mathematical Sciences

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET</td>
<td>Master's Degree in Computer Installation and Repair Technology/Technician or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>47.0104) Computer Installation and Repair Technology/Technician. 15.1202) Computer Technology/Computer Systems Technology.</td>
</tr>
</tbody>
</table>
**Discipline/Program: Computer Science (CIP Code: 11.0701)**

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI</td>
<td>Master's Degree in Computer Science or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>11.0701) Computer Science. 14.0901) Computer Engineering, General.</td>
</tr>
<tr>
<td>Course Prefix</td>
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<td>Qualifying Fields</td>
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</table>
| CPTG          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
11.9999) Computer and Information Sciences and Support Services, Other.  
13.0501) Educational/Instructional Technology.  
11.0701) Computer Science.  
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<th>Qualifying Fields</th>
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| ITDB          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
11.9999) Computer and Information Sciences and Support Services, Other.  
11.0701) Computer Science.  
| ITFN          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
11.9999) Computer and Information Sciences and Support Services, Other.  
13.0501) Educational/Instructional Technology.  
11.0701) Computer Science.  
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<th>Qualifying Fields</th>
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| ITMM          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
13.0501) Educational/Instructional Technology.  
11.9999) Computer and Information Sciences and Support Services, Other.  
11.0701) Computer Science.  
| ITNW          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
13.0501) Educational/Instructional Technology.  
11.9999) Computer and Information Sciences and Support Services, Other.  
11.0701) Computer Science.  
| ITSK          | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
13.0501) Educational/Instructional Technology.  
11.9999) Computer and Information Sciences and Support Services, Other.  
11.0701) Computer Science.  
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<th>Qualifying Fields</th>
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<td>27.03) Applied Mathematics.</td>
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<tr>
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<td>27.05) Statistics.</td>
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<td>27.99) Mathematics and Statistics, Other.</td>
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<td>14.XXXX) Engineering</td>
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<td>13.1311) Mathematics Teacher Education.</td>
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<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
</tr>
<tr>
<td>--------------</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| WBIT         | Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field. | 11.0401) Information Science/Studies.  
11.0103) Information Technology  
52.1201) Management Information Systems, General.  
11.0301) Data Processing and Data Processing Technology/Technician.  
11.9999) Computer and Information Sciences and Support Services, Other.  
11.0701) Computer Science.  
Appendix C
Terminal Degrees by Academic Program and/or Discipline

Accounting
Terminal Degree for each discipline taught in Accounting
DBA, Ph.D. in Accounting
Ph.D. in Accounting and Business/Management
Ph.D. in Finance
J.D.-Courses in Business Law

Administrative Management
Terminal Degree for each discipline taught in Administrative Management. See qualifying fields (Appendix B) for specific degree areas.

African American Studies
Terminal Degree for each discipline taught in African American Studies
Ph.D. African-American/Black Studies
Ph.D. in Ethnic, Cultural Minority, Gender and Group Studies

Art
Terminal Degree for each discipline taught in Art
MFA in Fine Arts/Studio Arts/Visual Arts/Photography/Graphic Design/Visual Communication (also those degree programs that specify the particular field, such as Ceramics, Painting, Sculpture)
MFA Computer Arts
Ph.D. in History with emphasis in art for courses related to art history
DOA, Ph.D. in Art History, Criticism/ Conservation
**Astronomy**

Terminal Degree for each discipline taught in Astronomy
- Ph.D. in Physics
- Ph.D. in Astronomy
- Ph.D. in Astrophysics
- Ph.D. in Planetary Astronomy and Science

**Aviation Management**

Terminal Degree for each discipline taught in Aviation Management
- Ph.D. in Aviation
- M.S. in Aeronatics/Aviation/Aerospace Science and Technology
- M.S. in Aviation/Airway Management and Operations

**Biology**

Terminal Degree for each discipline taught in Biology
- Ph.D. in Biology/Biological Sciences/Integrative Biology
- Ed.D., Ph.D. in Biology Education
- Ph.D. in disciplines relevant to course being taught that are within Biological Sciences (Anatomy, Biomedical Science, Botany, Neuroscience, Earth Science, Ecology, Environmental Studies, Forensics, Genetics, Oceanography, Physiology, Microbiology, Zoology, Cell & Molecular Biology, Developmental Biology)
- D.V.M.
- M.D.

