

# FACULTY/ADVISOR CATEGORY REQUEST

Office of Academic Affairs

COPY ON GOLDENROD  
Revised 07/09

School/College \_\_\_\_\_ Dept Phone \_\_\_\_\_

Department \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ M# \_\_\_\_\_

Highest Degree \_\_\_\_\_ Degree Date \_\_\_\_\_ Discipline \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_ Graduate Teaching Assistant \_\_\_\_\_

## Specific Courses to be Taught

If NO GRADUATE DEGREE in ASSIGNED TEACHING DISCIPLINE, how many graduate hours in teaching discipline have been completed? \_\_\_\_\_

---

## This Section to be Completed by the Requesting Dean

**Proposed Degree Category** (Choose from the listing on page 2.)

A  B  C  D  E  F

If the above category is based on documented professional experience and demonstrated contributions to the teaching discipline instead of a formal degree, an explanation provided by the dean or chair must be attached.

**Advising Only**

**Change of Category** Previous Category \_\_\_\_\_ Proposed Category \_\_\_\_\_

Explanation of Change Request

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**A vita and COPY of transcript must be submitted with this form.  
An OFFICIAL transcript must be submitted to Academic Affairs within 30 days.**

### ACADEMIC AFFAIRS USE ONLY

Category Approval \_\_\_\_\_

Date \_\_\_\_\_

Category \_\_\_\_\_

## **TERMINAL DEGREE CATEGORIES and APPROPRIATE COURSE ASSIGNMENTS**

**TERMINAL DEGREE** includes: doctorate (i.e., PhD, DBA, EdD, MD, DVM), JD, MFA, MS in Engineering.

**TEACHING DISCIPLINE** includes 1) the discipline of the course; 2) for introductory courses, the general discipline that is recognized as including the specialized advanced area of the terminal degree, i.e., "biology" for a zoology PhD; 3) for interdisciplinary courses (i.e. IDC 101), any discipline that is represented in the course; 4) a few other cases specifically allowed by SACS. Each department has filed an official list of acceptable terminal degrees for programs in that department with the Provost; all category assignment requests should reflect that list.

### **CATEGORY A:**

Terminal degree in the teaching discipline OR a master's degree and a documented record (available on file in the Dean's Office) of exceptional scholarly or creative activity and professional experience. Peer acceptance in the teaching discipline must be established, most appropriately by refereed publications.

**SACS policy:** Full-time or part-time faculty or adjuncts in Category A may be assigned to courses in the teaching discipline at all Levels, 100-700.

### **CATEGORY B:**

Master's degree in the teaching discipline OR a masters degree with at least 18 graduate hours in the teaching discipline OR a baccalaureate degree and a documented record (available on file in the Dean's Office) of outstanding professional experience and demonstrated contributions to the teaching discipline, most appropriately refereed publications.

**SACS policy:** Full-time or part-time faculty or adjuncts in Category B may be assigned to courses in the teaching discipline at the Levels 100-400. They must NOT be assigned to 500, 600, or 700 level courses.

### **CATEGORY C:**

Special category for faculty who do not qualify for either Category A or Category B but who are assigned to the Department of Military Science by the U.S. Army.

**SACS policy:** Faculty assigned by the military to ROTC programs are eligible as assigned.

### **CATEGORY D:**

Graduate Teaching Assistants/Adjuncts: A bachelor's degree AND at least 18 graduate hours completed in the teaching discipline or in an interdisciplinary degree program which includes the discipline.

**SACS policy:** Category D graduate assistants/adjuncts may be assigned primary responsibility for introductory courses in the discipline, usually those at the I 00 level. They must NOT be assigned to other courses.

### **CATEGORY E:**

Graduate Teaching Assistants/Adjuncts: A bachelors degree with fewer than 18 graduate hours completed in the teaching discipline.

**SACS policy:** Graduate teaching assistants or adjuncts in Category E must NOT be assigned primary responsibility for any course EXCEPT physical education activity courses or Lab sections identified with a letter, not a number, in the class schedule.

### **CATEGORY F:**

Instructors in Developmental Courses: A bachelor's degree in the teaching discipline or a related discipline AND classroom experience or graduate training in remedial education.

**SACS policy:** Employees who meet these guidelines may be assigned primary responsibility for developmental courses at the I 00 Level. They must NOT be assigned to courses which offer graduation credit.

Instructors in Courses for Terminal Associate Programs or Certificate Programs Only: A bachelors degree with work experience OR, in exceptional cases, associate degree with outstanding professional experience and demonstrated contributions to the teaching discipline. Documented record must be on file in the Dean's office.

**SACS policy:** Employees who meet these guidelines may be assigned to certificate or associate level courses which DO NOT offer credit toward a baccalaureate degree.