FACULTY APPROVAL POLICY AND PROCESS

It is the policy of Fort Hays State University (FHSU) to hire the most qualified instructors available to deliver academic coursework and programming in both traditional and virtual learning environments. Normally, this hiring policy implies that required credentials (academic and professional degrees) are those identified by departments/programs in Chapter 4 of the FHSU Faculty Handbook. In addition to credentials, desired qualifications include teaching and research experience, disciplinary contributions, knowledge of the academy, teaching, research and service interests congruent with the mission of FHSU and an understanding of academic citizenship. In those cases where the academic marketplace, emergency circumstances or short term programming needs condition the availability of applicants and candidates with terminal degrees, departments/programs will make every effort to hire instructors with at least 18 graduate hours in a discipline (North Central regional accreditation requirements), preferably a Master's degree and/or five years of professional experience. The hiring of all faculty must be consistent with the 1990 Americans with Disabilities Act (ADA guidelines) and institutional policy and procedures for personnel searches. Departments/programs are encouraged to solicit vita and resumes from qualified persons to use in case of emergencies, seasonal programming and expanding enrollment. Normally, all faculty who do not possess the terminal degree in their field will be assigned the title of instructor (full- or part-time status). In special cases or where technical expertise is the primary requirement (e.g., desktop publishing, telecommunications, etc.), the chief academic officer in consultation with the dean of the academic college and the department chair can make exceptions to this policy.

Approved by Council of Deans 11/08/00
Approved by President's Cabinet 01/03/01