See also (for interdisciplinary courses for instance), other departments and their terminal degrees (Physics and Chemistry)

**Biology (with Secondary Certification)**

Terminal Degree for each discipline taught in Biology (with Secondary Certification).
- Ph.D. in Biology
- Ed.D., Ph.D. in Biology Education
Business Administration

Terminal Degree for each discipline taught in Business Administration
DBA, Ph.D. in Business Administration and Management
DBA, Ph.D. in International Business
Ph.D. in Public Management/Administration
Ph.D. in Marketing or Business Administration
Ph.D. in Hospitality Administration/Management
Ph.D. in Human Resources Management and Services

Business – General

Terminal Degree for each discipline taught in Business
DBA, Ph.D. in Business
DBA, Ph.D. in Accounting
DBA, Ph.D. in Business/Corporate Communications
DBA, Ph.D. in Business/Managerial Economics
DBA, Ph.D. in Entrepreneurship/Small Business Operations
DBA, Ph.D. in Business Administration and Management
DBA, Ph.D. in International Business
DBA, Ph.D. in Public Management/Administration
DBA, Ph.D. in Marketing or Business Administration
Ph.D. in Communication/Advertising
Ph.D. in Hospitality Administration/Management
Ph.D. in Human Resources Management and Services, Human Resources Development
Ph.D. in Management Information Systems and Services
DBA, Ph.D. in Management
DBA, Ph.D. in Marketing
DBA, Ph.D. in Economics
Ph.D. in Finance
Ph.D. in Risk Management or Insurance
J.D. – Courses in business law
Chemistry
Terminal Degree for each discipline taught in Chemistry
Ph.D. in Chemistry/Biochemistry

Communication and Media Studies
Terminal Degree for each discipline taught in Communication and Media Studies
Ph.D. Communication, Journalism or related program
Ph.D./MFA Film/Video
Ph.D. Cinema and Media Studies
Ph.D. Mass Communication
Ph.D. Rhetoric and Communication
Ph.D. Communication Studies
Ph.D. Telecommunications
Ph.D. Film Studies
MFA Cinema Production
MFA Computer Arts and Animation
MFA in Fine Arts or Studio Art for courses related to art
MFA Film and Digital Media
MFA Computer Arts
**Computer Science**
Terminal Degree for each discipline taught in Computer Science
Ph.D. in Computer and Information Sciences
Ph.D. in Electrical, Electronics and Communications Engineering
Ph.D. in Computer Engineering
Ph.D. in Computer Sciences
Ph.D. in Software Theories
Ph.D. in Systems Engineering
Ph.D. in Mathematics for courses related to computer science such as databases, algorithms, programming languages, computer science theory
Ph.D. in Statistics for courses related to computer science including software engineering, performance modeling, performance evaluation, probability and statistics

**Computer Networking Technology**
Terminal Degree for each discipline taught in Computer Networking Technology
M.S. Computer Installation and Repair
Ph.D. Computer Science
Ph.D. Computer Engineering
Ph.D. Systems Engineering
Ph.D. Management and Information Systems
Ph.D. Computer and Information Sciences
Ed.D., Ph.D. Instructional Technology with specialization in networking

**Criminal Justice**
Terminal Degree for each discipline taught in Criminal Justice
Ph.D. in Criminology
Ph.D. in Criminal Justice
J.D. – Courses in Law
Ph.D. in Sociology with Criminal Justice or Criminology concentration
**Dental Hygiene**
Terminal Degree for each discipline taught in Dental Hygiene
Ph.D. in Dental Hygiene
DMD

**Economics**
Terminal Degree for each discipline taught in Economics
Ph.D. Economics
Ph.D. Business and Managerial Economics

**English**
Terminal Degree for each discipline taught in English
Ph.D. in English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)
MFA in Creative Writing/Composition
Ph.D. in Linguistics with emphasis in English
Ph.D. in Women's Studies, Gender Studies, African-American/Black Studies, Ethnic Studies, Gay/Lesbian Studies, or Folklore Studies for Literature Courses related to Race, Ethnicity, and Culture.

