1.0 Purpose

The College of Charleston (hereafter, “the College”), to ensure employment of competent faculty members qualified to accomplish the mission and goals of the College, subscribes to the principles established by the Southern Association of Colleges and Schools Commission on Colleges (hereafter, “SACSCOC”), as presented in Comprehensive Standard 3.7.1 of the Principles of Accreditation. The divisional policy in support of this purpose is provided here, along with those procedures for justifying and documenting each instructional faculty member’s teaching qualifications.

This divisional policy is maintained by the Office of the Provost and is available on the Office’s website. Academic program directors, department chairs, and academic deans will be consulted before any substantive changes are made to this divisional policy and will be notified when revisions are posted. The Provost and the Provost’s designees are responsible for the management of this divisional policy and for maintaining faculty credentials files to document compliance and our decisions on individual faculty credentials. All program directors, department chairs, and academic deans are responsible for compliance with this divisional policy and its related procedures.

2.0 Assignment of Instructors

Department chairs and/or program directors are responsible for ensuring that at least one Instructor of Record (hereafter, "IR") is assigned to each credit-bearing course section in their departments and/or programs by the start date of the academic term and that all individuals contributing to instruction for each course (whether an Instructor of Record or Non-Instructor of Record) are listed on each credit-bearing course section.

This requirement, together with the guidelines outlined below, ensures the integrity of our institutional data by accurately reflecting the instructional responsibility in all course sections and allowing for:

- Reporting of accurate and complete institutional data at local, state, and national levels;
- Consistency in internal data for comparative analysis across programs, departments, and schools;
• The ability to account for the instructional activity of adjunct and roster faculty and graduate teaching assistants;
• Accountability in the assignment of midterm and final grades, in attendance verifications, and in academic dishonesty and grade appeal processes; and
• Integrity in faculty credentialing and auditing of faculty credentials data, as expected by SACSCOC.

2.1. Assignment of Instructors of Record
The Instructor(s) of Record are defined as the faculty members responsible for the development and implementation of the syllabus, including course content, coverage, and quality of instruction, as well as the achievement of student learning outcomes and assignment of final grades, except that the faculty responsible for managing an academic program may agree to certain uniform features of course syllabi in an academic program. All IRs must be appropriately credentialed to teach at the College in accordance with the guidelines outlined in Section 4.0. Each course section in Banner (or any successor software system) must be assigned to at least one Instructor of Record. All instructors for a course providing day-to-day instruction must be coded with a percentage of session and responsibility in Banner (or any successor software program). The total percentage of responsibility for a course must equal 100%. These guidelines on instructor assignments are applicable to all College of Charleston credit-bearing courses, including contract, joint program, online, concurrent enrollment, and study abroad courses. These guidelines do not impose requirements on visiting lecturers who are speaking in a small number of meetings of the course.

2.2. Assignment of Multiple Instructors of Record
In the case of multiple instructors, assignment of the percentage of responsibility, percentage of session, and assignment type, when applicable, must be determined in each academic unit in accordance with the following guidelines.

- All instructors for a course providing day-to-day instruction must be coded with a percentage of session and responsibility in Banner (or any successor software program). The total percentage of responsibility for a course, divided among the instructors assigned to the course, must equal 100%.
  - For team-taught courses, the percentage of responsibility must be adjusted to reflect the percent of effort each IR provides to the course. Typically for courses with two instructors, each is assigned 50% of responsibility.
  - For mid-term replacements, the percentage of responsibility must be adjusted to reflect the percent of session time each IR provides to the course. Typically this calculation is based on the number of class sessions the replacement instructor teaches.
- If one of the instructors is serving in a role other than a regular primary instructor of record, they will be coded with an appropriate assignment type.1 The assignment type indicates the instructor’s role (e.g., supervisor, assistant) and how Course-Instructor Evaluations will be assigned.

2.3. Assignment of Non-Instructors of Record
Non-Instructors of Record (hereafter, “NIRs”) are typically Graduate Teaching Assistants (hereafter, “TA-NIR”) teaching undergraduate courses under the supervision of an IR. In limited cases, faculty members or other individuals may be appointed as an NIR for undergraduate courses and, in exceptional cases, appointed to assist as an NIR on graduate courses. All NIRs must be assigned a supervising IR for each course being taught. The Instructor of Record should be appropriately credentialed for the course, and there must be an NIR/IR Agreement on file for each section each academic term. When NIRs are appointed, assignment of the percentage

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1 Assignment types include: ISIR (IR supervising an NIR), IAST (an assistant to the IR, not a supervisor), ISUP (a supervisor to the IR), and 2DSP (an IR who is serving as the NIR for this course). The most common assignment type is ISIR, which is used to indicate that the faculty member is providing supervision of a non-instructor of record rather than day-to-day instruction, recognizing that they are still providing course oversight and are grading students in the course. The corresponding NIR is given zero percent of responsibility in Banner and is evaluated by students on Course-Instructor Evaluations. The supervising IR is not evaluated. See Academic Affairs Banner Guidelines for more information.
of responsibility, percentage of session, and assignment type, when applicable, must be determined in each academic unit in accordance with the following guidelines.

- All individuals assigned to a course, including IRs and NIRs, providing day-to-day instruction are coded with a percentage of session in Banner (or any successor software program). Typically 100% of session is given to each IR and NIR. The total percentage of responsibility assigned to the instructors for a course must equal 100%.
  - In Banner, the IR for a course is given 100% of responsibility and an appropriate assignment type if they are supervising the NIR. The assignment type indicates the instructor’s role (e.g., supervisor of an NIR) and how Course-Instructor Evaluations will be assigned.
  - In Banner, the NIR for a course is given 0% of responsibility and is assigned a supervising IR who is given an appropriate assignment type as noted above.

### 3.0 Faculty Qualifications and Assignment of Program Directors

For the **director of each major in a degree program**, the SACSCOC *Principles of Accreditation* require that the institution assign responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. At the College of Charleston, these responsibilities are held by a department chair or academic program director who should meet the credentials guidelines outlined below and who is appointed and serves in accordance with the Divisional Policy on *Academic Curricular Program Directors*. In the case of an interdisciplinary program or a department housing two or more degree programs that are not strongly related, a program director might not be academically qualified in each teaching discipline. In that case, additional faculty who play a lead role in the advising of students and the development and review of curriculum should be identified on the program director credentials form. See Section 5.2 and 5.3 for guidelines on faculty credentials for program directors. Directors of academic minors and certificate programs should meet the same criteria for academic program direction.

### 4.0 Faculty Credentials

When making hiring decisions and instructional assignments, the College gives primary consideration to the highest earned degree(s) in the faculty member’s teaching discipline(s) in accordance with the credential guidelines outlined below. The College also considers competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes in the teaching discipline. Additionally, where the highest earned degrees are not sufficient to warrant credentialing, the College considers relevant undergraduate degrees, additional graduate degrees outside the teaching discipline, related work experiences in the field, professional licensure and certifications, continuous documented excellence in teaching within the assigned discipline, or other demonstrated competencies and achievements (including honors and awards) that contribute to effective teaching and student learning outcomes in the discipline.

There are two means by which an individual may be qualified to serve as an instructor of record for credit-bearing courses or a program director at the College of Charleston:

- by academic credentials (degrees and/or coursework) alone, or
- by alternative qualifications other than (or in addition to) academic credentials that are appropriate for teaching particular courses.\(^2\)

These guidelines apply to all faculty appointed to direct academic programs and to all Instructors of Record for credit-bearing courses that count towards any College of Charleston program, degree, or certificate. They apply to

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\(^2\) Certification by alternative qualifications does not apply to graduate teaching assistants.
all program directors and all full-time and part-time instructors of record regardless of rank or pay status, location of the program or course offering, or mode of delivery. All Zero Pay faculty members, faculty employed by other universities and teaching College of Charleston credit-bearing courses in joint programs, and faculty teaching College of Charleston credit-bearing courses in concurrent enrollment and/or study abroad programs must be credentialed by the College in accordance with these guidelines.

For faculty members teaching courses that are cross-listed across disciplines or programs, the faculty member must be credentialed for both versions of cross-listed courses. In many cases, the credentials may be met by academic qualifications for the course in the faculty member’s usual teaching discipline and by course-specific alternative qualifications for the cross-listed course. Additional information on cross-listed courses is available at College Policy 7.6.9, “Course Numbering Policy.”

4.1 **Teaching and Program-Director Qualification by Academic Credentials**

When determining acceptable qualifications for faculty to teach their assigned courses, our primary considerations are the teaching discipline and the faculty member’s highest earned degree. The College further considers other qualifications and employs the following credential guidelines:

- Faculty teaching **baccalaureate** courses should hold a doctoral or other terminal degree in the teaching discipline or a closely related discipline\(^1\), a master’s degree in the teaching discipline, or a master’s degree or higher with a concentration in the teaching discipline, including a minimum of eighteen (18) graduate semester hours in the teaching discipline. In the absence of a completed master’s degree, a concentration may be established through official documentation confirming that (1) as part of the instructor’s doctoral or terminal degree program, the equivalent of a master’s degree was achieved, and (2) at least eighteen (18) graduate hours in the teaching or a related discipline have been successfully completed.

- At least twenty-five percent (25%) of the discipline courses in each baccalaureate major should be taught by faculty members holding the terminal degree, usually the earned doctorate, in the teaching discipline. The method for calculating the 25% threshold in each major program shall be approved by the Provost or the Provost’s designee, in consultation with the Office of Institutional Research, Planning, and Information Management and the Office of Institutional Effectiveness and Strategic Planning.

- Faculty teaching **graduate and post-baccalaureate** coursework should have an earned doctorate or terminal degree in the teaching discipline or a closely related discipline. Effective with the 2016 Fall Semester, faculty teaching any **graduate** coursework, including service on graduate theses committees, should be certified as graduate faculty of Type I or Type II in accordance with the graduate faculty definition provided in the Faculty/Administration Manual.

- Faculty **responsible for directing baccalaureate programs** should hold a doctoral or other terminal degree in the program discipline or a closely related discipline, a master’s degree in the program discipline, or a master’s degree or higher with a concentration in the program discipline, including a minimum of eighteen (18) graduate semester hours in the program discipline.

- In the case of an interdisciplinary baccalaureate program or a department housing two or more programs, the faculty member responsible for directing the baccalaureate program(s) might not be academically qualified in each of the relevant disciplines. In such cases, additional faculty who play a lead role in the advising of students and the development and review of the curriculum (i.e., additional “lead faculty”) shall be identified for each discipline or program in which the director is not academically qualified.

- Faculty **responsible for directing graduate and post-baccalaureate programs** should hold a doctoral or other terminal degree in the program discipline or a closely related discipline (or, for interdisciplinary

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\(^1\) See appendix for a list of College of Charleston teaching disciplines identified by name and CIP code.
programs, at least one of the relevant disciplines) and qualify for graduate faculty status and a director’s appointment under conditions specified in the Faculty/Administration Manual.

- In the case of an interdisciplinary graduate program or one in a department that houses two or more disciplines, the faculty member responsible for directing the program might not be academically qualified in each of the relevant disciplines. In such cases, additional terminal-graduate degree faculty who play a lead role in the advising of students and the development and review of the curriculum in the graduate program should be identified.

- In disciplines where a non-doctoral degree is widely considered the terminal degree, the chair or program director and the dean are responsible for articulating the basis for designating other related degrees as terminal degrees. These agreements are codified in memoranda that require approval of the pertinent dean(s) and the Provost. Any disagreement regarding terminal degree status shall be resolved by the Provost. The decision of the Provost in such matters is final.

- In programs where there are additional disciplinary designations that are very close to the program’s discipline, the chair or program director and dean are responsible for articulating the basis for designating other disciplinary titles as appropriate for teaching in the program discipline. These agreements are codified in memoranda that require approval of the pertinent dean(s) and the Provost. Any disagreement regarding the appropriateness of specific degree titles or disciplinary designations shall be resolved by the Provost. The decision of the Provost in such matters is final.

- In some cases, particularly for credentialing in interdisciplinary programs, academic “specialization” in a second discipline is an important component of credentialing. An instructor is understood to have a “specialization” in a discipline if they have a combination of one or more of the following in that discipline (containing at least eighteen graduate credit hours or the equivalent): an additional graduate degree; an earned graduate-level concentration, displayed on the transcript; at least eighteen earned graduate credit hours; a doctoral dissertation; or a documented scholarly record.

- In very limited cases, graduate students with eighteen earned graduate semester hours in the teaching discipline can teach more independently, provided that teaching is limited to 100-level introductory courses and is coupled with direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Such graduate students may teach as a Teaching Assistant Instructor of Record (hereafter “TA-IR”) and must be credentialed as a faculty member teaching baccalaureate courses, with the sole exception being that they may not yet hold an earned master’s degree.

4.2 Certification by Alternative Qualifications

While primary consideration is given to academic credentials earned in the teaching or a related discipline, in exceptional situations, qualifications other than academic credentials may be suitable for teaching or directing a particular academic program. Consideration of other non-academic teaching qualifications, either in conjunction with or in lieu of academic credentials, is made on a case-by-case basis. Such cases should be exceptional and compelling and should show substantial and significant evidence of professional progress and ability related to the faculty member’s instructional assignment.

In considering alternative qualifications, the College considers competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes in the teaching discipline, including as appropriate, relevant undergraduate degrees, additional graduate degrees beyond the teaching discipline, a documented scholarly record in the teaching discipline or a closely related discipline, related work experiences in the field (including successfully securing and executing grants or professional contracts), professional licensure and certifications, continuous documented excellence in teaching within the discipline, or other demonstrated competencies and achievements (including honors and awards) that contribute to effective

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4 See appendix for a list of degrees considered terminal degrees for each discipline and a list of disciplines considered equivalent for each program. Please note that the chair or program director is responsible for the initial determination of terminal degrees in a given discipline and whether a particular discipline is sufficiently related to the teaching discipline, with review and approval of the Dean and Provost required.
teaching and student learning outcomes in the discipline. The statement on the Statement of Alternative Faculty Qualifications form, to be presented as a narrative justification and/or bulleted list, must address as many of these as apply to a particular situation.

4.3 Qualifications for Librarians and Special Courses

- **Faculty librarians** must hold a master’s in library sciences or library information sciences degree, or possess other credentials consistent with appointment as faculty librarians. Credentialing for faculty librarians with instructional duties also follows the credentials guidelines for the teaching discipline, as outlined above.

- Faculty teaching Honors courses (courses with an “HONS” prefix) that are associated with an academic program should be credentialed to teach in the corresponding disciplinary or interdisciplinary program (e.g., Honors Biology corresponds with Biology). Honors courses that do not have an academic program associated with them should be credentialed via alternative qualifications. These cases are typically interdisciplinary courses and/or special topics courses that are associated with two or more disciplines. Documentation should be collected and reviewed by the Dean of the Honors College and certified by each chair or program director and dean responsible for one or more of the corresponding disciplines.

- Faculty teaching First-Year Experience seminars (courses with “FYSM,” “FYSE,” “FYSR,” and “FYSS” prefixes) that are associated with an academic program should be credentialed to teach the corresponding discipline(s) (e.g., FYSM “World History of Food” corresponds with History). Credentials documentation should be certified by the chair or program director and dean responsible for the relevant discipline(s). First-Year Experience seminars that do not have a single academic program associated with them should be credentialed via alternative qualifications. These cases are typically interdisciplinary courses that are associated with two or more disciplines. Documentation should be certified by each chair or program director and dean responsible for one or more of the corresponding disciplines.

- **Physical Education Activity courses (courses with a “PEAC” prefix)** are credit-bearing undergraduate courses (e.g. Aerobics, Martial Arts). Enrolled students earn undergraduate credit and are limited to counting eight credit hours of PEAC coursework towards a College of Charleston baccalaureate degree. Faculty teaching PEAC courses should hold a master’s degree or higher with eighteen (18) or more hours in physical education or a related discipline or have alternative qualifications appropriate to the physical activity being taught. Alternative qualifications should include demonstrated proficiency or appropriate certification for the particular physical education activity of the course.

- **Learning Strategies (EDLS 100)** is a not-for-credit course that covers techniques for becoming a more proficient learner. Faculty teaching sections of EDLS 100 should possess a master’s degree in a discipline related to human development, counseling, psychology, social work, education, sociology, or a related discipline, or should have completed a minimum of eighteen (18) graduate credit hours in one or more of the relevant disciplines. Documentation should be certified by the supervisor for EDLS course sections.

- **Professional Development in Education courses (courses with an “EDPD” prefix)** are taken through the College of Charleston’s Office of Professional Development in Education and are designed for K-12 teachers to improve instructional strategies and engage in content enrichment opportunities. While these are credit-bearing, they do not count towards the completion of any College of Charleston academic degree or certificate. EDPD courses are designed solely for practitioners to enhance instruction, and enrollment is available only through the Office of Professional Development in Education. Faculty teaching EDPD courses must hold a terminal degree in the content area or an equivalent discipline or must hold a master’s degree with eighteen (18) or more hours in the course curriculum area, accompanied by approved alternative qualifications to teach at the graduate level. Alternative qualifications should include demonstrated proficiency and/or appropriate certification in the instructional strategy or content enrichment opportunity taught. In considering alternative qualifications, greater weight will be given to professional experience in the course subject matter than is typical for graduate courses.

4.4 Qualifications for Non-Instructors of Record (Non-Faculty Credentials)

All Non-Instructors of Record should be assigned a supervising Instructor of Record for each course being taught. The Instructor of Record should be appropriately credentialed for the course, and there should be an
Instructors of Record and Faculty Credentials

NIR/IR Agreement on file for each section each semester. NIRs are typically Graduate Teaching Assistants, and in limited cases, other NIRs with or without faculty rank may assigned to assist with coursework as a NIR as described below.

- **Graduate Teaching Assistants** teaching as Non-Instructors of Record (“TA-NIRs”) must be current graduate students in good standing in a related College of Charleston program and must be appropriately supervised by a faculty member experienced in the teaching discipline who provides training and curricular materials, along with close oversight of the delivery of that curriculum, and who is responsible for the final assignment of grades in the course.

- **Non-Instructors of Record without CofC faculty rank** (“AN-NIRs”) are appointed in limited cases to assist with undergraduate coursework, and in exceptional cases, they may be appointed to assist as an Adjunct-NIR on graduate coursework. AN-NIRs are neither students nor faculty, and they should be closely supervised by a faculty member experienced in the teaching discipline who provides training and curricular materials, along with close oversight of the delivery of that curriculum, and who is responsible for the final assignment of grades in the course. Adjunct-NIRs must be credentialed in the same manner as instructors of record with the understanding that if they do not meet the minimum standards, a Statement of Alternative Qualifications should be filed documenting their qualifications.

- **Non-Instructors of Record with CofC faculty rank** are instructors of record for their primary discipline and may occasionally be appointed to assist as a Non-Instructor of Record in a secondary discipline. These faculty NIRs are coded with the appropriate assignment type on the courses within their secondary discipline. They should be credentialed in the same manner as instructors of record with the understanding that if they do not meet the minimum standards, a Statement of Alternative Faculty Qualifications should be filed documenting their qualifications. They should be closely supervised by a faculty member experienced in the teaching discipline who provides training and curricular materials, along with close oversight of the delivery of that curriculum, and who is responsible for the final assignment of grades in the course.

