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**POLICY TITLE:** Faculty Hiring Policy

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**POLICY PURPOSE:** To hire the most qualified instructors available

**BACKGROUND:**

**APPLIES TO:** Faculty

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:**

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 assumes 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 hire faculty who meet the FHSU faculty criteria in alignment with the Higher Learning Commission 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. 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, the VP for Academic Affairs in consultation with the dean of the college and the department chair can make exceptions to this policy. Notice of Non-discrimination – Fort Hays State University is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, genetic information, disability or veteran status.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

FHSU Faculty Handbook, teaching, terminal degree

**RESPONSIBLE  
OFFICE:**

Office of the Provost

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Provost

**ORIGINATION DATE:** 11/08/00

**CHANGE HISTORY:** Approved by President's Cabinet 01/03/01  
Revisions Recommended for Approval by Cabinet 2/25/2026  
Approved by President Mason 3/2/2026

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