**English (with Secondary Certification)**
Ph.D. in English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)
Ed.D., Ph.D. in Secondary English Education for courses related to teaching English and introductory English courses
Finance
Terminal Degree for each discipline taught in Finance
DBA, Ph.D. in Finance
Ph.D. International Finance
Ph.D. Public Finance
Ph.D. International Economics
Ph.D. in Risk Management or Insurance
Ph.D. in Financial Planning and Services
Ph.D. in Banking and Financial Support Services
Ph.D. in Investments and Securities

French
Terminal Degree for each discipline taught in French
Ph.D. French
Ph.D. Linguistics with emphasis in French
DML, DPhil, Ph.D. French Language/Literature, Modern Language (with French specialization),

Health Science
Terminal Degree for each discipline taught in Health Science
Ph.D. Health/Health Care Administration/Management
Ph.D. Hospital and Health Care Facilities Administration/Management.
Ph.D. in Health Care Management
Ph.D. in Health Services Administration
Ph.D. Nursing
Health Care Management
Terminal Degree for each discipline taught in Health Care Management
Ph.D. Health/Health Care Administration/Management
Ph.D. in Health Services Administration
Ph.D. Hospital and Health Care Facilities Administration/Management
Ph.D. Sport/Fitness Administration/Management
DPH, Ph.D. in Public Health
Ph.D. in Sociology with concentration in health related discipline
Ph.D. in Economics, Finance, Accounting AND professional work experience in health care industry for courses related
to health care finance, economics, and accounting

Health and Fitness Management
Terminal Degree for each discipline taught in Health and Fitness Management
Ph.D. Health and Fitness Management
Ph.D. Exercise Physiology
Ph.D. Kinesiology and Exercise Science
Ph.D., Ed.D. Health/Physical Education
Ph.D., Ed.D. Health Science

History
Terminal Degree for each discipline taught in History
Ph.D. in History
Ed.D., Ph.D. in History Education
Ed.D., Ph.D. in Social Studies Education for courses in introductory history courses and research methods

History (with Secondary Certification)
Terminal Degree for each discipline taught in History (with Secondary Education)
Ph.D. in History
Ed.D., Ph.D. in History Education
Ed.D., Ph.D. in Social Studies Education for courses related to teaching history and introductory history courses
**Information Technology**
Terminal Degree for each discipline taught in Information Technology
DBA, Ph.D. Management Information Systems, Computer Science, Management, Industrial Engineering
Ed.D., Ph.D. in Instructional Systems/Design for courses related to web development, professional development, foundations, project management, human computer interaction, e-Commerce, and MSOffice applications

**Integrative Studies**
This is an interdisciplinary degree offered through the departmental degree programs. The appropriate degree would depend upon the content of the discipline.

**Legal Studies**
Terminal Degree for each discipline taught in Legal Studies
J.D.

**Liberal Studies**
This is an interdisciplinary degree offered through the departmental degree programs. The appropriate degree would depend upon the content of the discipline.

**Management**
Terminal Degree for each discipline taught in Management
Ph.D. in Business Administration and Management
Ph.D. in Health/Health Care Administration/Management
Ph.D. in Hospital and Health Care Facilities Administration/Management
Ph.D. in Marketing/Marketing Management
Ph.D. in Organizational Psychology for courses related to organizational theory, communication and leadership, cross-culture negotiating, organizational behavior, change management, and negotiation and conflict management.
Ph.D. in Human Resource Development for courses related to training, organizational development, management development, organizational behavior, leadership, and quality management.
Marketing
Terminal Degree for each discipline taught in Marketing
DBA, Ph.D. in Marketing or Business Administration/Management
Ph.D. Pharmaceutical Marketing and Management
Ph.D. in Communication/Advertising

Master of Archival Studies
Terminal Degree for each discipline taught in Archival Studies
Master of Archival Studies
Master of Library Science with archival concentration
MS in Library and Information Science with archival concentration
Master's degree in a subject area related to archival work with certification in archives

Master of Arts in Liberal Studies
This is an interdisciplinary degree offered through the departmental degree programs. The terminal degree is determined by faculty member's department.

