



**SAINT LOUIS
UNIVERSITY**

— EST. 1818 —

SCHOOL FOR
PROFESSIONAL STUDIES

3840 Lindell Blvd.
St. Louis, MO 63108

P 314-977-2330
F 314-977-2333

www.slu.edu

Faculty Qualifications Policy

School for Professional Studies – Saint Louis University

Scope

This policy describes the qualifications necessary to serve as an instructor for courses offered by the School for Professional Studies (SPS). This policy applies to all individuals seeking to teach a course offered by SPS who are not Saint Louis University faculty members. Individuals seeking to teach for SPS and who have been hired by Saint Louis University within the last two years to serve as an instructor must meet at least one of the minimum qualifications noted in this policy. Documentation already submitted by these individuals to the University will be reviewed by the program Director and the SPS Associate Dean in lieu of the review process stated in this policy.

Minimum Qualifications

Minimum qualifications for new instructors employed by, or contracting with, SPS are set forth below. Alternative or additional qualifications for specific subject areas may be required at the discretion of the program Director and with the approval of the Associate Dean.

A. School for Professional Studies instructors shall meet one of the following sets of criteria:

1. hold a master's degree in the subject area and have a minimum of three years of recent, relevant, full-time, non-teaching experience, or
2. hold a master's degree in the subject area and have post-secondary teaching experience with demonstrated effectiveness which includes teaching at least 3 courses, or
3. hold a master's degree in a related area and have completed at least 15 semester hours of upper division credit in the subject area and have a minimum of three years of recent, relevant, full-time, non-teaching experience, or
4. hold a master's degree in a related area and have completed at least 15 semester hours of upper division credit in the subject area) and have post-secondary teaching experience with demonstrated effectiveness which includes teaching a minimum of 3 courses, or



**SAINT LOUIS
UNIVERSITY**

— EST. 1818 —

SCHOOL FOR
PROFESSIONAL STUDIES

3840 Lindell Blvd.
St. Louis, MO 63108

P 314-977-2330

F 314-977-2333

www.slu.edu

5. hold a master's degree in a related area and have a minimum of 5 years of recent, relevant, full-time, non-teaching experience the subject area, or

6. hold a master's degree in a related area and hold a license or certification by a licensing or accrediting organization for the subject area.

B. Instructors shall have earned the required academic credentials at a regionally accredited United States institution or a foreign institution having the equivalent of regional accreditation. Instructors with credentials from non-US institutions will have their transcripts evaluated by agencies that have good standing with the National Association of Credential Evaluation Services to establish fulfillment of this standard.

C. If current professional registration, government licensure, certifications, or familiarity with special equipment, processes, or computer software are required, all instructors must continue to maintain such credentials, or reapply for a teaching position demonstrating compliance with the minimum qualifications.

D. In extenuating circumstances, provisional approval may be granted by the Dean for instructors who do not meet the published qualifications. Once granted, provisional approval will apply for up to one year. Application for renewal may be considered.

Review and Approval of Applicants

The Academic Excellence Committee reviews instructor applications. Recommendations for acceptance or denial of each application is provided by the Academic Excellence Committee to the School for Professional Studies Dean.

Policy Revision

Revisions to this policy must be reviewed and approved by the School for Professional Studies Academic Excellence Committee.