1. Each faculty Academic Program Coordinator will identify potential faculty for specific courses and conduct an initial review of their qualifications, and will make recommendations for hire. The Academic Program Coordinator’s review will be based on the course level and description of the specific course, academic degrees earned as documented by official transcript(s), an up-to-date curriculum vita, and documentation in support of other relevant qualifications (e.g., certifications, professional training and experiences, publications, licenses). For each potential instructor/course combination, the faculty Academic Program Coordinator will submit to his or her Division Director a written justification for hiring and all applicable review materials.

2. The Division Director will, in turn, review all materials and the justification, and either approve or deny the Academic Program Coordinator’s recommendation for hire. If the Division Director approves the hiring of the prospective faculty member, the recommendation and all materials will be sent to the Dean's Office for review by the designated credentialing CEHD faculty member. If the Division Director denies the Academic Program Coordinator’s recommendation, all materials will be sent back for clarification and/or additional supporting information. If no further information or supporting documentation is available, the potential faculty member will not be recommended for hire.

3. The designated credentialing CEHD faculty member will review the materials submitted by the Division Director to determine whether the prospective faculty member has met qualification requirements for the proposed course. If the designated credentialing CEHD faculty member approves, the Division Director will be notified that a contract can be generated. Once generated, contracts must be signed by CEHD’s Director of Human Resources, sent by each division to the faculty member, and a signed copy returned to the college for filing in the division. If the designated credentialing CEHD faculty member determines that the prospective faculty member does not have the appropriate qualifications, all materials will be sent back to the respective division for clarification and/or the opportunity to add additional information. If no further information is provided, the Division Director will be notified that the proposal to hire the faculty member was denied.

4. In cases in which the Division Director wishes to appeal the decision of the designated credentialing CEHD faculty member, the Dean or his designee will provide additional review and render a final determination.
Process for Qualifications Review of Full-Time Faculty  
(both fixed-term and tenured/track)

The identification of suitable candidates is conducted by a search committee (rather than the Academic Program Coordinator), which will be tasked with reviewing qualifications and materials germane to the range of potential duties associated with the position. The search committee will make a recommendation to the Dean, in accordance with the recruitment and appointment procedures specified in the George Mason University Faculty Handbook.

1. To assist the Dean in decision-making, the Associate Dean for Student and Academic Affairs (and others as needed) will review individual faculty qualifications for application to a range of potential courses as designated by the Academic Program Coordinator and Division Director. They will verify that the proposed candidate is qualified to teach the entire range of courses identified as potential teaching assignments, advise the Dean of the applicability of the individual candidate’s qualifications, and note any gaps.

2. The Dean (or designee) makes an offer of employment, in accordance with the recruitment and appointment procedures specified in the George Mason University Faculty Handbook.
College of Education and Human Development

Steps to Verify Faculty Credentials/Qualifications

Determine Highest/Terminal Degree Earned in the Discipline

- To teach Undergraduate level (holds doctoral or master's degree in the discipline)
- To teach Master’s level (holds doctoral degree in the discipline or related discipline with 18 credit hours of graduate coursework related to the course content.)
- To teach Doctoral level (holds doctoral degree in the discipline or related discipline with 18 credit hours of graduate coursework related to the course content.)

The specific degrees that map to each of the many disciplines represented in the multidisciplinary College of Education and Human Development are shown in the document titled “Provost’s Degrees Qualified to Teach by Course Prefix.” For some of these mappings, a combination of a research-oriented doctoral degree with a content-relevant Master’s degree is a prototypical fit (e.g., PhD in Curriculum and Instruction with a Master’s degree in Secondary Education; PhD in Education Leadership with a Master’s degree in Special Education). For practitioner-oriented teaching assignments this is analogous to disciplines in which the terminal degree is at the Master’s level (e.g., Social Work, Architecture). It is the responsibility of instructional faculty leaders (Academic Program Coordinators and School/Division Directors) in each disciplinary domain to determine when authentic alignment has been achieved (with review by the CEHD Dean’s Office personnel responsible for ensuring that each instructor has appropriate teaching qualifications).

If instructor has a terminal degree:

A justification for an instructor with a terminal degree specific to the content of the course to be taught can consist of one to two sentences. For example:
Dr. Morgan received a PhD in Kinesiology with a particular emphasis in Exercise Physiology. She has extensive experiences in clinical settings such as 5 years of clinical experience at INOVA Fairfax running peak performance assessments, and four years of experience as a faculty member at Idaho State University.

If instructor does not have terminal degree:

Qualified adjunct faculty can independently teach courses at the undergraduate level. For a doctoral student teaching a graduate course the instructor needs have complete all coursework but dissertation (ABD) and 18 semester hours of graduate level coursework in the teaching discipline, and be hired as a graduate lecturer. For doctoral students teaching as a graduate lecturer there also needs to be evidence of familiarity with the course content through professional experiences. Doctoral students who have a master’s degree in the teaching discipline can teach undergraduate classes independently and teach a master’s level class as a graduate lecturer under the direct supervision of a regular faculty member with in-service training and planned, periodic observations.