



M#

SECTION I: EMPLOYEE INFORMATION

Last First Middle Initial Rank
College/School/RA High School MSU Department Dept Phone

Full-Time Faculty Adjunct Faculty Appoint to Full Membership Graduate Faculty Appoint to Associate Membership Graduate Faculty
Military Science Racer Academy Category Change (Attach Justification Memo) Other

SECTION II: DEGREE INFORMATION

Original transcripts for the two highest degrees and a current vita must be submitted.

Table with 6 columns: College/University, Major, Major Hours, Subconcentration, Degree, Date Awarded. Labeled GRADUATE.

Table with 5 columns: College/University, Area/Major, Major Hours, Degree, Date Awarded. Labeled UNDERGRADUATE.

SECTION III: COURSE(S) TO BE INSTRUCTED (Prefix and Course Number)

SECTION IV: OTHER QUALIFICATIONS TO BE CONSIDERED

Please check all other qualifications that apply to the discipline and should be considered for credential certification at the level requested. Attach a short narrative listing specific details of each and provide documentation/copies of all certifications, licensures, training, or research.

Checkboxes for: Degree(s) from related discipline, Exceptional professional experience in requested discipline, Documented Scholarly Research or publications in related discipline, Credentials, Licensure(s) Ex. CPA, Special training, Other competencies, Military experience, Awards and honors.

•TO BE COMPLETED BY CHAIR

I verify that the following are attached: 1) Current Vita; 2) Original Transcripts of the Two Highest Degrees NO COPIES; and/or 3) Recommend a Graduate Faculty appointment (if applicable).

Chair's Signature Date

•TO BE COMPLETED BY DEAN

I have read the Faculty Credential Categories and propose the following degree category for this faculty member.

Category Dean's Signature Date

Office of the Provost Use Only
Current Vita Transcripts
Category Authorized
Date
Approved

DO NOT PRINT FOR REFERENCE ONLY

FACULTY CREDENTIAL CATEGORIES

A: Levels 000-999 **GRADUATE AND POST-BACCALAUREATE COURSES** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline, OR, **2)** in exceptional cases, a master's degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

B: Levels 000-599 **BACCALAUREATE COURSES** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline or a closely related discipline, OR **2)** a master's degree in teaching or related discipline, OR **3)** a master's degree with a concentration of at least 18 graduate semester hours and documentation of outstanding professional experience and/or demonstrated contributions, OR, **4)** in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

C: Levels 000-199 **ASSOCIATE DEGREE COURSES NOT FOR BACCALAUREATE TRANSFER** *Teaching Discipline-Specific Qualifications:* **1)** a bachelor's degree AND show documented training or classroom experience in the area, OR, **2)** in exceptional cases, an associate's degree with documentation of outstanding professional experience and demonstrated contributions.

D: Levels 000-299 **ASSOCIATE DEGREE COURSES FOR BACCALAUREATE TRANSFER** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline or a closely related discipline, OR **2)** a master's degree in the teaching discipline or a closely related discipline, OR **3)** a master's degree with a concentration of at least 18 graduate semester hours and documentation of outstanding professional experience and/or demonstrated contributions, OR, **4)** in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

E: Levels 000-599 *Laboratories* **GRADUATE TEACHING ASSISTANTS WITH MORE THAN 18 GRADUATE HOURS** *Teaching Discipline-Specific Qualifications:* **1)** a master's degree, OR **2)** 18 graduate semester hours, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. May be assigned primary teaching responsibility for introductory courses in the discipline, usually those at the 100 level.

F: Levels 000-599 *Only Laboratory and Breakout Sections* **GRADUATE TEACHING ASSISTANTS WITH FEWER THAN 18 GRADUATE HOURS** *Teaching Discipline-Specific Qualifications:* All students in this category must be enrolled in good standing in an appropriate graduate program and hold a bachelor's degree in or related to the discipline. May assist in teaching, or be assigned secondary teaching responsibility for laboratory and breakout sections. Students must also be supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations.

G: Levels 000-599 **ROTC/U.S. MILITARY SCIENCE PROGRAMS** Faculty and staff in this category should hold a master's degree in an appropriate subject area, OR a bachelor's degree in an appropriate subject area combined with two years of military service and documented success in specialty military training, OR an associate's degree in an appropriate subject area combined with three years of military service and documented success in specialty military training, OR Cadet Command-approved ROTC instruction as denoted in the Memorandum of Agreement with the U.S. Army.

H: Levels 000-199 **REMEDIAL / DEVELOPMENTAL COURSES** Faculty and staff instructing remedial/developmental courses, which do not count towards graduation credit hour requirements, must hold a bachelor's degree in the teaching discipline or a related field AND show documented training or classroom experience in the area.

I: Levels ESL 000-399 **ENGLISH AS A SECOND LANGUAGE** (Non-credit bearing courses) Full-time and part-time instructors of ESL courses, which do not count towards graduation credit hour requirements, should hold a master's degree in TESOL or a closely related field. Graduate Teaching Assistants in TESOL or a related degree field must have a documented enrollment or completion of a methods and materials in teaching ESL. Accreditation reference: TESOL Commission on Accreditation (TCA) / Commission on English Language Program Accreditation (CEA).

GRADUATE FACULTY APPOINTMENTS

To serve as a member or associate member of the Murray State University Graduate Faculty, a faculty member must meet the professional standards for teaching courses available for graduate credit set by the Southern Associate of Colleges and Schools Commission on Colleges. The categories of graduate faculty membership are defined as follows:

Full Membership - This category applies to full-time faculty who hold the appropriate terminal degree in their teaching field.

Associate Membership - This category shall apply to full-time faculty who are responsible for any part of the college's graduate program and who do not have a terminal degree but are otherwise qualified under Faculty Handbook Section 2.1.4. This level shall also apply to all qualified part-time faculty who hold a terminal degree and who teach one or more graduate courses.