5.0 **Documentation and Certification of Credentials**

The chair or program director is responsible for collecting credentials documentation and initiating the certification of credentials process for each faculty member prior to his or her service as an Instructor of Record for any credit-bearing courses in the department or program. Guidelines for the documentation and certification process are outlined below.

5.1 **Documentation for Faculty Credentials**

Each faculty member shall submit or have submitted to the relevant department or program the relevant credentials documentation, prior to beginning his or her service as an instructor of record for any credit-bearing courses in the department or program. However, the department chair or program director shall be responsible for the timely preparation of all applicable forms, as listed below.

The following comprise a complete credentials packet:

- Certification of Credentials for Undergraduate Teaching and/or Certification of Credentials for Graduate Teaching form, as appropriate, for each anticipated teaching discipline,
- official transcript(s) of the highest degree earned and/or transcript(s) pertinent for credentialing the faculty member in the teaching discipline(s),
- a current curriculum vitae, and
- if applicable, a Statement of Alternative Faculty Qualifications form and any accompanying documentation (see Section 3.2 for applicability).

For existing faculty members intending to serve as Instructor of Record in a discipline not previously taught by that faculty member at the College of Charleston, the chair or program director for the academic program may
request a copy of the transcript from the Office of the Provost for his or her use in preparing the remainder of a credentials packet. While the Office will also have curriculum vitae on file, a current vita should be obtained if a Statement of Alternative Faculty Qualifications is necessary or if the existing vita is more than two years old.

**U.S. Degrees:** Degrees earned in the United States must be from an institution regionally accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation.

**Non-U.S. Degrees:** For foreign degrees, a U.S. equivalency evaluation must be provided by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or is approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), such as World Education Services (WES) or Global Credential Evaluators (GCE). A document equivalency is typically sufficient for faculty with a terminal degree in the teaching discipline, although the College can require a course-by-course evaluation, at our sole discretion, when deemed necessary to review a faculty member’s qualifications. Effective with the 2016 Fall semester, a course-by-course evaluation is typically necessary to credential a faculty member without a terminal degree. Additionally, any documentation that was originally issued in a foreign language must be translated by an appropriate external agency. In cases where the degree-granting institution provides only one official copy of the document, as is sometimes the case with foreign diplomas, the faculty member may choose to use an evaluation agency that prepares the evaluation report using copies of the documents. If the evaluation is prepared using copies of the documents, the faculty must present the original(s) to the chair or program director, who may make a copy(ies) and attach a statement certifying that s/he viewed the original(s).

**Official Transcripts and Equivalency Documentation:** All transcripts and equivalency documents must be official, must be issued to the College of Charleston, and must demonstrate that the degree has been awarded. An official transcript is defined as a transcript or other academic record that includes notation that it is official. Each individual official transcript must meet the authentication criteria based on the issuing institution’s standards. The transcripts must possess all of the following: a) the issuing institution’s official seal; b) signature of the appropriate authorizing agent, preferably the institution’s registrar; c) the institution’s official letterhead or stationary; d) the institution’s watermark or other identifier; and e) date of issue. The transcript should clearly indicate that it was issued directly to an employee of the College working in a leadership or administrative capacity for the academic program or department. When that is not the case, prior to submission of the transcript to the Office of the Provost, the College of Charleston recipient should sign and date the transcript and include the envelope to validate that it was received sealed directly from the granting institution.

**Electronic transcripts** are acceptable as long as these are received from the university granting the degree or through a third party authorized by the degree-granting university to broker such transactions and that expressly takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. The College of Charleston recipient should print the transcript and sign, date, and note that the official transcript was received electronically. A record of this electronic transaction shall be provided and kept in the faculty credentials file to prove that the transcript was received directly from the issuing institution or through an appropriate third party.

**Unacceptable documents** include: 1) copies of paper transcripts, 2) transcripts faxed, scanned, or marked “COPY” or unofficial, 3) transcripts issued to students (which is discernable by “issued to student” printed on transcript or by student’s address printed on transcript, unless presented with evidence that the College of Charleston

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5 In cases where the faculty member is a permanent faculty member with a partner institution in a joint graduate program, a copy of an official transcript supplied by the partner institution is acceptable, provided it is accompanied by a signed memo from the graduate dean or SACSCOC liaison for the partner institution, affirming that an official transcript, adhering to these guidelines, is on file at the home institution.
recipient received it in a sealed envelope from the granting institution), and 3) copies of foreign transcripts (as discussed above) that have not been duly notarized.

**Statements of Alternative Qualifications:** In cases where additional/alternative qualifications are required, the Statement of Alternative Qualifications presented on the Statement of Alternative Faculty Qualifications form must address how the candidate’s alternative qualifications relate to the specific course(s) to be taught, by linking the demonstrated qualifications of the faculty member to the course description(s) and learning outcomes, and must provide dates for all qualifying activities. The form must be accompanied by a vita, official transcripts, and other pertinent documentation (e.g., licensure or certification documents). At any time, should the courses to be taught change, this statement and the associated documentation must be updated.

**Additional Documentation:** Faculty members teaching in disciplines that require professional licensure and certifications must acquire and maintain documentation of those credentials. Such documentation should be placed in the credential file in the Office of the Provost upon both initial appointment and following renewal of the credentials.

5.2 Documentation of Credentials for Program Directors
Depending on supervisory reporting lines, the department chair or dean is responsible for initiating the credentialing process for each new academic program director or department chair. In addition to documentation required by Section 5.1 to credential the new chair or program director as a faculty member, the initiator should submit the following:

- Academic Program Director Certification of Credentials form,
- a current curriculum vitae, and
- an official transcript (for any pertinent degree for which an official transcript is not already on file).

5.3 Certification of Credentials for Faculty and Program Directors
The chair or program director is responsible for initiating the certification of credentials process for each faculty member prior to his or her service as an instructor of record for any credit-bearing courses in the department or program. Credentials forms and associated documentation are then reviewed by the school dean, and if approved, forwarded to the Office of the Provost for review by the Provost or the Provost’s designee. In cases where the faculty member is qualifying via academic credentials, this constitutes the final review. In cases where the faculty member is being certified via alternative qualifications or a combination of academic credentials and alternative qualifications, the file must be reviewed by the College’s SACSCOC Institutional Liaison as well. Any dispute regarding the acceptability of alternative qualifications shall be resolved by the Provost. The decision of the Provost in such matters is final.

All forms and associated documentation should be reviewed, fully approved, and on file in the Office of the Provost prior to the beginning of the course(s) to be taught. When an existing faculty member is expanding or switching into a new teaching discipline, including teaching a course that is cross-listed in a discipline for which the faculty member has not previously been approved, the chair or program director should submit new credentials forms and an updated curricular vita prior to the onset of the teaching in the new discipline. Additionally, and near the beginning of each academic semester during the regular academic year, the Office of the Provost shall provide for review by the SACSCOC Institutional Liaison a listing of faculty with their full instructional assignments and credentials information.

6.0 Appendices to Policy

The appendices for this policy shall be updated periodically by the Office of the Provost. Such updating shall not constitute a revision of the policy.
7.0 Policy Manager and Responsible Department or Office

Provost (or Provost’s designee), Office of the Provost, Academic Affairs Division

8.0 Departments/Offices Affected by this Policy

All academic schools, departments, and programs.

9.0 Procedures Related to this Policy

None.

10.0 Related Policies, Documents or Forms

Faculty/Administration Manual
SACSCOC Principles of Accreditation
College Policy 7.6.9: Course Numbering Policy
Academic Affairs Banner Guidelines
Divisional Policy on Academic Curricular Program Directors
Form for Certification of Credentials
Form for Academic Program Director Certification of Credentials

11.0 Review Schedule

Approved: August 2006
Revised: January 2016
Revised: July 2016
Revised: August 2016
Next Review Date: October 1, 2021

Signed: __________________________
Brian R. McGee, Provost
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\(^1\) Now named Environmental and Sustainability Studies.
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- Geology (GEOL)
- Mathematics (MATH)
- Physics and Astronomy (PHYS and ASTR)
- Science and Mathematics for Teachers (SMFT)

**Other**

- First-Year Experience (FYSE, FYSM, FYER, and FYET)
- Honors College (HONS)
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TO: Valerie Morris, Dean, School of the Arts
    Brian McGee, Provost

FROM: Marian Mazzone, academic program director for art history

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 8, 2016

SUBJECT: Credentials for art history faculty

As requested, I am forwarding information about the faculty credential standards for those teaching in the art history program within the Art & Architectural History department. The historic preservation program (also within the department) is preparing a separate memo to be forwarded by Grant Gilmore.

We offer a B.A. in art history. The CHE-assigned CIP code for this major is 50.0703, and the course acronym is ARTH.

For the purposes of faculty credentials, the degrees considered terminal in our field are the:

- Ph.D. in Art History: 50.0703 [Art History, Criticism and Conservation], and
- Ph.D. in Art/Art Studies, General 50.0701 with 18 or more graduate hours in art history or an equivalent discipline.

For teaching ARTH courses with a focus in Medieval or Renaissance art, we also consider the Ph.D. in Medieval and/or Renaissance Studies 30.1301 with 18 or more graduate hours in art history or an equivalent discipline to be terminal degree qualifications.

For teaching ARTH courses with a focus in ancient or classical art, we also consider the Ph.D. in Archaeology 45.0301 with 18 or more graduate hours in art history or an equivalent discipline to be terminal degree qualifications.

Faculty with one or more of these credentials should not require a separate statement of alternative qualifications.
MEMORANDUM

TO: Valerie Morris, Dean  
School of the Arts

FROM: Karen Chandler, Director  
Arts Management Program

DATE: January 8, 2016

RE: Credentialing for Arts Management Faculty

This memorandum documents the credential standards for faculty teaching Arts Management at the College of Charleston.

The College of Charleston offers a B.A. in Arts Management, and the course acronym is ARTM. The CHE-assigned CIP code for the program is 50.1001 and the primary discipline title identified by NCES is Arts, Entertainment, and Media Management.

The degree levels considered terminal for the Arts Management Program are a Ph.D. or M.F.A. in a discipline appropriate for the teaching of Arts Management, including:

- Arts, Entertainment, and Media Management, General 50.1001
- Fine and Studio Arts Management 50.1002
- Music Management 50.1003
- Theatre/Theatre Arts Management 50.1004
- Arts, Entertainment, and Media Management, Other 50.1099.

In some cases, a faculty member’s degree program may have a different disciplinary title than one of those listed above but formally includes arts management as the major.

Additionally, for teaching ARTM courses with a focus in law (such as Legal Aspects of the Entertainment Industry), a J.D. is also considered a terminal degree.

The College of Charleston credentialing practice for arts management courses, documented via this memorandum, specifically acknowledges that:

- Only one institution in the country (Ohio State University) offers a doctorate in the field of arts administration/management (namely, a Ph.D. in Arts Administration, Education and Policy).
- Two other institutions (Florida State University and Texas Tech University) offer a doctorate in associated disciplines (Ph.D. in Fine Arts and Ph.D. in Art Education) but with a concentration in arts administration/management.

Each of the doctoral and various non-doctoral degree levels listed above are accepted by the professional association for arts management in higher education – the Association of Arts Administration Educators (AAAE) (see memo attached to this document). Such degrees are considered terminal in Arts Management at the College of Charleston once the area of emphasis has been documented.
In addition, because of the multi- and interdisciplinary nature of the arts management field, the following disciplines (based on *AAAE Standards for Arts Administration Undergraduate Program Curricula, 2012*) are also common among doctoral and non-doctoral degree faculty:

- The Arts (Digital Arts, Design, Fine and Applied/Studio Art, Folk Arts, Dance, Theatre/Drama, Film/Video, and Music);
- Aesthetics;
- Business (Management, Marketing, Finance, Economics, Accounting, Commerce, Tourism, Advertising, Entrepreneurship, Organizational Behavior); and
- Cultural and Public Policy.

Consistent with the credentialing policy at the College of Charleston, a minimum of 18 or more graduate hours in Arts Management or an equivalent discipline must be identified or a statement of alternative qualifications will be required.

[Signatures and dates]
June 26, 2015

Karen Chandler, Ph.D  
Director and Associate Professor  
Arts Management Program  
College of Charleston  
66 George Street  
Charleston, SC 29424

Dear Dr. Chandler,

Per our recent conversations, I write to you with more information on the types of degrees and training that are considered terminal in the field of arts administration education. Our field, as you know, is very young and ever-evolving—so credentials for qualified arts administration educators are not always comparable to credentials for qualified academics in other fields.

Faculty members and program directors in the field of arts management/administration hold various acceptable terminal degrees in the field, including MBA, MFA, MA, MS, MAM, MPA, JD, and others. In this field of study, those with the degrees listed do not customarily continue to advance studies (e.g. PhD). Although options exist for a doctorate degree, there are very few available and they are typically not considered necessary for academic service. Those who hold the degrees listed above are well-respected in the field and indeed, many have achieved tenure and promotion within their academic institutions. Ultimately, it is the decision of the institution as to acceptable terminal degrees.

In addition, the field of arts administration highly values professional expertise, creative work and research by our faculty members. Service as a senior staff member, creative achievements, and robust international experience all hold tremendous value. Demonstrated passion and strong scholarly achievement can take a variety of forms in this field. Additionally, many areas of specialization are valued, including expertise on finance, intellectual property, business administration, governance, media, philanthropy, and more.

It is customary and desirable for faculty to be current or former practitioners in the field of arts administration. That is to say, current or former arts executives and managers are widely valued as faculty members in the field. Typically, these individuals would also hold, at a minimum, an advanced degree as specified above. And yet, in many institutions, professional expertise is valued as highly as academic credentials, especially if the curricular focus is on future practice in the industry.

I wish you well as you continue to build your program, and remain available for any questions or needs for additional clarification that you have.

Sincerely,

[Signature]

Alan Salzenstein, JD  
President, Association of Arts Administration Educators  
Professor, DePaul University
TO: Valerie Morris, Dean, School of the Arts
    Brian McGee, Provost

FROM: R. Grant Gilmore III, academic program director for Historic Preservation and
      Community Planning

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 8, 2016

SUBJECT: Credentials for HPCP faculty

As requested, I am forwarding information about the faculty credential standards for those
 teaching in the HPCP program within the Art & Architectural History department.

We offer a B.A. in Historic Preservation and Community Planning. The CHE-assigned CIP
code for this major is 30.1201, and the course acronym is HPCP.

Historic Preservation is defined by the National Center for Education Statistics (NCES) as a
program that focuses on the architectural design principles and building techniques used in
historic structures and environments, and the process of saving and restoring old buildings and
districts for contemporary use and enjoyment. Historic preservation includes instruction in
architectural history; building conservation techniques; real estate, land-use and tax laws and
codes; economics and public policy; and public relations.

City/Urban, Community and Regional Planning is defined by NCES as a program that prepares
individuals to apply principles of planning, analysis, and architecture to the development and
improvement of urban areas and surrounding regions, and to function as professional planners.
City/Urban, Community and Regional Planning includes instruction in principles of architecture;
master plan development; service, communications, and transportation systems design;
community and commercial development; zoning; land use planning; applied economics; policy
analysis; applicable laws and regulations; and professional responsibilities and managerial duties.

For the purposes of faculty credentialing for HPCP courses, the following are considered
terminal degrees: a Ph.D. in Historic Preservation and Conservation (30.12) and/or a Ph.D. in
Community Planning, including:

- 30.1201) Historic Preservation and Conservation
- 30.1299) Historic Preservation and Conservation, Other
- 04.0301) City/Urban, Community and Regional Planning.
Architecture and Archaeological Conservation and Archaeology are also pertinent disciplines for the College’s Historic Preservation and Community Planning program.

Archaeological Conservation and Archaeology are defined by NCES as programs that focus on the systematic study of past living societies, via the excavation, analysis and interpretation of their artifactual, human, and associated remains. Archaeological Conservation and Archaeology include instruction in archeological theory, field methods, dating methods, conservation and museum studies, cultural and physical evolution, and the study of specific selected past cultures.

In addition to “Historic Preservation” and/or “City/Urban/Community/Regional Planning,” Archaeology (45.0301) is also appropriate for teaching HPCP at the College of Charleston.

Architecture is defined by NCES as a program that prepares individuals for the independent professional practice of architecture and to conduct research in various aspects of the field. Architecture includes instruction in architectural design, history, and theory; building structures and environmental systems; project and site planning; construction; professional responsibilities and standards; and related cultural, social, economic, and environmental issues.

For teaching HPCP courses with a focus in architecture (including but not limited to History of American Interiors, Urban Studio Design, Architectural Studio Design, Preservation Planning Studio, Cultural Landscape Studio, and Land Design), a Ph.D. or M.Arch. in any of the following fields is considered terminal:

- Architecture (04), including:
  - 04.0201 Architecture
  - 04.0301 City/Urban, Community and Regional Planning
  - 04.0401 Environmental Design/Architecture
  - 04.0501 Interior Architecture
  - 04.0601 Landscape Architecture
  - 04.0801 Architectural History and Criticism, General
  - 04.0901 Architectural Technology/Technician
  - 04.0902 Architectural and Building Sciences/Technology
  - 04.0999 Architectural Sciences and Technology, Other
  - 04.9999 Architecture and Related Services, Other.

For teaching HPCP courses with a focus in the history of architecture, a Ph.D. in History of Art and Architecture (50.0703) is also considered a terminal degree.

Faculty with one or more of these credentials should not require a separate statement of alternative qualifications.

Approved.

8/2/16

Enzo Brunti
8/22/16
TO: Valerie Morris, Dean, School of the Arts
    Brian McGee, Provost

FROM: Carter Hudgins, Director, Master of Science in Historic Preservation program

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 8, 2016

SUBJECT: Credentials for Master of Science in Historic Preservation faculty

As requested, I am forwarding information about the faculty credential standards for those teaching in the Master of Science in Historic Preservation program, a joint degree program between the College of Charleston and Clemson University.

We offer a M.Sc. in Historic Preservation. The CHE-assigned CIP code for this program is 30.1201, and the course acronym is HSPV.

Historic Preservation is defined by the National Center for Education Statistics (NCES) as a program that focuses on the architectural design principles and building techniques used in historic structures and environments, and the process of saving and restoring old buildings and districts for contemporary use and enjoyment. Historic preservation includes instruction in architectural history; building conservation techniques; real estate, land-use and tax laws and codes; economics and public policy; and public relations.

The practice of historic preservation is interdisciplinary in character drawing on a wide range of academic and professional specialties. Instruction in historic preservation is accordingly interdisciplinary and teaching faculties multidisciplinary in composition.

For the purposes of faculty credentialing for HSPV courses, the following are considered terminal degrees: a Ph.D. in Historic Preservation and Conservation (30.12), including:

- 30.1201) Historic Preservation and Conservation
- 30.1299) Historic Preservation and Conservation, Other

Architecture and Archaeological Conservation and Archaeology are also appropriate disciplines for the College’s Historic Preservation and Community Planning program. In addition to “Historic Preservation,” a Ph.D. or M.Arch. in any of the following fields is considered terminal for teaching HSPV courses:

- Architecture (04), including:
  - 04.0201) Architecture
  - 04.0301) City/Urban, Community and Regional Planning
- 04.0401) Environmental Design/Architecture
- 04.0501) Interior Architecture
- 04.0601) Landscape Architecture
- 04.0801) Architectural History and Criticism, General
- 04.0901) Architectural Technology/Technician
- 04.0902) Architectural and Building Sciences/Technology
- 04.0999) Architectural Sciences and Technology, Other
- 04.9999) Architecture and Related Services, Other

- 14.0401) Architectural Engineering
- 14.1801) Materials Engineering
- 45.0301) Archaeology

For teaching HPCP courses with a focus in the history of architecture, a Ph.D. in History of Art and Architecture (50.0703) is also considered a terminal degree.