Master of Arts in Teaching English
Terminal Degree for each discipline taught in MAT English
Ed.D., Ph.D. English with emphasis in education
Ed.D., Ph.D. in Secondary English Education
Ed.D., Ph.D. Curriculum and Instruction with emphasis in English/Language Arts
Ed.D., Ph.D., Teaching English as a Second Language, Foreign Language/ESL, Language Education
Ed.D., Ph.D. Middle Level Education with emphasis in English
Ed.E., Ph.D. Elementary Education with emphasis in English

Master of Arts in Teaching Mathematics
Terminal Degree for each discipline taught in MAT Mathematics
Ed.D., Ph.D. in Mathematics with emphasis in education
Ed.D., Ph.D. in Secondary Mathematics Education
Ed.D., Ph.D. Curriculum and Instruction
Ed.D., Ph.D. Middle Level Education with emphasis in Mathematics
Ed.E., Ph.D. Elementary Education with emphasis in Mathematics

**Master of Business Administration**
Terminal Degree for each discipline taught in Master of Business Administration (see appropriate business area above)

**Master of Health Administration**
Terminal Degree for each discipline taught in Master of Health Administration (see Health Care Management above)
DPH Public Health

**Master of Science in Nursing**
Terminal Degree for each discipline taught in Nursing
Ph.D. in Nursing
DNP Doctor in Nursing Practice
DNS or DNSc Doctor of Nursing Science
ND Doctor of Nursing

**Master of Science in Psychology**
Terminal Degree for each discipline taught in Psychology (see Psychology & Human Services above)

**Master of Education in Teacher Leadership**
Terminal Degree for each discipline taught in Teacher Leadership
Ed.D, Ph.D. in Curriculum and Instruction
Ed.D, Ph.D. in Educational Leadership and Administration
Ed.D., Ph.D. in Research Methodology for courses related to research methods and thesis preparation
Ed.D., Ph.D. in Adult and Community Education
Ed.D., Ph.D. in Education Policy Studies
Mathematics
Terminal Degree for each discipline taught in Mathematics
Ph.D. Mathematics or Statistics
Ed.D., Ph.D. Secondary Mathematics Education
Ed.D., Ph.D. in Curriculum & Instruction with an emphasis on mathematics

Mathematics (with Secondary Certification)
Terminal Degree for each discipline taught in Mathematics (with Secondary Certification)
Ed.D., Ph.D. Secondary Mathematics Education
Ed.D., Ph.D. in Curriculum & Instruction with an emphasis on mathematics
Ph.D. Mathematics or Statistics with emphasis on education

Middle Level Education
Terminal Degree for each discipline taught in Middle Level Education
Ed.D., Ph.D. in Education or discipline-specific field of education

Military Science
Terminal Degree for each discipline taught in Military Science
M.S. in Aerospace/Military Science or in other military science discipline
Credentialing is based on a combination of education, military experience and training, years of military service and rank

Music
Terminal Degree for each discipline taught in Music
DMA, DOA, DOM, Ph.D. in Music for all History, Literature, Theory, Pedagogy and Composition disciplines
Ed. D, Ph.D. in Music Teacher Education
MFA, MM in Music for all Performance and Arts Management disciplines
Nursing
Terminal Degree for each discipline taught in Nursing
Ph.D. in Nursing
DNP Doctor in Nursing Practice
DNS or DNSc Doctor of Nursing Science
ND Doctor of Nursing

Philosophy
Terminal Degree for each discipline taught in Philosophy
Ph.D. Philosophy or Classics

