

1. Faculty Credentials.

CSC is committed to providing high quality instruction to our students. Faculty with instructional responsibilities must be appropriately credentialed and possess minimum required degrees.

The Higher Learning Commission (HLC) expects that all accredited institutions follow a set of practices shared by institutions of higher learning in the United States. HLC refers to them as “Assumed Practices,” and in general they are matters to be determined as facts, as opposed to matters requiring professional judgment. HLC considers them unlikely to vary by institutional context or mission. The policy outlined below is in keeping with HLC’s Assumed Practice on Qualified Faculty Requirements.

a. Qualified faculty members are identified primarily by academic credentials. Other factors, including equivalent and tested experience, may be considered by CSC in determining whether a faculty member possesses the expertise necessary to teach in a specific discipline. Faculty members possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. Teaching faculty hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Equivalent and Tested Experience

b. When faculty members are employed based on equivalent and tested experience, CSC defines a minimum threshold used in the appointment process.

A faculty member teaching courses in a foreign language may demonstrate their qualification and expertise through a nationally recognized rating of proficiency in the foreign language.

The Equivalent/Tested Experience rubric of the School of the Art Institute of Chicago will guide CSC in determining qualifications for faculty teaching the Applied Arts or Performing Arts who do not have a Master’s Degree or 18 hours of graduate study.

To qualify for teaching in the Applied Arts, a faculty member will have tested experience outside of the academic realm in the form of three years of relevant professional work experience and either three publications of articles or works *or* ten Lectures/Presentations, including invited Conferences/Events.

To qualify for teaching in the Performing Arts, a faculty member will have tested experience outside of the academic realm in the form of three years of relevant professional work experience and either three publications of articles /essays/chapters in books) *or* ten Performances/Exhibitions/Screenings.

The Department\Division Chair will determine whether such tested experience is sufficient to demonstrate that the faculty member has the expertise necessary to teach students in the respective discipline.

The Chair will ensure that the tested experience that qualifies a faculty to teach is documented in some form so that the Academic Dean can include it in the faculty member's file.