Faculty with one or more of these credentials should not require a separate statement of alternative qualifications.

Approved.

McGu
8/20/16

Shig Bhati
D. Bhati
8/22/16
TO: Valerie Morris, Dean, School of the Arts  
Brian McGee, Provost
FROM: Edward Hart, academic program director of music
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs
DATE: December 17, 2015
SUBJECT: Credentials for Music Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Music at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in **Music**. The CHE-assigned CIP code for this program is **50.0901**, and the primary course acronyms are **MUSC** and **MUSP**. As Chair of the Department of Music, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a **Ph.D. in Music** or a **D.M.A. (Doctor of Musical Arts)** **(50.09)** including:

- **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
- **50.0914** Brass Instruments
- **50.0915** Woodwind Instruments
- **50.0916** Percussion Instruments
- **50.0999** Music, Other.

Faculty members with terminal degrees in any of these graduate fields of study should not require a separate statement of alternative qualifications. Additionally, faculty members with an **M.A.** or equivalent master’s degree in any of the above listed fields, with the exception of music pedagogy, should not require a statement of alternative qualifications for teaching **MUSC** or **MUSP** courses.

Approved.
7/24/16
TO: Valerie Morris, Dean, School of the Arts
    Brian McGee, Provost

FROM: John Hull, Chair of Studio Art

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 19, 2016

SUBJECT: Credentials for Studio Art faculty

As requested, I am forwarding information about the faculty credential standards for those teaching in the Studio Art department.

We offer a B.A. in Studio Art. The CHE-assigned CIP code for this major is 50.0702, and the course acronym is ARTS.

For the purposes of faculty credentials, the degree level considered terminal in our field is the M.F.A. or Ph.D. in Fine and/or Studio Arts (50.07) which includes the following fields:

- 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
- 50.0710) Printmaking
- 50.0711) Ceramic Arts and Ceramics
- 50.0712) Fiber, Textile and Weaving Arts
- 50.0713) Metal and Jewelry Arts
- 50.0799) Fine Arts and Art Studies, Other.

Also, an M.F.A. or Ph.D. in any of the following disciplines, when incorporating or combined with eighteen or more graduate hours in a fine or studio art, is considered a terminal degree for purposes of ARTS course credentialing at the College of Charleston:


Additionally, for ARTS courses with a focus in photography, additional degrees considered terminal are a Ph.D. or M.F.A. in:

- Photography (50.0601)
- Photographic Arts, Other (50.0699).

Faculty with one or more of these credentials should not require a separate statement of alternative qualifications.
MEMO

TO:        Valerie Morris, Dean of the School of the Arts
           Brian McGee, Provost

FROM:     Janine McCabe, Chair of the Department of Theatre and Dance

DATE:     January 8, 2015

SUBJECT: Credentials for Theatre and Dance Faculty

This memo serves to address the credential standards for faculty teaching Theatre and Dance courses at the College of Charleston.

DANCE
The College of Charleston offers an A.B. and B.A. in Dance. The CHE-assigned CIP code for this program is 50.0301, and the primary course acronym is DANC. As Chair of the Department of Theatre and Dance, I have appointed Associate Professor Dr. Gretchen McLaine as the academic program director.

For the purposes of faculty credentials, the degree levels that are considered terminal for this program are:
**MFA or PhD in Dance (50.03) including**
- 50.0301 Dance, General
- 50.0302 Ballet
- 50.0399 Dance, Other including Dance Choreography.

In addition to “Dance,” other degree levels and disciplines that are considered terminal for teaching DANC courses at the College of Charleston are a PhD or MFA in Musical Theatre (50.0509) or Theatre (50.0501) with 18 or more graduate hours in dance.

Faculty colleagues with any of these academic credentials should not require a separate statement of alternative qualifications.

THEATRE
The College of Charleston also offers an A.B. and B.A. in Theatre. The CHE-assigned CIP code for this program is 50.0501, and the primary course acronym is THTR. As Chair of the Department of Theatre and Dance, I serve as the academic program director.

For the purposes of faculty credentials, the degree levels that are considered terminal for this program are an MFA or Ph.D. in Drama/Theatre Arts and Stagecraft (50.05) which includes:
- 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
- 50.0508 Theatre Arts (former cip code; it is now coded as 500501)

66 George St., Charleston, SC 29424-0001
• 50.0509 Musical Theatre
• 50.0510 Costume Design
• 50.0599 Dramatic/Theatre Arts and Stagecraft, Other.

In addition to “Drama/Theatre Arts and/or Stagecraft,” other degree levels and disciplines that are considered terminal for teaching THTR courses at the College of Charleston are a PhD or MFA in any of the following:
• 36.0117 Theatre
• 50.1004 Theatre/Theatre Arts Management
• 50.9999 Performing Arts, Other with 18 or more graduate hours in any of the 50.05 disciplines,
or a PhD in
• 50.0599 Theatre Education.

For faculty teaching dance THTR courses with a focus in dance (e.g. Jazz, Tap, Ballet, Modern), please refer to the credential standards outlined above by the Dance program.

For faculty teaching THRE theatre education courses, please refer to the credentials standards outlined by the MAT in Performing Arts program.

For the purposes of faculty credentials, any degree that is considered terminal for THTR is considered terminal for teaching DANC courses with a focus in physical theatre/contact improvisational performance (e.g. Contact Improvisation).

Faculty colleagues with any of these academic credentials should not require a separate statement of alternative qualifications.

**Alternative credentials**
With both Dance and Theatre, there are circumstances in which significant professional experience in the field is an appropriate substitute for academic credentials. In such cases, faculty are credentialled under alternative qualifications as outlined in our divisional policy on Instructors of Record and Credentials.
TO: Fran Welch, Dean, School of Education, Health and Human Performance  
   Valerie Morris, Dean, School of the Arts  
   Brian McGee, Provost

FROM: Laura Turner, academic program director of MAT in the Performing Arts

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
   Anastasia Gilpatrick, Academic Affairs

DATE: January 7, 2016

SUBJECT: Credentials for Music and Theatre Faculty

Per your request, this memo serves to address the credential standards for faculty teaching in the MAT in the Performing Arts at the College of Charleston.

The College of Charleston offers an MAT in the Performing Arts. The CHE-assigned CIP code for this program is **50.0101**, and the primary course acronyms are **MUSE, THRE, and EDFS**. As Program Director for the MAT in the Performing Arts, I serve as the academic program director.

Courses with acronym **EDFS** are housed within and credentialled by the Department of Teacher Education.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching **MUSE** courses for this program’s **music concentration** is a **Ph.D. in Music** or a **D.M.A.**

**Doctor of Musical Arts (50.01)**, including:
- 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  
- 50.0914) Brass Instruments  
- 50.0915) Woodwind Instruments  
- 50.0916) Percussion Instruments  
- 50.0999) Music, Other.

Additionally, a **Ph.D. or D.Ed. in Music Teacher Education** is considered a terminal degree for the music concentration, with CIP:
- 13.1312) Music Teacher Education.
For the purposes of faculty credentials, the degree level that is considered terminal for teaching THRE courses for this program’s theatre concentration is a Ph.D. or an M.F.A. in Drama/Theatre Arts and Stagecraft (50.05), including

- 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.

Additionally, a Ph.D. or D.Ed. in Drama and Dance Teacher Education and a Ph.D. in Theatre Education are considered terminal degrees for the theatre concentration, with CIPs:

- 13.1324) Drama and Dance Teacher Education
- 50.0599) Theatre Education.

Faculty members with these degree-discipline combinations should not require a separate statement of alternative qualifications.

Approved.

M. Goe
8/27/2016

D. Bhati
8/22/16
To: Academic Affairs

From: Roger B. Daniels

Re: Faculty Credentials for degree programs in Accounting

Date: June 17, 2016

The College of Charleston offers a B.S. and A.B. in Accounting and an M.S. in Accountancy. The CHE-assigned CIP code for these programs is 52.0301 and the primary course acronym is ACCT. The Department of Accounting and Legal Studies also offers courses in business law with course acronym BLAW. I currently serve as program director for the accounting degree programs.

All degree programs in business draw on courses from a variety of disciplines in business. Faculty teaching courses within their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for ACCT courses is a Ph.D. in Accounting (52.0301).

An additional degree that is considered terminal for those teaching accounting information systems is a Ph.D. in Management Information Systems (52.1201).

For purposes of faculty credentialing, the degree level that is considered terminal for teaching BLAW courses is a JD (22.0101).

Faculty colleagues for whom the terminal degree satisfies the requirements above in one of these graduate fields of study should not require a separate statement of alternative qualifications.

For faculty without a terminal degree, minimum alternative qualifications for teaching ACCT courses (at the baccalaureate level only) include a master’s degree in accounting (to include 18 graduate hours in accounting) in addition to professional licensure (CPA).
January 6, 2016

TO: Deanna Caveny-Noecker
    Associate Provost for Faculty Affairs

    Alan Shao
    Dean, School of Business

FROM: Mark Witte
    Director, Master of Business Administration

RE: request for terminal degree and discipline lists

The College of Charleston offers a Master of Business Administration. The CHE-assigned CIP code for this program is 52.0201 and the course acronym is MBAD.

The MBA program requires twenty-seven (27) hours in core courses in traditional areas of business (e.g., law, accounting, finance, and management). The MBA program also includes three concentrations: Marketing, Finance, and Hospitality Revenue Management.

The assignment of qualified faculty in the MBA program is on a course-by-course basis. Faculty teaching MBAD courses within their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentialing, the degree level that is considered terminal for the MBA program is the Ph.D. or D.B.A in an appropriate discipline for the given MBAD course, as specified by the credential memorandum for that discipline.

[Signature]
8/22/16

[Signature]
8/5/2016
MEMORANDUM

TO: Alan Shao, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

FROM: Weishen Wang, Chair, Department of Finance

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: 1/5/2016

SUBJECT: Credentials for Finance and Real Estate Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Finance and Real Estate at the College of Charleston.

The College of Charleston offers a B.S. in Finance. The CHE-assigned CIP code for this program is 52.0801. Besides the Finance major, the college also offers a Finance Minor, a Finance concentration for the B.S. in Business Administration, a Real Estate Minor, and a Real Estate concentration for the B.S. in Business Administration.

The primary Finance course acronym is FINC. The primary Real Estate course acronym is REAL.

As Chair of the Department of Finance, I serve as the academic program director for the finance area. Dr. Elaine Worzala serves as the Real Estate program director.

All degree programs in business draw on courses from a variety of disciplines in business. Faculty teaching courses within their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

Finance:

For the purposes of faculty credentials, the degree level that is considered terminal for those who teach FINC courses is a Ph.D. or D.B.A. in Finance (52.0801).

Additional degrees that are appropriate and considered terminal for the teaching of Finance courses are Ph.D. degrees in Business Administration (52.0201) with a Concentration/Track/Major in Finance.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Real Estate:

For the purposes of faculty credentials, the degree level that is considered terminal for those who teach Real Estate courses is a Ph.D. or D.B.A. in Real Estate (52.1501).
An additional degree that is appropriate and considered terminal for the teaching of REAL courses is a D.B.A or Ph.D. degree in Business Administration (52.0201) with a Concentration/Track/Major in Real Estate.

Approved.

M. Tan
8/8/2016

[Signature]
8/22/16
TO: Alan Shao, Dean, School of Business
     Brian McGee, Provost

FROM: Calvin Blackwell, Chair, Department of Economics

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
     Anastasia Gilpatrick, Academic Affairs

DATE: 12/17/2015

SUBJECT: Credentials for Economics Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Economics at the College of Charleston.

The College of Charleston offers a B.S. and A.B. in Economics. The CHE-assigned CIP code for these programs is 45.0601, and the primary course acronym is ECON. As Chair of the Department of Economics, I serve as the academic program director.

All degree programs in business draw on courses from a variety of disciplines in business. Faculty teaching courses within their discipline are credentialled by the standards of that discipline, both for instruction and for the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in Economics (45.06), which includes:

- 45.0601: Economics, General
- 45.0602: Applied Economics
- 45.0603: Econometrics and Quantitative Economics
- 45.0604: Development Economics and International Development
- 45.0605: International Economics
- 45.0699: Economics, Other.

In addition to “Economics,” other graduate fields of study appropriate for the teaching discipline of economics at the College of Charleston include:

- 01.0103: Agricultural Economics
- 03.0204: Natural Resource Economics.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Approved 7/27/16

Dina Blackwell 8/22/16
TO: Alan Shao, Dean, School of Business
    Brian McGee, Provost
FROM: Wayne Smith, Chair – Department of Hospitality and Tourism Management
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs
DATE: December 17th, 2015
SUBJECT: Credentials for Hospitality and Tourism Management

Per your request, this memo serves to address the credential standards for faculty teaching Hospitality & Tourism Management at the College of Charleston.

The College of Charleston offers a B.S. and A.B. in Hospitality and Tourism Management. The CHE-assigned CIP code for these programs is 52.0901, and the primary course acronym is HTMT. As Chair of the Department of Hospitality and Tourism Management, I serve as the academic program director.

All degree programs in business draw on courses from a variety of disciplines in business. Faculty teaching courses within their discipline are credentialed by the standards of that discipline, both for instruction and for the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. or D.B.A. in Hospitality Administration/Management (52.09), which includes:

- 52.0901) Hospitality Administration/Management, General
- 52.0903) Tourism and Travel Services Management
- 52.0904) Hotel/Motel Administration/Management
- 52.0905) Restaurant/Food Services Management
- 52.0906) Resort Management
- 52.0907) Meeting and Event Planning
- 52.0908) Casino Management
- 52.0909) Hotel, Motel, and Restaurant Management
- 52.0999) Hospitality Administration/Management, Other.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

[Signature]
7/27/16

[Signature]
8/22/16
January 6, 2016

TO:         Deanna Caveny-Noecker
            Associate Provost for Faculty Affairs

            Alan Shao
            Dean, School of Business

FROM:       Rhonda Mack
            Chair, Department of Management and Marketing

RE:         request for terminal degree and discipline lists

The Department of Management and Marketing offers a B.S. and A.B in each of:
Business Administration (CHE-assigned CIP code 52.0201), International Business
(52.1101) and Marketing (52.1401). The department also offers several minors and
concentrations. Courses taught within the department have primary acronyms as
follows:

- Management: MGMT
- Marketing: MKTG
- International Business: INTB
- Entrepreneurship: ENTR.

All degree programs in business draw on courses from a variety of disciplines in
business. Faculty teaching courses within their discipline are credentialed by the
standards of that discipline, both for instruction and the possession of a terminal
degree.

For the purposes of faculty credentialing, the degree level that is considered
terminal for the programs listed above is the Ph.D. or D.B.A in an appropriate
discipline.

Appropriate disciplines for the teaching of MGMT courses include:

52.0101   Business/Commerce, General
52.0201   Business Administration and Management, General
52.0206   Non-Profit/Public/Organizational Management
52.0299   Business Administration, Management and Operations, Other
52.0501   Business/Corporate Communications
52.0703   Small Business Administration/Management
52.1001   Human Resources Management/Personnel Administration, General
52.1002   Labor and Industrial Relations
52.1003   Organizational Behavior Studies
52.1005   Human Resources Development
Appropriate disciplines for the teaching of MKTG courses include:

52.0208 E-Commerce/Electronic Commerce
52.0702 Franchising and Franchise Operations
52.1401 Marketing/Marketing Management, General
52.1402 Marketing Research
52.1403 International Marketing
52.1801 Sales, Distribution, and Marketing Operations, General
52.1802 Merchandising and Buying Operations
52.1803 Retailing and Retailing Operations
09.0102 Mass Communications/Media Studies
09.0199 Communication and Media Studies, Other
09.0201 Advertising
09.0702 Digital Communication and Media/Multimedia
09.0901 Organizational Communication, General
09.0903 Advertising.

Appropriate disciplines for the teaching of INTB courses include:

52.1101 International Business/Trade/Commerce
52.1403 International Marketing.

Appropriate disciplines for the teaching of ENTR courses include:

52.0701 Entrepreneurship/Entrepreneurial Studies
52.0703 Small Business Administration/Management
52.0799 Entrepreneurial and Small Business Operations, Other.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative credentials for teaching within the respective categories of courses listed above.

With a specialization in International Business or Entrepreneurship, a Ph.D. in a management, finance or marketing field may also be an appropriate degree for teaching INTB or ENTR courses.

[Handwritten note: Approved 7/27/16]

[Handwritten note: 8/22/16]
January 6, 2016

TO: Deanna Caveny-Noecker
Associate Provost for Faculty Affairs

Alan Shao
Dean, School of Business

FROM: Josh Davis, Chair, Department of Supply Chain and Information Management

RE: request for terminal degree and discipline lists

The College of Charleston offers a B.S. and A.B. in Supply Chain Management. The CHE-assigned CIP code is 52.0203 and the primary course prefixes unique to the program are SCIM and TRAN. The department also offers a minor in Global Logistics and Transportation and teaches courses under the DSCI acronym.

All degree programs in business draw on courses from a variety of disciplines in business. Faculty teaching courses within their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentialing, the degree level that is considered terminal for the programs listed above is the Ph.D. or D.B.A. in an appropriate discipline.

Appropriate disciplines for the teaching of SCIM and TRAN courses include:

- 14.3501) Industrial Engineering
- 14.3601) Manufacturing Engineering
- 14.3701) Operations Research
- Business Administration, Management and Operations, including
  - 52.0201) Business Administration and Management, General
  - 52.0202) Purchasing, Procurement/Acquisitions and Contracts Management
  - 52.0203) Logistics, Materials, and Supply Chain Management
  - 52.0205) Operations Management and Supervision
  - 52.0209) Transportation/Mobility Management
  - 52.0299) Business Administration, Management and Operations, Other
- Management Sciences and Quantitative Methods, including
  - 52.1301) Management Science
  - 52.1302) Business Statistics
  - 52.1304) Actuarial Science
  - 52.1399) Management Sciences and Quantitative Methods, Other.
Appropriate disciplines for the teaching of DSCI courses include:

- Management Sciences and Quantitative Methods, including
  - 52.1301) Management Science
  - 52.1302) Business Statistics
  - 52.1304) Actuarial Science
  - 52.1399) Management Sciences and Quantitative Methods, Other.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.
TO: Fran Welch, Dean, School of Education, Health, and Human Performance  
Brian McGee, Provost  

FROM: Kate Pfile, Academic Program Director of Athletic Training  

CC: Andrew Lewis, Health and Human Performance, Interim Co-Chair  
Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs  

DATE: January 5, 2016  

SUBJECT: Terminal Degrees and Equivalent Disciplines in Athletic Training  

Per your request, this memo serves to address the credential standards for faculty teaching Athletic Training at the College of Charleston.  

The College of Charleston offers an A.B., B.S. in **Athletic Training**. The CHE-assigned CIP code for this program is **51.0913**, and the primary course acronym is **ATEP**.  

