Department of Mathematics and Computer Science

Faculty Qualifications Policy

Reason for the Policy

The Faculty Qualifications Policy is stablished to provide requirements and processes for ensuring instructors are qualified to teach in the Department of Mathematics and Computer Science at Webster University. The policy underscores the importance of instructors having appropriate expertise in the subjects they teach. This policy outlines how the Department of Mathematics and Computer Science carefully considers qualifications of all instructional faculty

Minimum Qualifications for Assignment to Courses

Instructors who teach in the Department of Mathematics and Computer Science are expected to demonstrate their qualifications to teach each assigned course in relation to the following criteria:

1. **Instructors should hold specific credentials** (e.g., degree, certification, etc.) in the discipline or subfield of the course. Instructors teaching undergraduate (UNDG) courses should hold a degree at least one above the level at which the course is taught. Instructors teaching graduate (GRAD) courses should hold the terminal degree determined by the discipline *and* have a record of research, scholarship, or achievement appropriate for the program.

    A. Instructors in undergraduate courses coded **COAP** should have the following credentials:
        a. Doctoral degree in computer science or closely related field.
        b. Master's degree in computer science, information technology, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

    B. Instructors in undergraduate courses coded **COSC** should have the following credentials:
        a. Doctoral degree in computer science, computer engineering, software engineering, or closely related field.
        b. Master's degree in computer science, information technology, MIS, software engineering, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

    C. Instructors in undergraduate courses coded **CSIS** should have the following credentials:
        a. Doctoral degree in computer science or closely related field.
        b. Master's degree in computer science, information technology, data analytics, business analytics, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

    D. Instructors in undergraduate courses coded **CSSS** should have the following credentials:
        a. Doctoral degree in computer science, cybersecurity, or closely related field
        b. Master's degree in computer science, information technology, cybersecurity, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

E. Instructors in undergraduate courses coded **MATH** should have the following credentials:
    a. Doctoral degree in mathematics, applied mathematics, or closely related field.
    b. Master's degree in mathematics, applied mathematics, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

F. Instructors in undergraduate courses coded **STAT** should have the following credentials:
    a. Doctoral degree in statistics, mathematics, or applied mathematics, or closely related field.
    b. Master's degree in statistics, mathematics, or applied mathematics, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

G. Instructors in graduate courses coded **COAP** should have the following credentials:
    a. Doctoral degree in computer science or closely related field.
    b. Master's degree in computer science, information technology, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

H. Instructors in graduate courses coded **COSC** should have the following credentials:
    a. Doctoral degree in computer science or closely related field.
    b. Master's degree in computer science, information technology, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

I. Instructors in graduate courses coded **CSIS** should have the following credentials:
    a. Doctoral degree in computer science or closely related field.
    b. Master's degree in computer science, information technology, data analytics, business analytics, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

J. Instructors in graduate courses coded **CSSS** should have the following credentials:
    a. Doctoral degree in computer science, cybersecurity, or closely related field.
    b. Master's degree in computer science, information technology, cybersecurity, or related field with at least 18 credit hours of graduate coursework in the area of teaching responsibility.

2. Instructors who hold a Bachelor's, Master's, or Doctoral degree, or advanced degree in a related discipline but DO NOT meet the minimum threshold for Specific Credentials (as described in #1) should **demonstrate equivalent tested experience** that would be considered relevant for the course.

The Chair of the Department of Mathematics and Computer Science may grant exceptions to the above requirements in the case of:

a. Regular fulltime professors from other departments at Webster University who hold a Doctoral degree in a related field and have provided evidence of academic expertise and teaching competence in the area of teaching responsibility.
b. Adjunct instructors who hold at least a Master's degree in a related discipline and have extensive tested experience outside the classroom that demonstrates special knowledge

and competence related to the area of teaching responsibility. Examples of relevant tested experience for undergraduate instructors could include, but is not limited to:

i. Employment in the field (minimum five years)
ii. Obtaining professional certification in subject area
iii. Extensive research in the subject area
iv. Military training

3. In cases where an instructor will teach a course in a discipline or subfield outside of one's Specific Credential's (#1) and the instructor cannot demonstrate equivalent tested experience (#2), the instructor should have **completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.**

   Instructors will have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Credit hours could be earned in, but not limited to, Computer Science, Software Engineering, Information Technology, Cybersecurity, Mathematics, Statistics, or related field.

4. IN cases where instructors have not met the minimum threshold for the criteria listed above (#1 – 3), **the department must explain and justify decisions to assign individuals to the course(s) taught.** Note that these cases should be rare.

Procedure

The Department Chair (or designees) are charged with reviewing and documenting this process for all tentatively scheduled course prior to the finalization of departmental offerings for a given academic term.