

Policy History
<b>Policy No.</b> AC13
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> March 29, 2017

## Qualifications for Faculty Members Procedure

### A. DEFINITIONS

1. **Educational administrative division:** Any unit of activity within the University which offers either teaching or research activities: for example, Faculties, departments, schools, colleges, institutes.

### B. PROCEDURES

1. In keeping with appropriate academic and professional standards of their disciplines, all departments and programs within an educational administrative division will recommend the qualifications required for faculty appointments.
2. For educational administrative divisions operating under the authority of a Faculty Council, these recommendations will be reviewed by the Faculty Council. If endorsed by the Faculty Council, the Dean's office will send the recommendations to the Senate for approval.
3. For educational administrative divisions not operating under the authority of a Faculty Council, these recommendations will be reviewed by the educational administrative division authority and administrative head that normally deal with such matters.
4. Each educational administrative division or its Faculty Council will review its list of qualifications for faculty positions within its area of jurisdiction on an annual basis and present any changes to the Senate for its consideration. Information to be provided should include, but is not limited to, the following:
  - a. Name of Educational administrative division
  - b. Name of Department
  - c. Name of Program
  - d. Qualifications Required
5. Lists of general qualifications for all initial appointments to faculty positions within any educational administrative division require Senate approval; however, determinations of required credentials, scholarly experiences and areas of expertise necessary for specific faculty appointments and assignments are the purview of the educational administrative divisions and their search committees.

6. The current list of qualifications for faculty members in each educational administrative division will be available for viewing on the KPU Bylaws and Policies website alongside Policy and Procedure AC13. (See Minimum Qualifications – Faculty Positions table)

## **C. RELATED POLICY**

Refer to AC13 *Qualifications for Faculty Members Policy*