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in **Athletic Training (51.0913)**.  

In addition to “Athletic Training,” other graduate fields of study appropriate for the teaching discipline of athletic training at the College of Charleston include:  

- Exercise Physiology (26.0908)  
- Kinesiology and Exercise Science (31.0505)  
- Physical Therapy/Therapist (51.2308) (at the doctorate level)  
- Rehabilitation and Therapeutic Professions, Other (51.2399).  

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.
TO: Dr. Frances Welch, Dean, Education, Health, and Human Performance
Dr. Brian McGee, Provost

FROM: William R. Barfield, Ph.D., Academic Program Director of Exercise Science

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Academic Affairs

DATE: December 18, 2015

SUBJECT: Credentials for Exercise Science Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Exercise Science at the College of Charleston.

The College of Charleston offers an A.B. and B.S. in Exercise Science. The CHE-assigned CIP code for these programs is 26.0908, and the primary course acronym is EXSC. I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. or Ed.D. in Exercise Physiology (26.0908).

In addition to "Exercise Physiology," other graduate fields of study appropriate for the teaching discipline of exercise science at the College of Charleston include:

- Kinesiology and Exercise Science (31.0505)
- Bioengineering and Biomedical Engineering (14.0501).

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.
TO: Fran Welch, Dean, School of Education, Health, and Human Performance  
    Brian McGee, Provost
FROM: Karen Smail, Director, Physical Education program
CC: Andrew Lewis, Health and Human Performance, Interim Co-Chair  
    Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
    Anastasia Gilpatrick, Academic Affairs
DATE: January 5, 2016
SUBJECT: Terminal Degrees and Equivalent Disciplines in Physical Education  
         Teacher Education

Per your request, this memo serves to address the credential standards for faculty teaching in Physical Education Teacher Education at the College of Charleston.

The College of Charleston offers an A.B., and B.S. in Physical Education with a concentration in Teacher Education. The CHE-assigned CIP code for this program is 13.1314, and the primary course acronym is PETE.

For the purposes of faculty credentials, the degree level and discipline that are considered terminal for this program is a Ph.D. or Ed.D. in:

- **Physical Education Teaching and Coaching (CIP 13.1314).**

In addition, other graduate fields of study appropriate for the teaching discipline of physical education teacher education at the College of Charleston include:

- Health and Physical Education/Fitness (31.05), including:
  - Health and Physical Education/Fitness, General (31.0501)
  - Kinesiology and Exercise Science (31.0505)
- Movement Therapy and Movement Education (CIP 51.3601).

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.
TO: Fran Welch, Dean, School of Education, Health, and Human Performance  
Brian McGee, Provost

FROM: Anne Gutshall, Interim Associate Department Chair, Teacher Education

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: June 20, 2016

SUBJECT: Terminal Degrees and Equivalent Disciplines in Teacher Education Degree and Certificate Programs

Per your request, this memo serves to address the credential standards for faculty teaching in Teacher Education degree and certificate programs at the College of Charleston.

The College of Charleston offers the following degrees:

<table>
<thead>
<tr>
<th>Degree program</th>
<th>CHE-assigned CIP code</th>
<th>Course acronyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.B., B.S., M.A.T in Early Childhood Education</td>
<td>13.1210</td>
<td>EDEE, EDFS</td>
</tr>
<tr>
<td>A.B., B.S., M.A.T in Elementary Education</td>
<td>13.1202</td>
<td>EDEE, EDFS</td>
</tr>
<tr>
<td>A.B., B.S. in Middle Level Education (several content areas), M.A.T in Middle Grades Education</td>
<td>13.1203</td>
<td>EDEE, EDFS, EDMG</td>
</tr>
<tr>
<td>A.B., B.S. in Secondary Education (several content areas serve as cognate majors)</td>
<td>13.1205</td>
<td>EDFS</td>
</tr>
<tr>
<td>A.B., B.S., M.A.T in Special Education, post-baccalaureate certificates</td>
<td>13.1001</td>
<td>EDFS</td>
</tr>
<tr>
<td>Post-baccalaureate certificate in Gifted and Talented Education</td>
<td>13.1004</td>
<td>EDFS</td>
</tr>
<tr>
<td>B.S. in Foreign Language Education (several languages as emphasis area)</td>
<td>13.1206</td>
<td>EDFS</td>
</tr>
<tr>
<td>Graduate certificates in English to Speakers of Other Languages</td>
<td>13.1401</td>
<td>EDFS</td>
</tr>
<tr>
<td>M.Ed. in Languages (joint with the School of Languages, Cultures and World Affairs)</td>
<td>13.1306</td>
<td>EDFS, LALE</td>
</tr>
<tr>
<td>Degree program</td>
<td>CHE-assigned CIP code</td>
<td>Course acronyms</td>
</tr>
<tr>
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</tr>
<tr>
<td>M.Ed. in Teacher, Learning, and Advocacy</td>
<td>13.1299</td>
<td>EDFS, MTLA</td>
</tr>
<tr>
<td>M.A.T. in Performing Arts (pedagogy component)</td>
<td>50.0101</td>
<td>EDFS</td>
</tr>
<tr>
<td>M.Ed. in Science and Mathematics for Teachers (joint with the School of Science and Mathematics)</td>
<td>13.1399</td>
<td>EDFS, SMFT</td>
</tr>
</tbody>
</table>

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a Ph.D. or Ed.D. in an **appropriate sub-discipline of education** (including educational psychology or policy) or a Ph.D. in **child/cognitive development**, as further specified below.

The assignment of qualified faculty is on a course-by-course basis. Some general guidelines for the assignment of faculty to courses with categories are presented below.

**Appropriate disciplines for teaching EDEE courses include:**

- Education, General (13.0101)
- Bilingual, Multilingual and Multicultural Education (13.02), which includes
  - Bilingual and Multilingual Education (13.0201)
  - Multicultural Education (13.0202)
  - Indian/Native American Education (13.0203)
  - Bilingual, Multilingual, and Multicultural Education, Other (13.0299)
- Curriculum and Instruction (13.0301)
- Educational Assessment, Evaluation, and Research, (13.06), which includes:
  - Educational Evaluation and Research (13.0601))
  - Educational Statistics and Research Methods (13.0603))
  - Educational Assessment, Testing, and Measurement (13.0604)
  - Learning Sciences (13.0607)
  - Educational Assessment, Evaluation, and Research, Other (13.0699)
- International and Comparative Education (13.0701)
- Social and Philosophical Foundations of Education (13.0901)
- Teacher Education and Professional Development, Specific Levels and methods (13.12), including
  - Elementary Education and Teaching (13.1202)
  - Kindergarten/Preschool Education and Teaching (13.1209)
  - Early Childhood Education and Teaching (13.1210)
- Teacher Education and Professional Development, Specific Subject Areas (13.13), including
  - Art Teacher Education (13.1302)
  - English/Language Arts Teacher Education (13.1305)
  - Health Teacher Education (13.1307)
  - Mathematics Teacher Education (13.1311)
  - Music Teacher Education (13.1312)
  - Physical Education Teaching and Coaching (13.1314)
  - Reading Teacher Education (13.1315)
  - Science Teacher Education/General Science Teacher Education (13.1316)
Social Science Teacher Education (13.1317)
Social Studies Teacher Education (13.1318)

Additional disciplines considered appropriate for the supervision of EDEE clinical and field experiences include:

- Educational, Instructional and Curriculum Supervision (13.0404)
- Educational Administration and Supervision, Other (13.0499)

An additional discipline considered appropriate for the teaching of EDEE 409 (Meeting the Needs of Diverse Learners) is:

- Special Education and Teaching (13.1001)

Appropriate disciplines for the teaching of EDFS courses include:

- Any discipline within Education (13.xx)
- Research and Experimental Psychology (42.27), including:
  - Cognitive Psychology and Psycholinguistics (42.2701)
  - Developmental and Child Psychology (42.2703)
- Clinical, Counseling and Applied Psychology (42.28), including
  - School Psychology (42.2805)
  - Educational Psychology (42.2806)
  - Applied Psychology (42.2813)
- Education Policy Analysis (44.0502)

Appropriate disciplines for the teaching of EDMG courses (which focus on literacies and organization/curriculum) include:

- Education, General (13.0101)
- Curriculum and Instruction (13.0301)
- Junior High/Intermediate/Middle School Education and Teaching (13.1201)
- English/Language Arts Teacher Education (13.1305)
- Reading Teacher Education (13.1315)

Appropriate disciplines for the teaching of MTLA courses (focusing on social and educational policy, literacies) include:

- Multicultural Education (13.0202)
- Urban Education and Leadership (13.0410)
- Social and Philosophical Foundations of Education (13.0901)
- Disciplines within Teacher Education and Professional Development (13.12 or 13.13)
- Cognitive Psychology and Psycholinguistics (42.2701)
- School Psychology (42.2805)
- Educational Psychology (42.2806)
- Applied Psychology (42.2813)
- Education Policy Analysis (44.0502)

Appropriate disciplines for the teaching of the single existing TEDU course (Exploring Leadership) include:

- Educational Leadership and Administration, General (13.0401)
- Educational, Instructional and Curriculum Supervision (13.0404)
- Urban Education and Leadership (13.0410)
• Educational Administration and Supervision, Other (13.0499)

Appropriate disciplines for the teaching of LALE and SMFT courses are dealt with through separate memoranda.

For baccalaureate programs, faculty colleagues should not require a separate statement of alternative qualifications if they hold a graduate degree in one of the sub-disciplines listed above for the given course acronym. For graduate programs, faculty colleagues for whom the highest degree is a Ph.D. or Ed.D. in one of the sub-disciplines listed above should not require a separate statement of alternative qualifications for courses under the given acronym.

For the purpose of supervision of field and clinical experiences in all areas, master’s level professionals with at least 18 graduate credit hours in education and exceptional teaching experience may be approved as Instructors of Record via alternative qualifications.

Approved.

[Signature]

8/20/16

[Signature]

8/24/16
TO: Fran Welch, Dean, School of Education, Health, and Human Performance
Brian McGee, Provost
FROM: Andrew Lewis, Director, Office of Professional Development in Education
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Academic Affairs
DATE: June 20, 2016
SUBJECT: Adjunct Credentials and Qualifications Guidelines for EDPD Courses

Per your request, this memo serves to address the College of Charleston credential standards for faculty teaching in professional development courses for certified educators.

The College of Charleston offers professional development courses (under the acronym EDPD), used to modernize instructional strategies and offer content enrichment opportunities for certified educators. These professional development credits offered through the College’s Office of Professional Development in Education do not count toward the completion of any degree program, certificate, or other credential, including any advanced degree such as the Master of Education or Master of Arts in Teaching.

The assignment of qualified faculty to EDPD courses is on a course-by-course basis. For the purposes of faculty credentials, the degree level that is considered terminal for these courses is a Ph.D. or Ed.D. in an appropriate sub-discipline of education (including educational psychology or policy) or a Ph.D. in child/cognitive development, as specified in credentialing guidelines for programs offered by the Department of Teacher Education (attached as an addendum to this memo).

Consistent with the College of Charleston’s credentialing policy, faculty teaching EDPD courses must hold a terminal degree in the content area or an equivalent discipline or must hold a master’s degree with eighteen (18) or more hours in the course curriculum area, accompanied by approved alternative qualifications to teach at the graduate level. Alternative qualifications should include demonstrated proficiency and/or appropriate certification in the instructional strategy or content enrichment opportunity taught. In considering alternative qualifications, greater weight will be given to professional experience in the course subject matter than is typical for graduate courses.

Approved
Aug 19, 2016
D. Bhat
8/19/16 8/24/16
TO:               Jerold Hale, Dean, School of Humanities and Social Sciences  
                  Brian McGee, Provost

FROM:            Tracy Burkett, Chair, Department of Sociology and Anthropology

CC:              Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
                  Anastasia Gilpatrick, Academic Affairs

DATE:            January 14, 2016

SUBJECT:         Credentials for Anthropology Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Anthropology at the College of Charleston.

**Anthropology**

The College of Charleston offers an A.B and B.S. in Anthropology, and the course acronym is ANTH. The CHE-assigned CIP code for this program is 45.0201. As Chair of the Department of Sociology and Anthropology, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a **Ph.D. in Anthropology (45.02)**, which includes:

- Anthropology (45.0201)
- Physical and Biological Anthropology (45.0202)
- Medical Anthropology (45.0203)
- Cultural Anthropology (45.0204)
- Anthropology, Other (45.0299).

In addition to “Anthropology,” other graduate fields of study appropriate for the teaching discipline of anthropology at the College of Charleston include:

- Archaeology (45.0301).

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

\[Signature\]

7/27/16

[Signature]

8/22/16
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Susan Simonian, Program Director, Master of Science in Child Life

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 14, 2016

SUBJECT: Credentials for Child Life Faculty

Per your request, this memo serves to address the credential standards for faculty teaching courses in Child Life at the College of Charleston.

The College of Charleston offers a Master of Science in Child Life. The CHE-assigned CIP code for this program is 19.0706 and the primary acronym for courses unique to the program is CHLI. I serve as the academic program director.

The degree program in Child Life draws from courses in communication, English and education. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching CHLI courses is a Ph.D. in Child Development, including:

- 19.0706) Child Development
- 42.2703) Developmental and Child Psychology.

In addition to “Child Development,” other graduate fields of study appropriate for the teaching discipline of child life at the College of Charleston include:

- 42.2801) Clinical Psychology
- 42.2802) Community Psychology
- 42.2803) Counseling Psychology
- 42.2807) Clinical Child Psychology
- 42.2810) Health/Medical Psychology
- 42.2811) Family Psychology.

With a specialization in any of the above disciplines, a Ph.D. in any of the following fields may also be appropriate and considered a terminal degree for teaching CHLI courses at the College of Charleston:

- 42.0101) Psychology, General
- 42.2813) Applied Psychology
- 42.2814) Applied Behavior Analysis
- 42.2899) Clinical, Counseling and Applied Psychology, Other
- 45.1101) Sociology.

Faculty colleagues whose academic record fully meets one of the complete requirements outlined above should not require a separate statement of alternative qualifications. In addition, for faculty with the general degrees in the third list above, earned professional degrees and formal current certifications in the area of Child Life may be used to demonstrate a specialization.
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
     Brian McGee, Provost

FROM: Jenifer Kopfman, Chair, Department of Communication

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
     Anastasia Gilpatrick, Academic Affairs

DATE: January 11, 2016

SUBJECT: Credentials for Communication faculty

Per your request, this memo serves to address the credential standards for faculty teaching Communication at the College of Charleston.

The College of Charleston offers a A.B., B.A., and M.A. in Communication. The CHE-assigned CIP code for these programs is 09.0101, and the primary course acronym is COMM. As Chair of the Department of Communication, I serve as the academic program director for the baccalaureate programs. Amanda Ruth-McSwain serves as program director for the master of arts in communication.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in Communication, Journalism and Related Programs, (09), including:

- **Communication and Media Studies (09.01), which includes**
  - 09.0100 Communication, General
  - 09.0101 Speech Communication and Rhetoric
  - 09.0102 Mass Communication/Media Studies
  - 09.0199 Communication and Media Studies, Other

- **Journalism (09.04), which includes**
  - 09.0401 Journalism
  - 09.0402 Broadcast Journalism
  - 09.0404 Photojournalism
  - 09.0499 Journalism, Other

- **Radio, Television, and Digital Communication (09.07), which includes**
  - 09.0701 Radio and Television
  - 09.0702 Digital Communication and Media/Multimedia
  - 09.0799 Radio, Television, and Digital Communication, Other

- **Public Relations, Advertising, and Applied Communication (09.09), which includes**
  - 09.0900 Public Relations, Advertising, and Applied Communication
  - 09.0901 Organizational Communication, General
  - 09.0902 Public Relations/Image Management
  - 09.0903 Advertising
- 09.0904) Political Communication
- 09.0905) Health Communication
- 09.0906) Sports Communication
- 09.0907) International and Intercultural Communication
- 09.0908) Technical and Scientific Communication
- 09.0999) Public Relations, Advertising, and Applied Communication, Other
- Publishing (09.10), which includes
  - 09.1001) Publishing
- Communication, Journalism, and Related Programs, Other (09.99).

In addition to “Communication, Journalism and Related Programs,” other graduate fields of study appropriate for the teaching discipline of communication at the College of Charleston include:
- Agricultural Communication/Journalism (01.0802)
- Family and Consumer Sciences/Human Sciences Communication (19.0202)
- Professional, Technical, Business, and Scientific Writing (23.1303)
- Speech and Rhetorical Studies (23.1304)
- Business/Corporate Communication (52.0501).

For baccalaureate courses in COMM, faculty colleagues for whom a graduate degree lists one of these fields of study should not require a separate statement of alternative qualifications. For the M.A. program, faculty colleagues with the Ph.D. in one of these fields should not require a separate statement of alternative qualifications.
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
Brian McGee, Provost

FROM: Ann Stein, Program Director, Crime, Law, and Society minor

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Academic Affairs

DATE: January 21, 2016

SUBJECT: Credentials for Crime, Law and Society Faculty

Per your request, this memo serves to address the credential standards for faculty teaching courses with the acronym CRLS (Crime, Law and Society) at the College of Charleston. This is an interdisciplinary minor and the majority of the courses offered are in specific disciplines. Faculty who teach disciplinary courses are credentialed by the standards of the discipline.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching CRLS courses in this program is a Ph.D. in Criminology, Criminal Justice, Sociology or Political Science. Graduate fields of study appropriate for the teaching of crime, law and society courses at the College of Charleston and their CIP codes include:

- Criminal Justice/Safety Studies, 43.0104
- Criminology 45.0401
- Sociology 45.1101
- Political Science 45.1001.

Approved.
7/27/16

[Signature]
8/25/16
MEMO

TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Scott Peeples, Chair, Department of English

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 12, 2016

SUBJECT: Credentials for English Faculty

Per your request, this memo serves to address the credential standards for faculty teaching English at the College of Charleston.

The College of Charleston offers an A.B., B.A. and M.A. in English. These degrees are offered with an optional concentration in creative writing, and the department also offers minors in English, creative writing, and film studies. The CHE-assigned CIP code for the baccalaureate programs is 23.0101, and the primary course acronym is ENGL. As Chair of the Department of English, I serve as the academic program director for the undergraduate programs. Currently Prof. Tim Carens serves as the academic program director for the M.A.

As of Fall 2016, the College of Charleston will offer an M.F.A. in Creative Writing, with CHE-assigned CIP code 23.1302 and primary course acronym ENGL. Prof. Bret Lott will serve as the academic program director for the M.F.A.

For the purposes of faculty credentials, the M.F.A. in Creative Writing (23.1302) is considered a terminal degree for faculty teaching Creative Writing. A Ph.D. in English Language and Literature (23.0101) is considered the terminal degree for other faculty in English. In addition to “English,” other graduate fields of study for which a Ph.D. is considered a terminal degree for teaching ENGL courses at the College of Charleston include:

- 23.13 Rhetoric and Composition/Writing Studies
  - 23.1301 Writing, General
  - 23.1302 Creative Writing
  - 23.1303 Professional, Technical, Business, and Scientific Writing
  - 23.1304 Rhetoric and Composition
  - 23.1399 Rhetoric and Composition/Writing Studies, Other

- 23.14 Literature
  - 23.1401 General Literature
  - 23.1402 American Literature (United States)
  - 23.1403 American Literature (Canadian)
  - 23.1404 English Literature (British and Commonwealth)
  - 23.1405 Children’s and Adolescent Literature
  - 23.1499 Literature, Other

- 23.9999 English Language and Literature/Letters, Other.
For the purposes of faculty credentials, an additional degree that is considered terminal for teaching **ENGL courses with a film studies focus** (including but not limited to The Cinema: History and Criticism, Studies in American Film, and Studies in Film) is a **Ph.D.** in any of the following disciplines:

- 50.0601 Film/Cinema/Video Studies
- 50.0699 Film/Video and Photographic Arts, Other.

