Faculty Credentials and Hiring Guide

Academic Affairs
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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          | Master'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          | Master'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>
</table>
| MATH 0099 – Intermediate Algebra | 32.0104          | Master's Degree in Mathematics or qualifying field                                              | 32.0104) Developmental/Remedial Mathematics  
27) Mathematics and Statistics  
13.1311) Mathematics Teacher Education |
| READ 0099 – Reading Skills    | 32.0108          | Master's Degree in English or qualifying field                                                  | 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 |
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>
</table>
| AFAM                                                          | 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. | 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. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| ART    | Master's Degree in Art or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 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. |
## Discipline/Program: Astronomy (CIP Code: 40.0201)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
</table>
| ASTR   | Master's Degree in Astronomy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 40.0801) Physics  
40.0201) Astronomy.  
40.0202) Astrophysics.  
40.0203) Planetary Astronomy and Science. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>
# Discipline/Program: Biology (CIP Code: 26.0101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
</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. |
## Discipline/Program: Chemistry (CIP Code: 40.0501) 26.0101

<table>
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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. |
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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>
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<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>
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<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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 09.07XX) Radio, Television, and Digital Communication 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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</table>
| CRIT   | Master's Degree in Philosophy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 38.0101) Philosophy.  
38.0102) Logic.  
09.0100) Communication, General  
38.0104) Applied and Professional Ethics  
38.0001) Philosophy and Religious Studies, General.  
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>CRJU</td>
<td>Master's Degree in Criminal Justice or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>43.0103) Criminal Justice/Law Enforcement Administration. 43.0104) Criminal Justice/Safety Studies. 43.0106) Forensic Science and Technology. 43.0107) Criminal Justice/Policing. 43.0110) Security and Loss Prevention Services. 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</td>
</tr>
</tbody>
</table>
**Discipline/Program: Dance (CIP Code: 50.0301)**

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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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<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>
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<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<td>Course</td>
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<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<tr>
<td>FILM</td>
<td>Master’s Degree in Film Production or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>10.0304) Animation, Interactive Technology, Video Graphics and Special Effects. 10.0201) Photographic and Film/Video Technology/Technician and Assistant. 50.0601) Film/Cinema/Video Studies. 50.0602) Cinematography and Film/Video Production. 50.0607) Documentary Production. 50.0699) Film/Video and Photographic Arts, Other.</td>
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<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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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<tr>
<td>FREN</td>
<td>Master’s Degree in French or Master’s Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>16.0901) French Language and Literature. 16.0900) Romance Languages, Literatures, and Linguistics, General. 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</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</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>
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</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.  
44.0701) Social Work  
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 |

### Discipline/Program: Homeland Security (CIP Code: 43.9999)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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. |
### Discipline/Program: Humanities (CIP Code: 24.0103)

<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>
<tr>
<td>Course</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tr>
<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>
<tbody>
<tr>
<td>LART</td>
<td>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.</td>
<td>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</td>
</tr>
</tbody>
</table>
## Minimum Academic Requirements

**MSL**

- 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.

## Qualifying Fields

- 28.01) Air Force ROTC, Air Science and Operations.
- 28.0101) Air Force JROTC/ROTC.
- 28.0301) Army JROTC/ROTC.
- 28.0401) Navy/Marine Corps JROTC/ROTC.
- 28.0599) Military Science and Operational Studies, Other.
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</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. |
<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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</tbody>
</table>
| PARA   | 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. | 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. |
### Discipline/Program: Philosophy (CIP Code: 38.0101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</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. |
### Discipline/Program: Physics (CIP Code: 40.0801)

<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>
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<tbody>
<tr>
<td>Course</td>
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</tr>
<tr>
<td>PSYC</td>
<td>Master's Degree in Psychology or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>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.</td>
</tr>
</tbody>
</table>
52.1003) Organizational Behavior Studies
42.2805) School Psychology.
13.1102) College Student Counseling and Personnel Services.
42.2806) Educational Psychology.
42.2807) Clinical Child Psychology.
42.2808) Environmental Psychology.
42.2809) Geropsychology.
19.0702) Adult Development and Aging.
30.1101) Gerontology.
42.2810) Health/Medical Psychology.
42.2811) Family Psychology.
51.1505) Marriage and Family Therapy/Counseling.
42.2812) Forensic Psychology.
42.2813) Applied Psychology.
42.2814) Applied Behavior Analysis.
42.2899) Clinical, Counseling and Applied Psychology, Other.
42.99) Psychology, Other.
42.9999) Psychology, Other.
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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</thead>
</table>
| SCI    | Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field. | 13.1316) Science Teacher Education  
13.1301) Agricultural Teacher Education  
13.1322) Biology Teacher Education  
13.1323) Chemistry Teacher Education  
13.1337) Earth Science Teacher Education  
13.1338) Environmental Education  
40.XX) Physical Sciences  
26.XX) Biological and Biomedical Sciences |
## Discipline/Program: Sociology (CIP Code: 45.1101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<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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<td>Course</td>
<td>Minimum Academic Requirements</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>
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
<tbody>
<tr>
<td>TECH</td>
<td>Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.</td>
<td>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.</td>
</tr>
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</table>
**Discipline/Program: Theatre (CIP Code: 50.0501)**

