

FACULTY COURSE ROSTERS

PURPOSE

The purpose of Faculty Course Rosters is to document what qualifications a faculty member possesses that makes him/her qualified to teach a particular course. SACS accreditation standards require faculty to possess a terminal degree; or a Master's degree that includes 18 credit hours in the field in which they are teaching; or an equivalent combination of education, teaching experience and professional experience.

FORMS

- *Instructions (published by SACS)*
<http://www.sacscoc.org/pdf/FACULTY%20ROSTER%20INSTRUCTIONS.pdf>
- *Faculty Roster Template*
<http://www.uncsa.edu/vcprovost/academicadministration.htm>
- *Faculty Credentials (published by SACS)*
<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

PROCEDURE

When completing rosters, it is important to show the link between the course the instructor is teaching and their education for experience. What education/experience do they possess that qualifies them to teach a particular course? The form instructions published by SACS (see above) provide helpful guidance in the type of information to include on the roster.

Independent Studies courses should be listed on a separate form apart from regular courses. The same information is required as a regular course.

The dean must sign the form indicating certification of the faculty credentials. Faculty Course Rosters should be posted in the appropriate folder in the [SACS and GA Documents folder](#) on superman by the following due dates:

- Fall term – October 1
- Spring term – February 1