Dependent on the area in which they are teaching, faculty colleagues with the listed degree and discipline combinations above should not require a separate statement of alternative qualifications, either for undergraduate or graduate teaching. For baccalaureate courses, faculty for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

---

*Approve*

M. L.

2/8/2016

*Sign:*

8/22/16
MEMO

To: Jerold Hale, Dean, School of Humanities and Social Sciences  
    Mike Auerbach, Dean, School of Sciences and Mathematics  
    Brian McGee, Provost

From: Todd LeVasseur, Academic Program Director, Environmental Studies (undergraduate)

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
    Anastasia Gilpatrick, Academic Affairs

DATE: January 13, 2016

SUBJECT: Credentials for Environmental Studies faculty

Per your request, this memo serves to address the credential standards for faculty teaching in the  
interdisciplinary undergraduate Environmental Studies program at the College of Charleston.

The College of Charleston offers an undergraduate minor in Environmental Studies. There is no CHE-assigned CIP code for this minor, and the primary course acronym is ENVT. I serve as the academic program director for this minor.

As an interdisciplinary minor, Environmental Studies draws on courses from a variety of disciplines in the sciences, social sciences, and humanities. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching ENVT courses is a Ph.D. in a relevant field, including

- Environmental Studies (03.0103) or
- Sustainability Studies (30.3301).

Additionally, a J.D. in Energy, Environment, and Natural Resources Law (22.0207) is considered a terminal degree for teaching ENVT courses in environmental law.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Note: Now named Environmental and Sustainability Studies
January 13, 2016

To: Dean Antonio Tillis, School of Languages, Cultures and World Affairs
   Dean Jerold Hale, School of Humanities and Social Sciences

From: Bill Olejniczak, Director of European Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

Re: Faculty degree standards for Minor in European Studies

In response to the request from the Office of the Provost, I am submitting the following data for the
minor in European Studies. This minor has primary course acronym EUST and offers one course, a
required European Studies capstone course, with this designation (namely, EUST 400).

As an interdisciplinary minor, European Studies draws from courses in a variety of disciplines in the
humanities and social sciences. Faculty teaching courses in their discipline are credentialed by the
standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level and disciplines that are considered terminal for
teaching EUST courses is a Ph.D. in:

- European History (54.0103)
- European Studies/Civilization (05.0106)
- Russian, Central European, East European and Eurasian Studies (05.0105)
- Western European Studies (05.0114).

With a specialization in any of the above disciplines, a Ph.D. in any of the following fields may also be
appropriate and considered a terminal degree for teaching EUST courses at the College of Charleston:

- History, General (54.0101)
- Political Science and Government, General (45.1001)
- Sociology (45.1101)
- Anthropology (45.0201)

Faculty members for whom the highest degree lists one of these graduate fields of study should not
require a separate statement of alternative qualifications.
TO: Jerold Hale, Dean, School of Humanities and Social Sciences  
Brian McGee, Provost

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

FROM: Dr. Phyllis G. Jestice  
Chair, Department of History

SUBJECT: Terminal Degrees for History Programs

DATE: 17. December 2015

The College of Charleston offers an A.B., B.A. and M.A. in History.

The only recognized terminal degree for faculty in the field of History is the Ph.D. Most faculty members hired in History will hold a Ph.D. in History, and thus be designated with CIP Code 54.xxxx (x depending on sub-discipline within History).

On rare occasions, we employ people whose Ph.D. is in an interdisciplinary “studies” program that is strongly weighted in favor of history (e.g., the department currently has two faculty members with a Ph.D. in Near and Middle Eastern Studies, CIP Code 05.0108, from the University of Chicago). Such non-History Ph.D. holders are rare, however, and we would prefer to deal with them on an ad hoc basis through a Statement of Alternative Qualifications as the need arises.
MEMORANDUM

TO:       Jerold Hale, Dean, School of Humanities and Social Sciences
          Brian McGee, Provost

FROM:     Joe Kelly, Academic Program Director, Irish and Irish American Studies

CC:       Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
          Anastasia Gilpatrick, Academic Affairs

DATE:     13 January 2016

SUBJECT:  Credentials for Irish and Irish American Studies minor

Per your request, this memo serves to address the credential standards for faculty teaching Irish and Irish American Studies at the College of Charleston.

The College of Charleston offers an undergraduate, interdisciplinary minor in Irish and Irish American Studies. The primary course acronym is IIAS.

The major in Irish and Irish American Studies draws from courses in a variety of disciplines in the humanities and social sciences. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for IIAS courses is a Ph.D in Irish Studies (05.0133). Because this is an interdisciplinary area, most faculty members do not have degrees in Irish Studies and thus are credentialed to teach IIAS courses through a statement of alternative qualifications.

66 GEORGE ST. | CHARLESTON, SC 29424-0001
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
     Brian McGee, Provost
FROM: Todd Granham, Chair, Department of Philosophy
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs
DATE: 10 January 2016
SUBJECT: Credentials for philosophy faculty

This memo outlines the credential standards for faculty teaching Philosophy at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in Philosophy. The CHE-assigned CIP code for this program is 38.0101 and the primary course acronym is PHIL. As Chair of the Department, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a doctoral degree (e.g., Ph.D. or D. Phil) in the field of Philosophy (38.01), which includes:

- 38.0101) Philosophy
- 38.0102) Logic
- 38.0103) Ethics
- 38.0104) Applied and Professional Ethics
- 38.0199) Philosophy, Other.

Other fields of graduate study may be appropriate for teaching Philosophy. For example, Dr. Christian Coscru, who teaches in this department, has a degree in Asian Studies. It is also easy to imagine hiring a philosopher of science with a degree in History and Philosophy of Science. But no other degrees listed in the CIP degree database are deemed to be “equivalent” to the Philosophy degree. Other degrees will require a statement of alternative qualifications.
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost
FROM: Gibbs Knotts, Academic Program Director, political science
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs
DATE: January 14, 2016; Revised June 8, 2016
SUBJECT: Credentials for Political Science Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Political Science and Geography at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in Political Science. The department also offers a minor in Geography. The CHE-assigned CIP code for the political science program is 45.1001, and the primary course acronym is POLI. The course acronym for courses in Geography is GEOG. As Chair of the Department of Political Science, I serve as the academic program director for the major in Political Science.

For the purposes of faculty credentials, the degree level that is considered terminal for the political science degree is a Ph.D. in Political Science and Government (45.10), including:

- 45.1001 Political Science and Government, General
- 45.1002 American Government and Polities (United States)
- 45.1004 Political Economy
- 45.1099 Political Science and Government, Other.

In addition to “Political Science,” other graduate fields of study for the teaching discipline of political science at the College of Charleston include:

- International Relations and Affairs (45.0901).

For the purposes of faculty credentials, an additional degree that is considered terminal for teaching POLI courses with a law or criminal justice focus (including but not limited to Law and Society, Criminal Justice, and Advanced Mock Trial) is a J.D. or L.L.M. in:

- Law (22.0101).

For the purposes of faculty credentials, an additional degree that is considered terminal for teaching POLI courses with a geography focus (including, but not limited to World Regional Geography, Geography of Native Lands, and Suburbs: Places, People, and Politics) is a Ph.D. in Geography and Cartography (45.07), including:

- Geography (45.0701)
- Geographic Information Science and Cartography (45.0702)
- Geography, Other (45.0799).
While assignment of faculty to courses is handled on a course-by-course basis, faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Approved

7/28/16

D. Bhat

8/22/16
MEMORANDUM

TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Gabrielle Principe, Chair, Department of Psychology
      Michael Ruscio, Associate Chair and Director of the Undergraduate Program in Psychology

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Credentials/Data Integrity Manager

DATE: January 13, 2016

RE: Credentials for Psychology Faculty

This purpose of this memorandum is to communicate the credential standards for faculty teaching in the Department of Psychology at the College of Charleston.

The College of Charleston offers a B.A. and a B.S. in Psychology. The CHE-assigned CIP code for these programs is 42.0101, and the primary course acronym is PSYC.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a Ph.D. in Psychology (42), including:

- 42.01) Psychology, General
  - 42.0101) Psychology, General

- 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
  - 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
• 42.2804) Industrial and Organizational Psychology
• 42.2805) School Psychology
• 42.2806) Educational Psychology
• 42.2807) Clinical Child Psychology
• 42.2808) Environmental Psychology
• 42.2809) Geropsychology
• 42.2810) Health/Medical Psychology
• 42.2811) Family Psychology
• 42.2812) Forensic Psychology
• 42.2813) Applied Psychology
• 42.2814) Applied Behavior Analysis
• 42.2899) Clinical, Counseling and Applied Psychology, Other

In addition to “Psychology,” other graduate fields of study appropriate for the teaching discipline of psychology at the College of Charleston include:

• Neurobiology and Behavior (26.1504).

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.
January 8, 2016

TO: Deanna Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Credentials/Data Integrity Manager

VIA: Jerold Hale, Dean, School of Humanities and Social Sciences

FROM: Jo Ann Ewalt, Director, MPA Program
       Kevin Keenan, Director, Urban and Regional Planning

RE: Terminal degree and discipline lists for the MPA and certificate programs

The College offers a Master's in Public Administration. The CHE-assigned CIP code for the program is 44.0401 and the primary course acronym is PUBA. The College also offers a graduate certificate in Urban and Regional Planning. The CHE-assigned CIP code for the certificate program is 45.1201 and the primary course acronym is PUBA.

For the purposes of faculty credentials, the degrees considered terminal for these programs are:

Public Administration:
   - Ph.D. in Public Administration and DPA (Doctor of Public Administration) (44.0401)

Urban and Regional Planning:
   - Ph.D. in Urban Studies/Affairs (45.1201).

Public Administration is an interdisciplinary field that incorporates a number of related (but not "equivalent") fields. The disciplines we consider "equivalent" to public administration are:
   - Nonprofit-Public Organizational Management (52.0206).

Additionally, recognizing that faculty assignment is on a course-by-course basis, there are additional disciplines that may be appropriate for teaching specific courses in the Public Administration curriculum.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching PUBA courses with a finance focus (including, but not limited to Managing Financial Resources) is a Ph.D. in:
   - 52.0808) Public Finance
   - 44.0501) Public Policy Analysis (with at least 18 graduate hours in finance).
For the purposes of faculty credentials, the degree level that is considered terminal for teaching PUBA courses with a focus in urban studies or urban affairs (including, but not limited to Urban Policy, History and Theory of American Urban Planning, and Urban Transportation: Problems and Prospects) is a Ph.D. in:

- 04.0301) City/Urban, Community, Regional Planning
- 44.0501) Public Policy Analysis.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching PUBA courses with a focus in human resource management (including, but not limited to Managing Human Resources, Public Service Roles and Responsibilities, and Human Resource Management for Nonprofits) is a Ph.D. in:

- Human Resource Management and Services (52.10), which includes
  - 52.1001) Human Resources Management/Personnel Administration, General
  - 52.1002) Labor and Industrial Relations
  - 52.1003) Organizational Behavior Studies
  - 52.1004) Labor Studies
  - 52.1005) Human Resources Development
  - 52.1099) Human Resources Management and Services, Other.
TO: Frances Welch, Dean, School of Education, Health, and Human Performance
    Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Susan Balinsky, Academic Program Director, Public Health (BS)
    Deborah Socha McGee, Academic Program Director, Public Health (BA)

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: December 18, 2015

SUBJECT: Credentials for Public Health Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Public Health at the College of Charleston.

The College of Charleston offers an A.B., B.S. and B.A. in Public Health as well as a minor. The CHE-assigned CIP code for these programs is 51.2207, and the primary course acronyms are HEAL and PBHL. We serve as the academic program directors for the BS and BA in Public Health, respectively.

Both degree programs include courses drawn from a variety of disciplines in both degree requirements and electives. The assignment of faculty to disciplinary courses is on a course-by-course basis, and faculty are credentialed for these courses within the standards of the discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching courses in HEAL or PBHL is a Ph.D. in a public health field, including:

- Public Health, General (51.2201)
- Environmental Health (51.2202)
- Public Health Education and Promotion (51.2207)
- Community Health and Preventive Medicine (51.2208)
- Public Health, Other (51.2299).

In addition to these public health disciplines, other graduate fields of study appropriate for the teaching discipline of public health at the College of Charleston include:

- Health Communication (09.0905)
- Epidemiology (26.1309).
Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

For the purposes of faculty credentialing for HEAL or PBHL courses with a focus in statistics, biostatistics, or biometry, additional degrees that are considered terminal are Ph.D.s in the following disciplines:

- Biostatistics (26.1102)
- Statistics (27.0501)
- Biometry/biometrics (26.1101)
- Mathematics (27.0101)

Approved

M. M. M. Bhati
8/8/2016

8/22/16
TO: Jerold Hale, Dean, School of Humanities and Social Sciences  
Brian McGee, Provost

FROM: Elijah Siegler, Academic Program Director, Religious Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: January 14, 2016

SUBJECT: Credentials for Religious Studies Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Religious Studies at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in Religious Studies. The CHE-assigned CIP code for these programs is 38.02, and the primary course acronym is RELS. As Chair of the Department of Religious Studies, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a Ph.D. in Religion/Religious Studies (38.02), including:
  • 38.0201) Religion/Religious Studies  
  • 38.0202) Buddhist Studies  
  • 38.0203) Christian Studies  
  • 38.0204) Hindu Studies  
  • 38.0205) Islamic Studies  
  • 38.0206) Jewish/Judaic Studies.

In addition to “Religious Studies,” other graduate fields of study appropriate for the teaching in the discipline of religious studies at the College of Charleston include:
  • 39.0201) Bible/Biblical Studies  
  • 39.0601) Theology/Theological Studies.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

With a specialization in any of the above disciplines, a Ph.D. degree in any of the following fields may also be appropriate and considered a terminal degree for those teaching in Religious Studies. Because a faculty member teaching in one of these fields must also have an appropriate specialization in religion(s) or religious studies, these should not automatically be considered equivalent fields for the purpose of credentialing.
  • Area Studies (05.01), including  
    o 05.0101) African Studies  
    o 05.0104) East Asian Studies  
    o 05.0108) Near and Middle Eastern Studies  
    o 05.0131) Tibetan Studies
  • Ethnic, Cultural Minority, Gender, and Group Studies (05.02), including  
    o 05.0200) Ethnic Studies  
    o 05.0201) African-American/Black Studies  
    o 05.0202) American Indian/Native American Studies  
    o 05.0203) Hispanic-American, Puerto Rican, and Mexican-American/Chicano Studies
- 05.0206) Asian-American Studies
- 05.0207) Women's Studies
- 05.0208) Gay/Lesbian Studies
- 05.0209) Folklore Studies
- 30.1301) Medieval and Renaissance Studies
- 30.2001) International/Global Studies
- Classical and Ancient Studies (30.22), which includes
  - 30.2201) Ancient Studies/Civilization
  - 30.2202) Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology
- 30.2301) Intercultural/Multicultural and Diversity Studies
- 30.2601) Cultural Studies/Critical Theory and Analysis
- 45.0201) Anthropology
- 45.1101) Sociology.
TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost
FROM: Tracy Burkett, Chair, Department of Sociology and Anthropology
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs
DATE: January 14, 2016
SUBJECT: Credentials for Sociology Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Sociology at the College of Charleston.

The College of Charleston offers an A.B and B.S. in Sociology, and the course acronym is SOCY. The CHE-assigned CIP code for these programs is 45.1101. As Chair of the Sociology and Anthropology Department, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a Ph.D. in Sociology:

- 45.1101 Sociology.

In addition to “Sociology,” other graduate fields of study appropriate for the teaching discipline of sociology at the College of Charleston include:

- Criminology (45.0401)
- Demography and Population Studies (45.0501)
- Urban Studies/Affairs (45.1201)
- Sociology and Anthropology (45.1301)
- Rural Sociology (45.1401)
- Gerontology (30.1101).

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Appra. 4/26/16

D. Gray Clark 6/22/16
Memorandum

TO: Jerold Hale, Dean of the School of Humanities and Social Sciences

FROM: Carol Toris, Department of Psychology, Interim Director of the Urban Studies Program

DATE: January 11, 2016

RE: Terminal Degrees and Equivalent Disciplines for the URST program

The B.A. in Urban Studies is a multidisciplinary program. A minor in Urban Studies is also offered. The CHE-assigned CIP code for the program is 45.1201 and the primary acronym for courses offered specific to this program is URST.

The core of the program is comprised of the following disciplines: Economics, Geography, History, Political Science, Psychology, and Sociology. The concentrations are comprised of courses offered by additional disciplines, including Architecture, Art History, Business Administration, Public Administration, Law, and Urban Planning. Multiple disciplinary perspectives on the city are taught within the Urban Studies Program.

Because urban studies is an interdisciplinary program drawing from the range of the liberal arts and sciences, and because “the city” is the object of inquiry for urban studies, the salient criteria for teaching or administration experience within Urban Studies is study of the city and not necessarily any specific, established discipline. Such study occurs in most of the humanities and social sciences disciplines, though the names of these disciplines do not specifically include the word “urban.” The assignment of faculty to disciplinary courses contributing toward the Urban Studies program is on a course-by-course basis and faculty are credentialed under the standards of that discipline, both for instruction and possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching courses with the acronym URST is a Ph.D. in one of:

- City/Urban, Community and Regional Planning (04.0301)
- Urban Studies/Affairs (45.1201).

With a specialization in city/urban, community and regional planning or in urban studies-affairs, a Ph.D. in Geography (45.0701) may also be considered a terminal degree equivalent to the Ph.D. in Urban Studies.
MEMORANDUM

TO: Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Cara Delay, Interim Director, Women's and Gender Studies Program

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
   Anastasia Gilpatrick, Academic Affairs

DATE: January 12, 2016

RE: request for terminal degree and discipline lists

The College of Charleston offers a B.A. and minor in Women's and Gender Studies. The CHE-assigned CIP code for this program is 05.0207 and the primary course acronym is WGST. I serve as the academic program director.

The major in Women’s and Gender Studies draws from courses in a variety of disciplines in the humanities, social sciences and health. Faculty teaching courses in their discipline are credentialied by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching courses with the acronym WGST is a Ph.D. in Women's and Gender Studies (05.0207).

In addition to "Women's and Gender Studies," other graduate fields of study appropriate for the teaching discipline of Women's and Gender Studies at the College of Charleston include:

- Gay/Lesbian Studies (05.0208).

Faculty colleagues for whom the highest degree satisfies the requirements above in one of these graduate fields of study should not require a separate statement of alternative qualifications. For faculty who do not hold a degree in Women's and/or Gender Studies and who instruct WGST courses, 18 or more graduate hours in Women’s and/or Gender Studies must be identified or a statement of alternative qualifications must be submitted.
Memorandum

TO: Antonio Tillis, Dean, School of Languages, Cultures and World Affairs  
Brian McGee, Provost

FROM: Simon Lewis, Associate Dean, School of Languages, Cultures and World Affairs

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: January 14th, 2016

Per your request, this memo serves to address the credential standards for faculty teaching African American Studies and African Studies at the College of Charleston.