Physics
Terminal Degree for each discipline taught in Physics
Ph.D. in Physics (includes atomic/molecular, elementary particle, plasma and high-temperature, nuclear, condensed matter and materials)
Ph.D. in Astrophysics
Ph.D. in Engineering Physics/Applied Physics, Nuclear Engineering

Political Science
Terminal Degree for each discipline taught in Philosophy
Ph.D. Political Science/Government/Comparative Political/International Affairs/Public Administration
J.D. – courses in politics, government or government affairs
Psychology and Human Services
Terminal Degree for each discipline taught in Psychology and Human Services
Ph.D., Psy.D. Psychology
Ph.D., Psy.D. Clinical Psychology
Ph.D. Rehabilitation Psychology
Ph.D., Ed.D. Counselor Education for courses related to human services, counseling, and introductory psychology
Ph.D., Ed.D. Counselor Education/School Counseling and Guidance Services for courses related to human services, counseling, and introductory psychology
Ph.D., Ed.D. Counseling for courses related to human services, counseling, and introductory psychology
Ph.D., Ed.D. School Psychology for courses related to human services, counseling, and introductory psychology
Ph.D., Psy.D. School Counseling for courses related to human services, counseling, and introductory psychology
Ph.D. Rehabilitation Counseling for courses related to human services, counseling, and introductory psychology
M.S.W., Master's in Social Work for courses on counseling skills

Science
Terminal Degree for each discipline taught in Science
Ph.D. in Biology/Biological Sciences; Chemistry; Physics
Ed.D., Ph.D. in Secondary Science Education for courses related to general science

Sociology
Terminal Degree for each discipline taught in Sociology
Ph.D. Sociology
Ph.D. Urban Studies and Affairs
Ph.D. Anthropology
Ph.D. Rural Sociology
Ph.D. discipline included in Ethnic, Cultural Minority, Gender, and Group Studies.
Ph.D. Social Sciences related to specific discipline taught
Spanish
   Terminal Degree for each discipline taught in Spanish
   Ph.D. in Spanish
   DML, DPhil, Ph.D. Spanish Language/Literature, Hispanic Language/Literature, Modern Language (with Spanish specialization)
   Ph.D. Linguistics (with Spanish specialization)

Supply Chain Management
   Terminal Degree for each discipline taught in Supply Chain Management
   Ph.D. in Logistics
   Ph.D. Supply Chain Management
   Ph.D. Logistical and Materials Management
   Ph.D. Business Administration, Management and Operations

Technology Management
   Terminal Degree for each discipline taught in Technology Management (See qualifying fields (Appendix B) for specific degree areas.)

Theatre
   Terminal Degree for each discipline taught in Theatre
   DOA, Ph.D. in Drama/Theatre Arts and Stagecraft
   MFA in Theatre
   MFA in Dance
   MFA in Creative Writing for courses related to Screenwriting and Playwriting

Women’s Studies
   Terminal Degree for each discipline taught in Women’s Studies
   Ph.D. in Women’s Studies
## Appendix D

Transcript Review and Justification Sheet

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<tr>
<th>Name:</th>
<th>Rank:</th>
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<td>Graduate Degrees:</td>
<td>Department:</td>
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<td>Teaching field(s):</td>
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### JUSTIFICATION NARRATIVE

*Include justification explanations for coursework in related discipline and any additional professional qualifications that are appropriate.*

### Supporting Graduate Coursework in Discipline

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<th>Credit hours</th>
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**TOTAL CREDITS IN QUALIFYING GRADUATE COURSES**
### Additional Qualifications

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<td>Professional Licensure or Certification</td>
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<td>Special Training</td>
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<td>Related Work Experience</td>
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<tr>
<td>Documented Teaching Excellence in the Discipline</td>
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<td>Honors, Awards or Special Recognitions</td>
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<td>Other Competencies or Achievements</td>
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**College Dean:**

**Academic Affairs:**

Form to be submitted to Tammy Wilson for filing in individual's personnel file
## Appendix E

### Graduate Faculty Course/Program Verification Form

<table>
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<td>Teaching field(s):</td>
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### GRADUATE DEGREES

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<td>College Dean:</td>
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