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To: The University Community

CC: Dana Fohl, J.D., Vice President of Compliance & University Counsel
Dr. Sara Zeigler, Provost & Senior Vice President for Academic Affairs
David T. McFaddin, Ed.D., President

FROM: Ethan Durham, M.P.A, Manager of Policy and Board Operations

DATE: March 4, 2026

RE: Notice of Comment Period: Academic Regulation 4.6.1ACR, Determining Qualifications for Faculty Teaching Credit-Bearing Courses

MEMORANDUM

Substantive revisions to Academic Regulation 4.6.1ACR, Determining Qualifications for Faculty Teaching Credit-Bearing Courses, have been drafted and are being posted for the required ten-business-day public comment period in accordance with [University Policy 1.1.1, Policy on Policies and Regulations](#). The comment period will begin Wednesday, March 4, 2026, and will remain open until the close of business Tuesday, March 24, 2026.

The drafting team began work during Fall 2025 and completed the proposed revisions in early 2026. The drafting team included: Ida Kumoji-Ankrah; Dr. Tim Holt; Dr. Steve Barracca; Dr. Melissa Dieckmann; Dr. Beth Polin; Dr. Lisa Jones; Assistant Dean Dr. Julie Rutland; Dr. Shijin Kozhumal; and Dr. Matthew Sabin.

A draft of the revised regulation is attached for review. The original version of the regulation for comparison may be found linked [here](#) or on the University Policy website.

I. Summary of Revisions

The proposed revisions update the regulation to clarify faculty qualification standards, modernize procedural language, and update institutional practices to follow guidance from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The revisions also clarify documentation requirements and internal approval procedures related to faculty credentials.

A. Clarification of Faculty Qualification Determinations (Statement Section)

The Statement section has been revised to clarify how faculty qualifications are determined and approved. The draft specifies that the initial determination of qualifications occurs at the hiring department level and that qualifications must be reflected in the Faculty Credentials and Qualifications Matrix. Final approval remains with the department, College Dean, and Provost.

B. Updates to Minimum Academic Credential Requirements (Criteria for Faculty Qualifications)

The Criteria for Faculty Qualifications section updates and simplifies the language describing minimum academic credentials for teaching assignments. Faculty teaching undergraduate courses must hold a doctorate

or master's degree in the teaching discipline or a relevant field, or a master's degree with a concentration in the teaching discipline, typically interpreted as a minimum of 18 graduate semester hours in that discipline.

The draft removes certain legacy distinctions previously included in the policy, including the separate category for developmental course instruction. The section also clarifies requirements for graduate instruction, specifying that faculty teaching graduate courses must hold a terminal degree in the teaching or relevant discipline, with limited exceptions for clinical, practicum, studio, or internship courses where appropriate professional licensure or leadership experience is present.

C. Clarification of Secondary Instructor and Teaching Assistant Requirements (Criteria for Faculty Qualifications)

Language related to secondary instructors and teaching assistants serving as instructor of record has been clarified. Secondary instructors must possess at least 18 graduate hours in the teaching discipline or a bachelor's degree in the teaching or relevant field and must operate under the direct, documented supervision of a qualified faculty member, including periodic evaluation. Teaching assistants serving as instructor of record must hold a master's degree in the discipline or at least 18 graduate hours in the teaching field and must participate in appropriate supervision and training.

D. Formalization of the Justification Process for Faculty Not Meeting Minimum Academic Credentials (Justifications Section)

The draft formalizes the process used when faculty do not meet minimum academic credential standards. Departments must submit a Justifications for Faculty Not Meeting Minimum Academic Credentials Form before assigning such faculty to teach. The form documents the faculty member's professional qualifications and supporting evidence of expertise.

The justification must be approved by the Department Chair, College Dean, Dean of the Graduate School (when applicable), and the Provost prior to the faculty member being assigned to teach.

E. Clarification of Terminal Degree Determinations (Procedures Section)

The Determining Terminal Degrees subsection clarifies that departments must identify terminal degrees for their disciplines through Promotion and Tenure policies and the Faculty Credentials and Qualifications Matrix. Departments must provide written justification to the College Dean and the Provost, and the Office of Academic Affairs will review terminal degree designations every three years.

F. Addition of an Appeals Process (Appeals Section)

A new Appeals section establishes a process for challenging faculty qualification determinations. A Department Chair may appeal a qualification decision within five days by submitting supporting documentation to the Dean and the Provost. The Provost will review the materials and issue a final determination.

G. Updates to Ongoing Compliance Monitoring (Ongoing Determination of Qualifications)

The Ongoing Determination of Qualifications section clarifies institutional responsibility for maintaining compliance with faculty credential standards. Academic colleges, with support from the Office of the Provost, will monitor teaching assignments and initiate the justification process when faculty qualifications require additional review.

H. Updates to Definitions and Documentation Standards (Definitions Section)

Several definitions have been revised to improve clarity and precision. The draft introduces a definition for “Day,” referencing KRS 446.030, to clarify how time periods are calculated. The Documentation of Qualifications definition has also been expanded to include examples such as official transcripts, curriculum vitae, licenses, certifications, documentation of teaching effectiveness, and relevant scholarly or professional achievements.

II. Comment Period and Vetting

In accordance with Policy 1.1.1, these proposed revisions are submitted to the University community for review during the public comment period. As required, the President’s Cabinet, Provost’s Cabinet, Staff Council, and Executive Committee of the Faculty Senate are being notified of this posting. All comments received will be routed to the appropriate stakeholders for consideration prior to finalization.

Comments should be submitted directly through the [public comment form](#) on the [EKU Policy Website](#). If you have any questions, please reach out to the Office of University Counsel.