African American Studies

The College of Charleston offers a B.A. and an A.B. in African American Studies. The CHE-assigned CIP code for this program is 05.0201, and the primary course acronym unique to the program is AAST.

As an interdisciplinary program, the major in African American Studies draws from courses in a variety of disciplines. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching AAST courses is a Ph.D. in African American Studies (05.0201).

With a specialization in African American Studies, a Ph.D. degree in almost any discipline in the humanities, social sciences and arts might also be considered a terminal degree appropriate for the teaching of African American Studies.

African Studies

The College of Charleston offers a minor in African Studies. The primary course acronym unique to the program is AFST.

As an interdisciplinary program, the major in African Studies draws from courses in a variety of disciplines. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered for teaching courses with the acronym AFST is a Ph.D. in African Studies (05.0101).

With a specialization in African Studies, a Ph.D. degree in almost any discipline in the humanities, social sciences and arts might be considered a terminal degree appropriate for the teaching of African Studies.
TO: Valerie Morris, Dean, School of the Arts
    Jerold Hale, Dean, School of Humanities and Social Sciences
    Antonio Tillis, Dean, School of Languages, Cultures and World Affairs
    Mike Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

FROM: Jim Newhard, Program Director, Archaeology

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 21, 2016

SUBJECT: Credentials for Archaeology Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Archaeology at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in Archaeology. The CHE-assigned CIP code for the program is 45.0301, and the primary course acronym is ARCH. I serve as the academic program director for the program.

The major in Archaeology is interdisciplinary and a “cognate major,” drawing courses from and requiring a concurrent major in one of: Anthropology, Art History, Biology, Chemistry, Classics, Geology, Historic Preservation, or History. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

The program offers a single (internship) course with acronym ARCH. A terminal degree or faculty credentials in the primary discipline of the internship are considered appropriate for its formal direction. The director of the program, once certified to direct the program, is also considered appropriately credentialed to serve as instructor of record for any ARCH internship course.
TO: Antonio Tillis, Dean, School of Languages, Cultures and World Affairs  
Brian McGee, Provost

FROM: Ghazi Abuhakema, Academic Program Director of Asian Studies, Middle  
Eastern and Islamic World Studies, Arabic, Hindi, and Chinese  
Yoshiki Chikuma, Academic Program Director of Japanese Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: 1/5/2016

SUBJECT: Credentials for Asian Studies, Japanese Studies, Middle Eastern and Islamic  
World Studies, Arabic, Hindi, and Chinese

This memo serves to address the credential standards for faculty teaching Asian Studies, Japanese  
Studies, Middle Eastern and Islamic World Studies, Arabic, Hindi, and Chinese.

The College of Charleston offers a minor in Asian Studies, a minor in Japanese Studies, and a minor in  
Middle Eastern and Islamic World Studies. These minors are multidisciplinary and include courses  
from other programs. The College also offers courses in Chinese, Hindi, and Arabic. The Program  
Director for Asian Studies, Middle Eastern and Islamic World Studies, and Arabic Studies is Ghazi  
Abuhakema, who also serves as coordinator for the Hindi, Chinese, and Hebrew course offerings. The  
Program Director of Japanese Studies is Yoshiki Chikuma.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a  
Ph.D. in the disciplines listed below.

For Asian Studies courses (ASST):
- Asian Studies/Civilization (05.0103)
- East Asian Studies (05.0104).

For Chinese language, Chinese studies, and Chinese literature courses (CHNS, CHST, and LTCH):
- Chinese Language and Literature (16.0301).

For Japanese language, Japanese studies, and Japanese literature courses (JPNS, JPST, and LTJP):
- Japanese Language and Literature (16.0302).

For Hindi and Hindi literature courses (HNDI and LTHI):
- Hindi Language and Literature (16.0701).

For Arabic language, Arabic studies, and Arabic literature courses (ARBC, ARST, and LTAR):
- Arabic Language and Literature (16.1101).

Faculty colleagues whose highest graduate degree lists one of these disciplines should not require a  
separate statement of alternative qualifications for their respective teaching fields.
With a specialization in one of the above disciplines, a Ph.D. degree in one of the following fields may also be appropriate for teaching courses in that discipline:

- Foreign Language and Literatures (16.0101)
- Applied Linguistics (16.0105)
- East Asian Languages, Literatures, and Linguistics (16.03), with a concentration in Chinese or Japanese
- Middle/Near Eastern Languages, Literatures, and Linguistics (16.11), with a concentration in Arabic.

Approved.
7/27/16

[Signature]
TO: Antonio Tillis, Dean of LCWA  
Brian McGee, Provost

FROM: Timothy Johnson, Chair of the Department of Classics

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: 1/14/2016

SUBJECT: Credentials for Classics Faculty

Per your request, this memo serves to address the credential standards for faculty teaching in Classics at the College of Charleston.

The College of Charleston offers an **A.B. and B.A. in Classics** and **minors in Greek and Latin**. The CHE-assigned CIP code for Classics is **16.1200**, and the primary course acronyms are **CLAS, LATN**, and **GREK**. As Chair of the Department of Classics, I serve as the academic program director for all three programs.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a **Ph.D. in Classics**:

- **Classics and Classical Languages, Literatures, and Linguistics, General,” (16.1200)**
- **Classical Studies** (from NCES CIP category **Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology, 30.2202**)

In addition to “**Classics and Classical Languages, Literatures, and Linguistics, General,” (16.1200)** and **Classics** (from **30.2202**), other graduate fields of study appropriate for the teaching discipline of classics, Greek, or Latin at the College of Charleston include:

- **CLAS**:
  - 16.0202) Ancient/Classical Greek Language and Literature
  - 16.0203) Latin Language and Literature
  - 16.1299) Classics and Classical Languages, Literatures, and Linguistics, Other
  - 30.2202) Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology

- **GREK**:
  - 16.0202) Ancient/Classical Greek Language and Literature
  - 16.1299) Classics and Classical Languages, Literatures, and Linguistics, Other

- **LATN**
  - 16:0203) Latin Language and Literature
Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Respectfully Submitted,

Timothy S. Johnson

Approved
8/8/2016

[Signature]
8/22/16
TO: Jerold Hale, Dean, School of Humanities and Social Sciences  
    Antonio Tillis, Dean, School of Languages, Cultures and World Affairs  
    Brian McGee, Provost

FROM: Martine Cuvillier-Hiers, Program Director, Comparative Literature

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
    Anastasia Gilpatrick, Academic Affairs

DATE: January 21, 2016

SUBJECT: Credentials for Comparative Literature Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Comparative Literature at the College of Charleston.

The College of Charleston offers a minor in Comparative Literature. The primary course acronym is CPLT. I serve as the academic program director for the program.

The minor in Comparative Literature is interdisciplinary and draws on courses from English, all languages, Religious Studies, Music, and Theatre. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level and discipline that are considered terminal for CPLT courses is a Ph.D. in Comparative Literature (16.0104).

With a specialization in the above discipline, as defined in the College’s Instructor of Record and Credentials policy, a Ph.D. in one of the following fields may also be considered terminal for those teaching CPLT courses:

- **23.14) Literature**
  - General (23.1401)
  - Other (23.1499)

- **16.) Foreign Languages, Literatures, and Linguistics**
  - General (16.0101)
  - Any foreign literature subfield (16.01-16.15).

Approved.

8/8/16

[Signature]

8/22/16
MEMORANDUM

TO: Antonio Tillis, Dean, School of Languages, Cultures, and World Affairs
FROM: Robyn Holman, Interim Chair, Department of French, Francophone, and Italian Studies
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs,
    Anastasia Gilpatrick, Academic Affairs
DATE: December 18, 2015
SUBJECT: Credentials for French and Francophone Studies Faculty

Per your request, this memo serves to address the credential standards for faculty teaching in the French Program at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in French and Francophone Studies. The CHE-assigned CIP code for these programs is 16.0901, and the primary course acronym is FREN. In addition, the department offers courses in French literature with course acronym LTFR. As Interim Chair of the Department of French, Francophone, and Italian Studies, I serve as the academic program director.

For the purposes of faculty credentials, the degree level and discipline that are considered terminal for the French program and courses is a Ph.D. in French Language and Literature (16.0901). In addition to French Language and Literature, a Ph.D. in any of the following disciplines is also considered a terminal degree for the teaching discipline of French and Francophone Studies at the College of Charleston:

- 05.0124) French Studies
- 13.1325) French Language Teacher Education
- 13.1402) Teaching French as a Second or Foreign Language.

With a specialization in any of the above disciplines, Ph.D. degrees in the following fields may also be appropriate for those teaching FREN or LTFR courses:

- 16.0900) Romance Languages, Literatures, and Linguistics
- 16.0104) Comparative Literature.

Faculty colleagues with terminal degrees in any of these graduate fields of study should not require a separate statement of alternative qualifications. Additionally, faculty members with an M.A. or equivalent master’s degree in French Language and Literature (16.0901) should not require a separate statement of alternative qualifications for teaching FREN or LTFR courses.

[Signature]
3/2/16
[Signature]
8/22/16
Memorandum

TO: Antonio Tillis, Dean, School of Languages, Cultures and World Affairs
    Brian McGee, Provost

FROM: Morgan Koerner, Chair of the Department of German and Russian Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: 12/17/2015

SUBJECT: Credentials for German Faculty

Per your request, this memo serves to address the credential standards for faculty teaching German at the College of Charleston.

The College of Charleston offers a B.A. and an A.B. in German. The CHE-assigned CIP code for these programs is 16.0501, and the primary course acronym is GRMN. In addition, the department offers courses in German Literature with course acronym LTGR. As Chair of the Department of German and Russian Studies, I serve as the academic program director.

For the purposes of faculty credentials, the degree level that is considered terminal for this program and associated courses is a Ph.D. in German Language and Literature (16.0501). In addition to “German Language and Literature,” the following graduate fields of study are appropriate for teaching GRMN and LTGR courses at the College of Charleston:

- German Studies (05.0125)

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Approved.

[Signature]
7/27/16

[Signature]
8/22/16
TO: Antonio Tillis, Dean of the School of Languages, Cultures and World Affairs
Brian McGee, Provost

FROM: Douglas Friedman, academic program director for International Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: 01/06/2016

SUBJECT: Credentials for International Studies

Per your request, this memo serves to address the credential standards for faculty teaching International Studies at the College of Charleston.

The College of Charleston offers an A.B. and B.A. in International Studies. The CHE-assigned CIP code for this program is 30.2001, and the primary course acronym is INTL. I serve as the academic program director.

As a multi-disciplinary program, the major in International Studies draws from courses in a variety of disciplines in the social sciences and humanities. Faculty teaching courses in their discipline are credentialed by the standards of that discipline, both for instruction and the possession of a terminal degree.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching courses with the INTL acronym is a Ph.D. in International/Global Studies (30.2001).

Additional degrees considered to be terminal for the teaching of INTL courses at the College of Charleston include the Ph.D. in any of the following disciplines:

- Political Science and Government, General (45.1001)
- International Relations and Affairs (45.0901)
- Cultural Studies / Critical Theory and Analysis (30.2601)
- Development Economics and International Development (45.0604)
- International Economics (45.0605)
- Cultural Anthropology (45.0204).

Additionally, faculty can be academically credentialed to teach INTL courses by virtue of holding a graduate degree in one of the following relevant disciplines, provided their coursework also includes a focus in one of the Area Studies (05.01) categories listed below, consisting of at least eighteen graduate semester hours.

Relevant disciplines:

- History, General (54.0101)
- Economics, General (45.0601)
- Anthropology (45.0201)
- Religion / Religious Studies (38.0201)
• Sociology (45.1101)

**Area Studies (05.01) categories:**

• African Studies (05.0101)
• Asian Studies/Civilization (05.0103)
• European Studies/Civilization (05.0106)
• Latin American Studies (05.0107)
• Near and Middle Eastern Studies (05.0108)
• Latin American and Caribbean Studies (05.0134).

Faculty colleagues whose academic credentials fully meet one of the complete requirements outlined above should not require a separate statement of alternative qualifications.

![Signature]

8/20/16

[Signature]
MEMORANDUM

TO: Antonio Tillis, Dean, School of Languages, Cultures and World Affairs
FROM: Massimo Maggiari, Director, Italian Studies
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
     Anastasia Gilpatrick, Academic Affairs
DATE: May 19, 2016
SUBJECT: Credentials for Italian Studies Faculty

The College of Charleston offers a minor in Italian Studies. The course acronyms are ITAL and LTIT. As Director of the Italian Studies Program, I serve as the academic program director. Per your request, this memo serves to address the credential standards for faculty teaching ITAL and LTIT courses at the College of Charleston.

For the purposes of faculty credentials, the degree level that is considered terminal for the Italian Studies program is a Ph.D. in Italian (16.0902). In addition to “Italian,” other graduate fields of study appropriate for the teaching discipline of Italian Studies at the College of Charleston include:

05.0126) Italian Studies.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

With a specialization in either of the above disciplines, Ph.D. degrees in the following areas may also be appropriate for those teaching ITAL or LTIT courses at the College of Charleston.

• 16.0900) Romance Languages, Literatures, and Linguistics
• 16.0104) Comparative Literature.
To:    Brian McGee, Provost
       Deanna Caveny, Associate Provost
       Antonio Tillis, Dean, School of Languages, Cultures, and World Affairs

From:  Martin Perlmutter, Director, Jewish Studies
       Larry Krasnoff, Associate Director, Jewish Studies

Re:    Credentialing of Jewish Studies Faculty

Date:  January 15, 2016

The College currently offers B.A. and A.B. degrees in Jewish Studies. The CIP code for this program is 38.0206, and the primary acronyms are HBRW and JWST. The Ph.D. is the appropriate terminal degree for those teaching in Jewish Studies.

Because Jewish Studies is an interdisciplinary field, relatively few of those appointed to teach in the field have a degree in Jewish/Judaic Studies (38.0206). Because someone with a Ph.D. in any of the following disciplines would be qualified to teach Jewish Studies, these disciplines should also be considered terminal degrees for the purpose of credentialing:

For JWST courses:
- Near Eastern and Middle Eastern Studies (05.0108)

For JWST and HBRW courses:
- Hebrew Language and Literature (16.1102)
- Ancient Near Eastern and Biblical Languages, Literatures, and Linguistics (16.1103)
- Middle/Near Eastern and Semitic Languages, Literatures, and Linguistics, Other (16.1199).

Faculty colleagues with graduate degrees in these disciplines should not require a separate statement of alternative qualifications for teaching JWST or HBRW, as outlined above.

Additionally, with a specialization in any of the above disciplines, where “specialization” is as defined in the College’s divisional policy on Instructors of Record and Credentials, faculty members with Ph.D. degrees in any of the following fields may also be appropriately qualified for teaching JWST courses. However, because faculty teaching JWST courses must also have an appropriate specialization in the study of Jews or Judaism, Ph.D.s. in the disciplines outlined below should not be considered equivalent to Ph.D.s. in the above disciplines for the purpose of faculty credentialing. Additionally, these faculty may require a statement of
alternative qualifications to document the specialization (in cases where the specialization is not documentable based on the faculty member's graduate degrees or coursework).

- American/United States Studies/Civilization (05.0102)
- Comparative Literature (16.0104)
- English Language and Literature, General (23.0101)
- Philosophy (38.0101)
- Religion/Religious Studies (38.0201)
- History (54.0101).
TO: Antonio Tillis, Dean of the School of Languages, Cultures, and World Affairs
    Frances Welch, Dean of the School of Education, Health, and Human
    Performance
    Brian McGee, Provost
FROM: Silvia Rodriguez Sabater, Academic Director of M.Ed. in Languages program
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs
DATE: January 14, 2016
SUBJECT: Credentials for M.Ed. in Languages Program

Per your request, this memo serves to address the credential standards for faculty teaching in the
M.Ed. in Languages program at the Graduate School of the University of Charleston, SC (College
of Charleston).

The Graduate School of the University of Charleston, SC offers an M.Ed. in Languages. The
CHE-assigned CIP code for this program is 13.1306, and the primary course acronyms are
LALE, EDFS, and SPAN. As Director of the program, I serve as the academic program director.

Credentialing for EDFS courses is described in the memo for the programs and courses in the
Department of Teacher Education.

Credentialing for SPAN courses is described in the memo for the programs and courses in the
Department of Hispanic Studies.

The degree level that is considered terminal for teaching LALE courses is a Ph.D. in Foreign
Language Teacher Education (13.0306). In addition to “Foreign Language Teacher Education,”
other fields of study appropriate for the teaching of LALE courses include:

- Teaching English as a Second or Foreign Language/ESL Instructor (13.1401)
- Spanish Language Teacher Education (13.1330)
- Applied Linguistics (16.0105)
- Linguistics (16.0102)
- Language Interpretation and Translation (16.0103)
- Spanish Language and Literatures (16.0905)

Faculty colleagues with a Ph.D. in any of these disciplines should not require a separate statement
of alternative qualifications.
TO: Antonio Tillis, Dean of School of Languages, Cultures & World Affairs  
Brian McGee, Provost

FROM: Lola Colomina-Garrigós, Director of Latin American and Caribbean Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: 01/06/2016

SUBJECT: Credentials for Latin American and Caribbean Studies Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Latin American and Caribbean Studies at the College of Charleston.

The College of Charleston offers a B.A. in Latin American and Caribbean Studies. The CHE-assigned CIP code for this program is 05.0134, and the primary course acronym is LACS. I serve as the academic program director of the Latin American and Caribbean Studies Program.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in Latin American and Caribbean Studies (05.0134). In addition to “Latin American and Caribbean Studies” other graduate fields of study appropriate for teaching this discipline at the College of Charleston include:

- 05.0107) Latin American Studies;
- 05.0203) Hispanic-American, Puerto Rican, and Mexican-American/Chicano Studies;
- 16.0908) Hispanic and Latin American Languages, Literatures and Linguistics, General.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

With a specialization in any of the above disciplines, Ph.D. degrees in any of the following fields may also be appropriate for those teaching in Latin American and Caribbean Studies. Because faculty teaching in these fields must also have an appropriate specialization in the study of Latin American and Caribbean Studies, these should not automatically be considered equivalent fields for the purpose of credentialing:

- Ethnic, Cultural Minority, Gender, and Group Studies, Other (05.0299);
- Cultural Anthropology (45.0204);
- Political Science and Government, General (45.1001);
- Sociology and Anthropology (45.1301);
- History, Other (54.0199);
- Geography, Other (45.0799).
Memorandum

TO: Antonio Tillis, Dean, School of Languages, Cultures and World Affairs
    Brian McGee, Provost

FROM: Morgan Koerner, Chair, Department of German and Russian Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: 6/14/2016

SUBJECT: Credentials for Russian Studies Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Russian at the College of Charleston.

The College of Charleston offers a minor in Russian Studies. The primary course acronyms are RUST, RUSS, and LTRS. I am the Chair of the Department of German and Russian Studies.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in "Russian Language and Literature," (16.0402). In addition to “Russian Language and Literature,” the following graduate fields of study are appropriate for teaching RUST, RUSS, and LTRS courses at the College of Charleston:

- 05.0110) Russian Studies.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Approved.