<table>
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<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
</table>
| WST    | 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. | 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. |
## 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>
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</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 |
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<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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 |
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<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 Business 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 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 22.02) Banking, Corporate, Finance and Securities Law 22.01) Law</td>
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<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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>
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<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</table>
| FINA 4104, FINA 4105 | Master's Degree in Finance or Master's Degree with at least 18 graduate semester hours in the qualifying field. | 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 |
| FINA 3100, FINA 3101, FINA 4101, FINA 4102, FINA 4103, FINA 4800 | Master’s Degree in Business Administration/Management or Master's Degree with at least 18 graduate semester hours in the qualifying field. | 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 |
<table>
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<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</table>
| MGMT          | Master's Degree in Business Administration and Management or 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.  
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 |
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<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</thead>
</table>
| MKTG         | Master's Degree in Marketing or Master's Degree with at least 18 graduate semester hours in the qualifying field. | 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 |
<table>
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<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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. |
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<tr>
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</thead>
<tbody>
<tr>
<td>DHYG</td>
<td>Master's Degree in Dental Hygiene or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>51.06) Dental Support Services and Allied Professions</td>
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<td>51.04) Dentistry</td>
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<td>51.05) Advanced Graduate Dentistry and Oral Sciences</td>
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<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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>
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</thead>
<tbody>
<tr>
<td>HFMG</td>
<td>Master's Degree in Health Fitness Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.</td>
<td>31.0501) Health and Physical Education/Fitness, General. 31.0505) Kinesiology and Exercise Science. 31.0507) Physical Fitness Technician. 31.0508) Sports Studies. 31.0599) Health and Physical Education/Fitness, Other. 51.0913) Athletic Training/Trainer. 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>
<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>
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<tr>
<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</table>
| HSCI          | 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. | 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. |
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<th>Course Prefix</th>
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<th>Qualifying Fields</th>
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</table>
College of Information and Mathematical Sciences

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<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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</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>
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<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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<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>
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<td>Course Prefix</td>
<td>Minimum Academic Requirements</td>
<td>Qualifying Fields</td>
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</tbody>
</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.  
<table>
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<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
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<tr>
<td>ITDB</td>
<td>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.</td>
<td>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. 14.0901) Computer Engineering, General.</td>
</tr>
<tr>
<td>ITFN</td>
<td>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.</td>
<td>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. 14.0901) Computer Engineering, General.</td>
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<tr>
<td>Course Prefix</td>
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<tr>
<td>ITMM</td>
<td>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.</td>
<td>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. 14.0901) Computer Engineering, General.</td>
</tr>
<tr>
<td>ITNW</td>
<td>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.</td>
<td>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. 14.0901) Computer Engineering, General.</td>
</tr>
<tr>
<td>ITSK</td>
<td>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.</td>
<td>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. 14.0901) Computer Engineering, General.</td>
</tr>
<tr>
<td>Course Prefix</td>
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</table>
| MATH         | Master’s Degree in Mathematics or Master’s Degree and 18 graduate credits in qualifying field. | 27.01) Mathematics.  
27.03) Applied Mathematics.  
27.05) Statistics.  
27.99) Mathematics and Statistics, Other.  
14.XXXX) Engineering  
13.1311) Mathematics Teacher Education. |
### Discipline/Program: WBIT (CIP Code: 11.0401)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Minimum Academic Requirements</th>
<th>Qualifying Fields</th>
</tr>
</thead>
</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 Aeronautics/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
**Film Production**

Terminal Degree for each discipline taught in Film Production
- PhD or MFA in Film, Cinema, or Video Studies
- PhD or MFA in Cinematography and Film & Video Production
- PhD or MFA in Documentary Production

**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 Psychology 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., Psy.D. Counseling Psychology for courses related to human services, counseling, and introductory psychology
Ed.D., Ph.D. in Educational Psychology for courses related to professional development, human services, counseling, and introductory psychology
Ph.D., Psy.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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
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<tbody>
<tr>
<td>Graduate Degrees:</td>
<td>Department:</td>
</tr>
<tr>
<td></td>
<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

<table>
<thead>
<tr>
<th>graduate courses taken at</th>
<th>course number</th>
<th>course title and description</th>
<th>Credit hours</th>
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TOTAL CREDITS IN QUALIFYING GRADUATE COURSES
### Additional Qualifications

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<th>List of Additional Qualifications</th>
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<tr>
<td>Research and Publications</td>
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<tr>
<td>Professional Licensure or Certification</td>
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<tr>
<td>Special Training</td>
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<tr>
<td>Related Work Experience</td>
</tr>
<tr>
<td>Documented Teaching Excellence in the Discipline</td>
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<tr>
<td>Honors, Awards or Special Recognitions</td>
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<tr>
<td>Other Competencies or Achievements</td>
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<tr>
<td>College Dean:</td>
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| 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>
<thead>
<tr>
<th>Name:</th>
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<tr>
<th>Teaching field(s):</th>
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### GRADUATE DEGREES

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<th>Program or Course Prefix</th>
<th>Course(s) Number (if applicable)</th>
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*List by program or individual course*
<table>
<thead>
<tr>
<th>College Dean:</th>
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