[Signature]
7/27/16

[Signature]
8/22/16
TO: Antonio Tillis, Dean of School of Languages, Cultures & World Affairs  
Brian McGee, Provost

FROM: Mark P. Del Mastro, Chair, Department of Hispanic Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs

DATE: 12/17/2015

SUBJECT: Credentials for Hispanic Studies Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Hispanic Studies at the College of Charleston.

The College of Charleston offers a B.A. in Spanish. The CHE-assigned CIP code for this program is 16.0905, and the primary course acronyms are SPAN and LTSP, for Spanish language and literature courses, respectively. As Chair of the Department of Hispanic Studies, I serve as the academic program director.

In addition, the department offers courses in Portuguese under a PORT course acronym and Portuguese literature under course acronym LTPO.

For the purposes of faculty credentials, the degree level that is considered terminal for the baccalaureate program in Spanish is a Ph.D. in Spanish (16.0905). Additionally, a Ph.D. in Hispanic and Latin American Languages, Literatures and Linguistics, General (16.0908) is considered a terminal degree for purposes of teaching SPAN and LTSP courses at the College of Charleston, provided the faculty member has at least eighteen earned graduate credit hours in Spanish.

Similarly, for the purposes of faculty teaching PORT and LTPO courses, the degree level that is considered terminal is a Ph.D. in Portuguese (16.0904). Additionally, a Ph.D. in Hispanic and Latin American Languages, Literatures and Linguistics, General (16.0908) is considered a terminal degree for purposes of teaching PORT and LTPO courses at the College of Charleston, provided the faculty member has at least eighteen earned graduate credit hours in Portuguese.

Faculty colleagues with any of the degree and discipline combinations outlined here should not require a separate statement of alternative qualifications for teaching in their respective areas. Additionally, faculty members with an M.A. or M.S. in any of the following disciplines should not require a separate statement of alternative qualifications:

For teaching SPAN and LTSP courses:
- Spanish (16.0905)
- Hispanic and Latin American Languages, Literatures and Linguistics, General (16.0908), with at least eighteen graduate hours in Spanish

For teaching PORT courses:
- Portuguese (16.0904)
- Hispanic and Latin American Languages, Literatures and Linguistics, General (16.0908), with at least eighteen graduate hours in Portuguese.

[Signature]
8/22/16
TO: Brian McGee, Provost
FROM: Godfrey Gibbison, Dean, School of Professional Studies, and Director, Bachelor of Professional Studies
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Coordinator, Academic Affairs
DATE: July 22, 2016
SUBJECT: Faculty Credentials for Bachelor of Professional Studies courses

Per your request, this memo serves to address the credential standards for faculty teaching courses in our Bachelor of Professional Studies (BPS) at the College of Charleston.

The College of Charleston Bachelor of Professional Studies is a degree completion program designed to meet the needs of working adults from a wide variety of academic backgrounds. Effective with the Fall 2016 semester, the program has three concentrations: applied communication, healthcare and medical services management, and organizational leadership and management. (Additionally, during the 2015-2016 academic year, the program terminated a fourth concentration for which no students were registered.) The primary course acronyms for the BPS are PRST, APCP, and HMSM. As Dean of the School of Professional Studies, I serve as the academic program director for the BPS.

The Bachelor of Professional Studies draws from courses in a variety of disciplines. Faculty teaching those courses are credentialed by the standards of the respective discipline, both for instruction and for the possession of a terminal degree.

The assignment of qualified faculty to courses unique to the program is on a course-by-course basis. General guidelines for this assignment follow below.

**Professional Studies courses**

Professional Studies courses (designated PRST) in the Bachelor of Professional Studies are liberal arts courses common to the three concentrations. Each of the six fixed-topic PRST courses is associated with one or more primary disciplines, and the faculty member(s) teaching these courses must be credentialed in accordance with the memorandum in place for an associated primary discipline. Special topics, capstone, and independent study PRST courses are mapped to a discipline based on the sub-title for the particular section of the course.

A list of PRST courses and their corresponding primary disciplines is provided here. Any changes or additions to this list are submitted to the Office of the Provost each term. For each fixed-topic PRST course, faculty colleagues for whom the highest degree lists one of the graduate fields of study for an associated primary discipline should not require a separate statement of alternative qualifications. For special topics, capstone, and independent study PRST courses, when the faculty member is formally credentialed to teach in the discipline that is apparent from the sub-title of the course, then no additional credentialing is required. Otherwise, additional documentation of credentials is required, typically a statement of alternative qualifications.

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<td>PRST 420</td>
<td>Independent Study</td>
<td>Based on sub-title of the independent study</td>
</tr>
</tbody>
</table>

**Applied Communication courses**

Applied Communication courses (designated APCP) in the Bachelor of Professional Studies are designed to emphasize communication techniques that can be applied in a wide variety of work, personal, and social situations. Some of these courses are specific to the applied communication concentration, while others serve as central courses for the Bachelor of Professional Studies irrespective of the student’s chosen concentration. Faculty teaching APCP courses are credentialed consistent with the guidelines in place for COMM courses, offered by the College’s Department of Communication.

Faculty colleagues teaching APCP courses for whom the highest degree lists one of the graduate fields of study approved for teaching COMM courses should not require a separate statement of alternative qualifications.

**Healthcare and Medical Services Management courses**

Healthcare and Medical Services Management courses (designated HMSM) serve the College’s healthcare and medical services management concentration. Some also serve as elective options for the other concentrations in the Bachelor of Professional Studies.

Faculty teaching HMSM courses are credentialed on the basis of one of the following criteria.

- A Ph.D. in any of the following disciplines is considered a terminal degree for HMSM courses:
  - 51.0701 Health/Health Care Administration/Management
  - 51.0702 Hospital and Health Care Facilities Administration/Management
  - 51.2211 Health Services Administration.

OR

- Each HMSM course is associated with a primary discipline, and the faculty member(s) teaching of these courses must be credentialed in accordance with the memorandum in place for the associated primary discipline. These disciplinary areas are outlined in the table below. Additionally, all faculty teaching HMSM courses and credentialed in this way must demonstrate substantial familiarity with healthcare administration/management through graduate coursework or alternative qualifications in the area.

<table>
<thead>
<tr>
<th>HMSM Course</th>
<th>HMSM Course Title</th>
<th>Primary Discipline(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMSM 302</td>
<td>Structure of the US Healthcare Delivery System</td>
<td>MGMT</td>
</tr>
<tr>
<td>HMSM 303</td>
<td>Healthcare Law and Regulation</td>
<td>BLAW</td>
</tr>
<tr>
<td>HMSM 320</td>
<td>Healthcare Financial Management</td>
<td>FINC</td>
</tr>
<tr>
<td>HMSM 346</td>
<td>Leadership and Management in Healthcare Organizations</td>
<td>MGMT</td>
</tr>
<tr>
<td>HMSM 402</td>
<td>Healthcare Operations Management</td>
<td>MGMT</td>
</tr>
</tbody>
</table>

**Other BPS courses**

For BPS courses that are not listed above, an academic program has not been assigned. BPS courses that are not associated with a single academic program should be credentialed via alternative qualifications. These cases are typically interdisciplinary courses that are associated with two or more disciplines. In cases where this memorandum
specifies differing qualifying credentials based on course content, the course sub-title and content are used to discern the qualifying disciplines.

Approval

8/20/16

[Signature]
MEMORANDUM

To: Michael Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

From: Jaap Hillenius, Chair, Department of Biology
      Craig Plante, Director, Graduate Program in Marine Biology

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

Date: 12 January 2016

Re: Credentials for Biology Faculty

The College of Charleston offers a B.A., B.S., and minor in Biology, a B.S. in Biology with a Secondary Education Teaching Option, and a B.S. in Biology with a Molecular Concentration. The CHE-assigned CIP code for these programs is 26.0101, and the primary course acronym is BIOL. As Chair of the Department of Biology, I serve as the academic program director.

The College also offers a B.S. and M.S. in Marine Biology. The CHE-assigned CIP code for these programs is 26.1302. All courses offered in Marine Biology use the BIOL acronym. As Chair of the Department of Biology, I serve as the academic program director of the undergraduate program in Marine Biology, and Dr. Craig Plante serves as program director for the graduate program.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is:

- **Ph.D. in Biology/Biological Sciences, 26.0101**

However, given the broad nature of the above discipline, most graduate programs are more specialized. Many faculty do not receive doctorate degrees in general biology or biological sciences. Faculty typically receive degrees in a more specialized field or sub-discipline of the Biological and Biomedical Sciences (26). Therefore, it is also appropriate for faculty teaching in the Biology program to hold a graduate degree or to have completed 18 or more graduate hours in the following fields of study within the Biological and Biomedical Sciences (26):

- **Biochemistry, Biophysics and Molecular Biology, including**
  - 26.0204) Molecular Biology
  - 26.0205) Molecular Biochemistry
  - 26.0206) Molecular Biophysics
  - 26.0207) Structural Biology
- **Botany/Plant Biology, including**
  - 26.0301) Botany/Plant Biology
  - 26.0307) Plant Physiology
  - 26.0308) Plant Molecular Biology
- **Cell/Cellular Biology and Anatomical Sciences, including**
  - 26.0401) Cell/Cellular Biology and Histology
  - 26.0403) Anatomy
  - 26.0404) Developmental Biology and Embryology
- Cell/Cellular Biology and Molecular Biology
- Microbiological Sciences and Immunology, including
  - Microbiology, General
  - Parasitology
  - Mycology
  - Immunology
  - Microbiology and Immunology
- Zoology/Animal Biology, including
  - Zoology/Animal Biology
  - Entomology
  - Animal Physiology
  - Animal Behavior and Ethology
  - Wildlife Biology
- Genetics, including
  - Genetics, General
  - Molecular Genetics
  - Microbial and Eukaryotic Genetics
  - Animal Genetics
  - Plant Genetics
  - Genome Sciences/Genomics
- Physiology, Pathology and Related Sciences, including
  - Physiology, General
  - Molecular Physiology
  - Cell Physiology
  - Endocrinology
- Biomathematics, Bioinformatics, and Computational Biology, including
  - Biometry/Biometrics
  - Computational Biology
- Ecology, including
  - Ecology
  - Marine Biology and Biological Oceanography
  - Evolutionary Biology
  - Aquatic Biology/Limnology
  - Environmental Biology
  - Population Biology
  - Conservation Biology
  - Systematic Biology/Biological Systematics
  - Ecology and Evolutionary Biology
- Molecular Medicine, including
  - Molecular Medicine
- Neurobiology and Neurosciences, including
  - Neuroscience
  - Neurobiology and Anatomy
  - Neurobiology and Behavior

For baccalaureate BIOL courses, faculty colleagues with a graduate degree in one of the above fields of study should not require a separate statement of alternative qualifications. For graduate BIOL courses, faculty colleagues with a Ph.D. in one of the above fields of study should not require a separate statement of alternative qualifications. The above list is not all-inclusive, and assignment of qualified faculty is determined on a course-by-course basis. Faculty must possess the appropriate degree or 18 or more graduate hours in biology and the sub-discipline (when applicable) of the course taught.
MEMORANDUM

TO: Michael Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

FROM: Pamela Riggs-Gelasco, Chair, Department of Chemistry and Biochemistry

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 7, 2016

SUBJECT: Credentials for Chemistry and Biochemistry

Per your request, this memo serves to address the credential standards for faculty teaching in the Department of Chemistry and Biochemistry at the College of Charleston.

The College of Charleston offers a BA and BS in Chemistry and a BS in Biochemistry. The CHE-assigned CIP code for Chemistry is 40.0501 and for Biochemistry is 40.0599, and the primary course acronym for all of these programs is CHEM. As Chair of the Department of Chemistry and Biochemistry, I serve as the academic program director. Please note that both the Biochemistry and Chemistry BS degrees are certified by the American Chemical Society; in particular, the “Biochemistry” degree is certified as a Chemistry degree by the American Chemical Society.

For the purposes of faculty credentials, the degree level that is considered terminal for this program is a Ph.D. in Chemistry or Biochemistry including:

- Chemistry, which includes:
  - 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

- Biochemistry, which includes:
  - 26.0202) Biochemistry
  - 26.0205) Molecular Biochemistry

In addition to “Chemistry” or “Biochemistry”, the following graduate fields of study are also appropriate for the teaching discipline of chemistry or biochemistry at the College of Charleston:

- Pharmaceutics and Drug Design, 51.2003,
- Molecular Pharmacology, 26.1002,
- Materials Chemistry, 40.1002.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

[Signature]
Approved

June 6, 2016

0/22/2016
MEMORANDUM

TO: Mike Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

FROM: Sebastian van Delden, Chair, Department of Computer Science
      Tony LeClerc, Director, Graduate Program in Computer and Information
      Sciences

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
      Anastasia Gilpatrick, Academic Affairs

DATE: January 7, 2016; updated June 20, 2016

SUBJECT: Credentials for Faculty in Computer Science Department

Per your request, this memo serves to address the credential standards for faculty teaching in the
computer science department at the College of Charleston.

The College of Charleston offers five computing-related degrees in the Department of Computer Science.
Dr. van Delden, Chair of the Department of Computer Science, and Dr. LeClerc, Director of the
Computer and Information Sciences graduate program serve as the academic program directors for these
programs. The CHE-assigned CIP codes and primary course prefixes are as follows:

<table>
<thead>
<tr>
<th>College of Charleston Degree</th>
<th>CHE-Assigned CIP Code</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS in Computer Science</td>
<td>11.0101</td>
<td>CSCI</td>
</tr>
<tr>
<td>BA in Computer Science</td>
<td>11.0101</td>
<td>CSCI</td>
</tr>
<tr>
<td>BS in Computer Information Systems</td>
<td>11.0401</td>
<td>INFS</td>
</tr>
<tr>
<td>BA in Computing in the Arts</td>
<td>11.0899</td>
<td>CITA</td>
</tr>
<tr>
<td>MS in Computer and Information Sciences</td>
<td>11.0701</td>
<td>CSIS</td>
</tr>
</tbody>
</table>

The department also participates in the College of Charleston’s interdisciplinary BS in Data Science, with
CHE-assigned CIP 11.0199 and primary course prefixes DATA, MATH, and CSCI. Credentialing for
MATH courses is addressed in the Department of Mathematics memorandum, while credentialing for
DATA and CSCI are addressed here.

For the purposes of faculty credentials, the degree level that is considered terminal for the above listed
degree programs and course prefixes (with the exception of MATH) is a **Ph.D. in Computer Science** or
**Information Sciences** including:

- 11.0101) Computer and Information Sciences, General
- 11.0102) Artificial Intelligence
- 11.0103) Information Technology
- 11.0104) Informatics
- 11.0199) Computer and Information Sciences, Other
- 11.0401) Information Sciences/Studies

In addition to “Computer and Information Sciences,” other graduate fields of study appropriate for
teaching in Computer Science at the College of Charleston include:
• Data Modeling/Warehousing and Database Administration (11.0802)
• Computer Graphics (11.0803)
• Modeling, Virtual Environments and Simulation (11.0804)
• Computer Systems Networking and Telecommunications (11.0901)
• Computer and Information Systems Security/Information Assurance (11.1003)
• Computer Engineering, General (14.0901)
• Computer Software Engineering (14.0903)
• Computer Engineering Technologies/Technicians (15.1201)
• Computer Technology / Computer Systems Technology (15.1202)
• Computer Software Technology (15.1204)
• Computational Mathematics (27.0303)
• Computational and Applied Mathematics (27.0304)
• Computational Science (30.3001).

For baccalaureate computer science courses, faculty colleagues with a graduate degree in one of the above fields of study should not require a separate statement of alternative qualifications. For graduate computer science courses, faculty colleagues with a Ph.D. in one of the above fields of study should not require a separate statement of alternative qualifications.

Approved.

M. Lee
8/22/2016

[Signature]
8/22/16
TO: Michael Auerbach, Dean, School of Sciences and Mathematics
    Jerold Hale, Dean, School of Humanities and Social Sciences
    Brian McGee, Provost

FROM: Tim Callahan, Program Director, Environmental Studies

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 8, 2016; updated May 12, 2016; revised May 22, 2016

SUBJECT: Credentials for Environmental Studies faculty

Per your request, this memo serves to address the credential standards for faculty teaching graduate-level Environmental Studies at the University of Charleston, SC at the College of Charleston.

The University of Charleston, SC at the College of Charleston offers the M.S. Degree in Environmental Studies. The CIP code for this program is 03.0103 and the primary course acronym is EVSS. This program has been designed to provide students with an appreciation of the interdisciplinary nature of environmental problems with coursework in both Policy and Science. As an interdisciplinary program, the MES program is not housed in a single academic department at the College of Charleston. Instead, six departments (Biology, Geology and Environmental Geosciences, Mathematics, Physics and Astronomy, Political Science, and Economics) contribute core and elective coursework and faculty time to the program. Faculty from many other departments and off-campus institutes and agencies are an invaluable part of the program as well.

For the purposes of faculty credentials, the degree that is considered terminal for this program is the Ph.D. in Environmental Studies (03.0103). In addition to "Environment Studies," a Ph.D. in any the following disciplines is considered a terminal degree and appropriate for teaching EVSS courses at the College of Charleston:

- Natural Resources Conservation and Research, including
  - 03.0101) Natural Resources/Conservation, General
  - 03.0104) Environmental Science.

Faculty colleagues holding a Ph.D. in one of these graduate fields of study should not require a separate statement of alternative qualifications.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching EVSS courses with a focus in science or statistics (in Biology (including Marine Biology), Geology, Physics and Statistics/Research Methods) is a terminal degree in the corresponding discipline. Please see the credentials memos for these programs for a list of equivalent disciplines and CIP codes.

For the purposes of faculty credentials, the degree level that is considered terminal for teaching EVSS courses with a focus in law (including, but not limited to Environmental Law and Regulatory Policy, Special Topics: Wildlife Law, Administrative Law, Natural Resource Law and Policy, Land Use Law) is a J.D. in Energy, Environment, and Natural Resources Law (22.0207) or a J.D. in law with 18 or more graduate hours in environmental studies, environmental science, or natural resources/conservation, general.
For the purposes of faculty credentials, the degree level that is considered terminal for teaching EVSS courses with a policy focus (including, but not limited to Public Policy, Environmental Policy, Perspectives on Public Administration) is a Ph.D. in Public Administration (44.0401), Political Science (45.1001), or Public Policy (44.0501) with 18 or more graduate hours in energy, environment, and natural resources law; environmental studies; environmental science; or natural resources/conservation, general.

Approved.

McGee
8/22/2016

[Signature]
MEMORANDUM

TO: Michael Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

FROM: Mitchell Colgan, Chair, Department of Geology and Environmental Geosciences

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: January 8, 2016

SUBJECT: Credentials for Geology and Environmental Geosciences

Per your request, this memo serves to address the credential standards for faculty teaching Geology and Environmental Geosciences at the College of Charleston.

The College of Charleston offers BA and BS degrees in Geology. The CHE-assigned CIP code for these degrees is 40.0601, and the major acronym is GEOL. The Chair of the Department of Geology and Environmental Geosciences, Dr. Mitchell Colgan, serves as the academic program director.

For faculty credentialing purposes, the degree level considered terminal for these programs is a Ph.D. in Geological and Earth Sciences/Geosciences (40.06) including:

- 40.0601) Geology/Earth Science, General
- 40.0602) Geochemistry
- 40.0603) Geophysics and Seismology
- 40.0604) Paleontology
- 40.0605) Hydrology and Water Resources Science
- 40.0606) Geochmistry and Petrology
- 40.0607) Oceanography, Chemical and Physical
- 40.0699) Geological and Earth Sciences/Geosciences, Other.

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

[Signatures with dates]
TO Michael Auerbach, Dean, School of Sciences and Mathematics
Brian McGee, Provost

FROM: Robert Mignone, Chair
Department of Mathematics

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

DATE: December 21, 2015

SUBJECT: Credentials for Mathematics Faculty

Per your request, this memo serves to address the credential standards for faculty teaching Mathematics at the College of Charleston.

The College of Charleston offers the B.S., B.A., A.B. and Minor in Mathematics. The CHE-assigned CIP code for these programs is 27.0101, and the primary course acronym is MATH. The B.S. degree includes the following tracks: Actuarial, Applied, Pure, Statistics, and Teacher Education. As Chair of the Department of Mathematics, I serve as the academic program director.

The College also offers graduate certificates in Statistics and in Operations Research and an M.S. in Mathematical Sciences. The CHE-assigned CIP code for these programs is 27.0101, and the primary course acronym is MATH.

For the purposes of faculty credentials, the degree level that is considered terminal for these programs is a Ph.D. in Mathematics (27.01) including:
- 27.0101) Mathematics, General
- 27.0102) Algebra and Number Theory
- 27.0103) Analysis and Functional Analysis
- 27.0104) Geometry/Geometric Analysis
- 27.0105) Topology and Foundations
- 27.0199) Mathematics, Other.

In addition to “Mathematics,” other graduate fields of study appropriate for the teaching of Mathematics at the College of Charleston include:
- Applied Mathematics including:
  - 27.0301) Applied Mathematics, General
  - 27.0303) Computational Mathematics
  - 27.0304) Computational and Applied Mathematics
  - 27.0305) Financial Mathematics
  - 27.0306) Mathematical Biology
  - 27.0399) Applied Mathematics, Other
- Operations Research

While the assignment of faculty to courses is handled on a course-by-course basis, faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications for teaching baccalaureate-level courses in MATH. Similarly, faculty colleagues holding a Ph.D. in one of these graduate fields of study should not require a separate statement of alternative qualifications.

For the purposes of faculty credentials, an additional degree that is considered terminal for teaching MATH courses with a statistics or probability focus (including but not limited to Statistical Methods, Mathematical Statistics, Statistical Learning, Bayesian Statistical Modeling, and Statistical Consulting) is a Ph.D. in:
• Statistics including:
  o 27.0501) Statistics, General
  o 27.0502) Mathematical Statistics and Probability
  o 27.0503) Mathematics and Statistics

While the assignment of faculty to courses is handled on a course-by-course basis, faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications for teaching baccalaureate-level courses MATH courses that have a focus in statistics or probability. Similarly, faculty colleagues holding a Ph.D. in one of these graduate fields of study should not require a separate statement of alternative qualifications for teaching MATH courses that have a focus in statistics or probability.
MEMORANDUM

TO: Michael Auerbach, Dean, School of Sciences and Mathematics  
Brian McGee, Provost

FROM: Jon Hakkila, Associate Dean, Graduate School  
Professor, Department of Physics and Astronomy

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs  
Narayanan Kuthirummal, Chair, Department of Physics and Astronomy

DATE: January 8, 2016

SUBJECT: Credentials for Physics and Astronomy

Per your request, this memo serves to address the credential standards for faculty teaching in the Department of Physics and Astronomy at the College of Charleston.

The College of Charleston offers BA and BS degrees in Physics, a BA degree in Astronomy and a BS in Astrophysics. The physics degree includes concentrations in Energy Production, Computational Neuroscience, and Meteorology. The department also offers minors in Astronomy, Physics, Biomedical Physics, and Meteorology. The CHE-assigned CIP code for general Physics is 40.0801, and the major acronym is PHYS. The CHE-assigned CIP code for Astronomy is 40.0201, and the CHE-assigned CIP code for Astrophysics is 40.0202. The major acronym used for both Astronomy and Astrophysics courses is ASTR. The Chair of the Department of Physics and Astronomy, Dr. Narayanan Kuthirummal, serves as the academic program director.

For faculty credentialing purposes, the degree level considered terminal for these programs is a Ph.D. in Physics, Astronomy, or Astrophysics including:

- **40.08) Physics**
  - 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
  - 40.0808) Condensed Matter and Materials Physics
  - 40.0809) Acoustics
  - 40.0810) Theoretical and Mathematical Physics
  - 40.0899) Physics, Other

- **40.02) Astronomy and Astrophysics**
  - 40.0201) Astronomy
  - 40.0202) Astrophysics
  - 40.0203) Planetary Astronomy and Science
  - 40.0299) Astronomy and Astrophysics, Other.

However, due to the breadth of physics specializations, several additional terminal degrees satisfy appropriate sub-disciplinary qualifications. Thus, in addition to “Physics”, “Astronomy”, and “Astrophysics,” a list of graduate fields of study appropriate for the teaching discipline of physics, astronomy, atmospheric physics, and/or computational neuroscience at the College of Charleston also includes:

- Atmospheric Sciences and Meteorology, 40.0401
- Atmospheric Physics and Dynamics, 40.0403
- Geophysics and Seismology, 40.0603
- Physical Chemistry, 40.0506
- Materials Science, 40.1001, with 18 or more graduate hours in Physics
• Oceanography, Chemical and Physical, 40.0607, with 18 or more graduate hours in Physics

Faculty colleagues for whom the highest degree lists one of these graduate fields of study should not require a separate statement of alternative qualifications.

Approved.

Jim
Mc Gee

8/27/2016

Mary Shanks

8/27/16
MEMORANDUM

To: Michael Auerbach, Dean, School of Sciences and Mathematics
    Brian McGee, Provost

From: John Peters, Director, M.Ed. in Science and Mathematics for Teachers

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Anastasia Gilpatrick, Academic Affairs

Date: 12 January 2016

Re: Faculty Credentials

The College of Charleston offers an M.Ed. in Science and Mathematics for Teachers. The CHE-assigned CIP code for this program is **13.1399**, and the primary course acronyms are **EDFS** and **SMFT**. I serve as the academic program director.

The degree level that is considered terminal for teaching **EDFS** courses is described in the credentialing memorandum for the Department of Teacher Education programs.

The degree level that is considered terminal for teaching **SMFT** courses is a Ph.D. or Ed.D. in an appropriate discipline, including the following disciplines in **Teacher Education and Professional Development, Specific Subjects (13.13)**:

- Mathematics Teacher Education (13.1311)
- Science Teacher Education/General Science Teacher Education (13.1316)
- Biology Teacher Education (13.1322)
- Chemistry Teacher Education (13.1323)
- Physics Teacher Education (13.1329)
- Earth Science Teacher Education (13.1337)
- Environmental Education (13.1338).

For **SMFT** courses with a focus in a particular disciplinary content area, faculty may also be credentialed in accordance with the memorandum in place for that discipline:

<table>
<thead>
<tr>
<th>SMFT course area</th>
<th>Primary discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics courses</td>
<td>MATH</td>
</tr>
<tr>
<td>Biology courses</td>
<td>BIOL</td>
</tr>
<tr>
<td>Chemistry courses</td>
<td>CHEM</td>
</tr>
<tr>
<td>Physics courses</td>
<td>PHYS</td>
</tr>
<tr>
<td>Earth science courses</td>
<td>GEOL</td>
</tr>
<tr>
<td>Space science courses</td>
<td>ASTR</td>
</tr>
<tr>
<td>Capstone, Special Topics, and Independent Study</td>
<td>Credentialing based on sub-title</td>
</tr>
</tbody>
</table>

Faculty colleagues with a Ph.D. that meet these credentialing guidelines should not require a separate statement of alternative qualifications.

[Signature]

Approval

8/20/16
TO: Brian McGee, Provost

Lynne Ford, AVP Academic Experience

FROM: Chris Korey, Director, First-Year Experience

CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs

Anastasia Gilpatrick, Coordinator, Academic Affairs

DATE: June 23, 2016

SUBJECT: First Year Experience Faculty Credentials

Per your request, this memo serves to address the credential standards for faculty teaching First-Year Experience (FYE) courses at the College of Charleston.

The First-Year Experience is an academic program designed to fully integrate new students into the academic and cultural community of the College of Charleston. All of the courses give new students an opportunity to work closely with top-level faculty, to meet other new students at the beginning of the school year, smooth their transition to college, and provide them with the skills that will help them succeed throughout their academic careers. Fostering these connections and skills in the first year is crucial to success at the College, graduation, and beyond.

The College of Charleston does not offer a major or minor in FYE. The First-Year Experience course acronyms are FYSE, FYSM, FYSR, and FYET. As Director of First-Year Experience, I serve as the academic program director.

For the purposes of faculty credentials, First-Year Experience courses are assigned a specific College of Charleston academic department or program and a CIP code based on the course content. The faculty member(s) teaching each FYE course must be credentialed to teach in the corresponding specified academic program, in accordance with the memorandum in place for that program. Departments that encompass two or more academic programs, such as German and Russian Studies, have two or more CIP codes associated with their corresponding programs. In those cases, the FYE course title and description will be examined in order to identify the discipline in which the faculty member must be credentialed.

Below is a list of FYE courses, along with their corresponding academic program. Any changes or additions to this list are submitted to the Office of the Registrar and Provost each term.

<table>
<thead>
<tr>
<th>FYSE Course</th>
<th>Corresponding College of Charleston Department or Academic Program</th>
<th>Associated Prefixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYSE 101</td>
<td>Accounting</td>
<td>ACCT</td>
</tr>
<tr>
<td>FYSE 102</td>
<td>African-American Studies</td>
<td>AAST</td>
</tr>
<tr>
<td>FYSE 103</td>
<td>Anthropology</td>
<td>ANTH</td>
</tr>
<tr>
<td>FYSE 104</td>
<td>Archaeology</td>
<td>ARCH</td>
</tr>
<tr>
<td>FYSE 105</td>
<td>Art History</td>
<td>ARTH</td>
</tr>
<tr>
<td>FYSE 106</td>
<td>Arts Management</td>
<td>ARTM</td>
</tr>
<tr>
<td>FYSE 107</td>
<td>Asian Studies</td>
<td>ASST</td>
</tr>
<tr>
<td>FYSE 108</td>
<td>Biology</td>
<td>BIOL</td>
</tr>
<tr>
<td>FYSE 109</td>
<td>Chemistry</td>
<td>CHEM</td>
</tr>
<tr>
<td>FYSE 110</td>
<td>Classics</td>
<td>CLAS</td>
</tr>
<tr>
<td>FYSE 111</td>
<td>Communication</td>
<td>COMM</td>
</tr>
<tr>
<td>FYSE 112</td>
<td>Computer Science</td>
<td>CSCI, INFS, CITA</td>
</tr>
<tr>
<td>FYSE 113</td>
<td>Economics</td>
<td>ECON</td>
</tr>
<tr>
<td>FYSE 114</td>
<td>English</td>
<td>ENGL</td>
</tr>
<tr>
<td>FYSE Course</td>
<td>Corresponding College of Charleston Department or Academic Program</td>
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<tr>
<td>FYE/FYET 169</td>
<td>Interdisciplinary (Faculty teaching this course will be credentialed in the discipline(s) associated with the specific section, and alternative qualifications will be documented, as needed.)</td>
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<td>FYE/FYET 176</td>
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</table>

For FYE courses that are not listed above, an academic program has not been assigned. FYE courses that are not associated with a single academic program should be credentialed via alternative qualifications. These cases are typically interdisciplinary courses that are associated with two or more disciplines. In cases where this memorandum specifies differing qualifying credentials based on course content, the FYSE course subtitle and content are used to discern the qualifying disciplines.
TO: Brian McGee, Provost
FROM: Trisha Folds-Bennett, Dean of the Honors College
CC: Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
     Anastasia Gilpatrick, Coordinator, Academic Affairs
DATE: August 5, 2016
SUBJECT: Faculty Credentials for teaching Honors courses

Per your request, this memo serves to address the credential standards for faculty teaching Honors (HONS) courses at the College of Charleston. As Dean of the Honors College, I serve as the academic program director.

The College of Charleston does not offer a major or minor in Honors. The Honors College is a living-learning community that offers honors level courses all taught under the HONS prefix.

- As freshmen, honors students enroll in HONS 100, Beyond George Street (1 credit), an Honors College's version of a first-year experience course, HONS 110, Honors Academic Writing (4 credits), and one additional HONS elective.
- Honors students complete about one-third of their coursework in Honors. Offerings that meet this requirement are taught as HONS courses, many of which are aligned with a College of Charleston academic discipline as described below.
- Honors students are required to take HONS 121, 122, 131, and 132, our twelve credit hour Honors Colloquium in Western Civilization, which is described below. In addition, they must take at least one HONS interdisciplinary course (HONS 380, 381, 382), which are offered as special topics seminars.
- Finally, honors students must complete an independent study or internship either within the student's department or under an HONS prefix and a Bachelor's Essay (typically coded as a departmental course, but which can also be completed as HONS 499).

Alignment of HONS courses with College of Charleston academic programs

For the purposes of faculty credentials, many Honors courses are aligned with a specific College of Charleston academic program and a CIP code based on the course content. For these courses, the assigned faculty member(s) must be credentialed to teach in the corresponding specified academic program, in accordance with the memorandum in place for that program. Below is a list of the standing HONS courses, the comparable non-honors course (where relevant), and the corresponding academic program. Any changes or additions to this list are submitted to the Office of the Registrar and Provost each term.

For HONS courses that are not listed here, an academic program has not been assigned. These courses are typically special topic or interdisciplinary courses. For special topic courses, when an appropriate College of Charleston academic program (i.e. discipline) can be clearly discerned from the course sub-title and the faculty member is formally credentialed to teach in that discipline, then no additional credentialing is required for the HONS course. Otherwise, additional documentation of credentials is required. Credentialing of faculty is similar for the interdisciplinary HONS courses, recognizing that these often require statements of alternative qualifications.

### HONS Course Alignments:

<table>
<thead>
<tr>
<th>Honors Course</th>
<th>Non-Honors Comparable Course</th>
<th>Academic Discipline</th>
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<tbody>
<tr>
<td>HONS 110, Honors Academic Writing</td>
<td>ENGL 110, Introduction to Academic Writing</td>
<td>ENGL</td>
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<tr>
<td>HONS 115, Honors Calculus</td>
<td>MATH 120, Introductory Calculus</td>
<td>MATH</td>
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<tr>
<td>HONS 151, Honors Biology</td>
<td>BIOL 111, Introduction to Cell and Molecular Biology</td>
<td>BIOL</td>
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<tr>
<td>HONS 151L, Honors Biology I Lab</td>
<td>BIOL 111L, Introduction to Cell and Molecular Biology Lab</td>
<td>BIOL</td>
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<tr>
<td>Honors Course</td>
<td>Non-Honors Comparable Course</td>
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<tr>
<td>HONS 152, Honors Biology II</td>
<td>BIOL 112, Evolution, Form, and Function of Organisms</td>
<td>BIOL</td>
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<tr>
<td>HONS 152L, Honors Biology II Lab</td>
<td>BIOL 112L, Evolution, Form, and Function of Organisms Lab</td>
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<tr>
<td>HONS 155, Honors Geology I</td>
<td>GEOL 103, Environmental Geology</td>
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<td>GEOL 103L, Environmental Geology Laboratory</td>
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<td>HONS 156, Honors Geology II</td>
<td>GEOL 105, Earth History</td>
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<td>GEOL 105L, Earth History Laboratory</td>
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<tr>
<td>HONS 157, Honors Physics I</td>
<td>PHYS 111, General Physics I</td>
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<td>PHYS 112L, General Physics II Lab</td>
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<td>HONS 163, Honors Psychology</td>
<td>PSYC 103, Introduction to Psychological Science</td>
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<td>HONS 166, Honors World Politics</td>
<td>POLI 103, World Politics</td>
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<td>HONS 167, Introduction to Sociology</td>
<td>SOCY 101, Introduction to Sociology</td>
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<td>HONS 170, Honors Introduction to Philosophy</td>
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<td>HONS 173, Introduction to International Studies</td>
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<td>HONS 175, Approaches to Religion</td>
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<td>HONS 191, Honors Chemical Principles: Atoms to Molecules</td>
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<td>HONS 191L, Honors Chemical Principles Laboratory: Investigations of Atomic and Molecular Theory</td>
<td>CHEM 111L, Principles of Chemistry Laboratory</td>
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<td>HONS 200, Honors Economics I</td>
<td>ECON 200, Principles of Microeconomics</td>
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<td>HONS 203, Honors Financial Accounting</td>
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<td>HONS 204, Honors Managerial Accounting</td>
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<td>HONS 205, Entrepreneurship Theory and Practice</td>
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<td>BLAW 205, Legal Environment of Business</td>
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<td>HONS 211, Honors Economics II</td>
<td>ECON 201, Principles of Macroeconomics</td>
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<td>HONS 214, Honors Business Statistics</td>
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<td>HONS 216, Conceptual Tour of Contemporary Mathematics</td>
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<td>HONS 293L, Honors Organic Chemistry Laboratory: Reactions and Applications of Organic Compounds in Materials Science and Biology</td>
<td>CHEM 232L, Organic Synthesis and Analysis</td>
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<td>Honors Course</td>
<td>Non-Honors Comparable Course</td>
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<td>HONS 294, Honors Chemical Principles: Mathematical Treatment of Equilibrium</td>
<td>CHEM 112, Principles of Chemistry</td>
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<td>and Kinetics, Introduction to Nuclear Chemistry</td>
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<tr>
<td>HONS 294L, Honors Chemical Principles Laboratory: Mathematical Treatment of</td>
<td>CHEM 112L, Principles of Chemistry Laboratory</td>
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<td>Equilibrium and Kinetics, Introduction to Nuclear Chemistry</td>
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Honors Western Civilization sequence

The Honors College has specific faculty credentialing standards for HONS 121-122 and 131-132, our Honors Colloquium in Western Civilization. This twelve-credit-hour two-semester course sequence is an interdisciplinary colloquium that examines the development of Western civilization from its origins in the ancient near East through the Renaissance and Reformation. Together, HONS 121 and 131 count towards six (6) semester credit-hours of the general education requirement in history, while HONS 122 and 132 count towards six (6) credit hours of general education in the humanities. Students enroll in a combined lecture section team-taught by 6-8 faculty and then a discussion section co-instructed by two of these faculty members, pairing one academic historian with one scholar possessing humanities expertise in each discussion section. On each team of faculty members, half must have academic credentials in history, as specified in the credentials memorandum for HIST courses.

The other half of the faculty team consists of faculty members with academic credentials in the humanities. These include one faculty member with a degree in philosophy or religion, one faculty member with a degree in literature (within English, Hispanic Studies, German, French, and Asian languages and literature), and one faculty member with a degree in the arts (art history, theatre, dance, musicology, studio art, or philosophy with a specialization in aesthetics).

This model ensures that every student in the course is enrolled in a discussion section with one credentialed history faculty member and one credentialed humanities faculty member.