

## C. Faculty Rank and Credentials

Updated February 2014, August 2016, March 2017, August 2022, January 2025, November 2025

Mount St. Joseph University ensures academic integrity in part by establishing policies for academic credentials of all faculty members whose primary responsibility is teaching, including full-time, part-time, adjuncts, dual-credit and temporary instructors. The required credentials for instructors in all programs and courses are established by program directors and department chairs and are in keeping with guidelines set by the Higher Learning Commission. The criteria are reviewed by the Deans of each school who are responsible for verifying that hiring practice are consistent with the established criteria.

### 1. **Administrative Faculty**

The persons holding the positions of President and Provost may belong to the Administrative Faculty by virtue of their positions. Their academic credentials may also qualify them for rank among the Teaching Faculty. If so, the President and/or the Provost will determine the rank and make the appointment with the concurrence of the appropriate academic department.

### 2. **Teaching Faculty**

The Mount has two teaching faculty tracks: tenure and professional. Full-time faculty members at the time of appointments are assigned to either the traditional tenure track, the professional track or issued a term contract. Faculty may negotiate with the Provost for a change to professional track or a tenure track appointment at any time other than when they have been denied tenure. Faculty may change tracks only once with the Provost's approval.

Ranks held by the full-time and pro-rata Tenure Track Teaching Faculty are Instructor, Assistant Professor, Associate Professor, and Professor.

#### a. Term Contract

1. Initial appointment at the rank of **Instructor** requires that the person hold a master's degree in the appropriate discipline from a regionally accredited institution or have accomplishments that are judged to be equivalent. An Instructor who is pursuing a terminal degree will, at the completion of that degree, be given the rank of Assistant Professor by the Provost.

#### b. Tenure Track

1. For initial appointment at the rank of **Assistant Professor**, it is necessary that the individual hold an earned doctorate, or an alternative terminal degree, in the appropriate discipline and from a regionally accredited institution, or be able to complete the degree before the pre-tenure review in the third year.
2. In order for a person to be granted the rank of **Associate Professor** at first appointment, he or she must have the following:

- a. an earned doctorate, or an alternative terminal degree, in the appropriate discipline and from a regionally accredited institution
  - b. held the rank of Associate Professor if moving from another college or university
  - c. a minimum of six years of full-time teaching experience
  - d. demonstrated a combination of effective teaching, established scholarship, and citizenship
3. Initial appointment at the rank of **Professor** requires the credentials for an Associate Professor, except that the rank at a previous institution would have been as Professor and the teaching experience a minimum of nine years. In addition, one would be expected to have established a national reputation in his/her field.
- c. Professional Track: Market driven factors necessitate that we have the option to hire professionally qualified faculty where such faculty are in the best interest of the School and the University. The professional track allows faculty, who have a graduate degree and specific expertise, the possibility of multi-year contracts and promotions in rank as articulated in Section III-G. 2. B. 1-3. Professional faculty should serve at least 3 years at each level before applying for promotion during the 4th year at that level. Criteria for promotion are the same as tenure track for professional competence and academic citizenship, but scholarship requirements will differ to reflect the professional practice emphasis. Faculty appointments to the professional track are recommended by the School Dean to the Provost. Professional Track appointments are based on discipline specific criteria and accreditation standards for educational, experiential, and professional qualifications. Professional faculty are not eligible to hold the rank of *Professor*. No more than 50% of faculty in any department can be on a professional track contract. Exceptions may be made for programs with difficult hiring conditions and/or during program development.

A faculty member hired on the professional track may be converted to a tenure-track position upon the Dean's recommendation and with the approval of the Provost, who will inform the President's Cabinet of such a transition. There should be no expectation that such a transition to the tenure track is automatic. Ranks held by full-time and pro-rata Professional Track faculty are Instructor, Assistant Professor, and Associate Professor.

The criteria for establishing a Professional Track faculty member's rank at the time of the initial appointment are articulated in the table below.

	<b>Health Sciences</b>	<b>Business</b>	<b>Education</b>	<b>Arts &amp; Sciences</b>
<b>Initial Appointment at the rank of Instructor requires:</b>	1. Initial Appointment at the rank of Instructor requires:	1. Initial Appointment at the rank of Instructor requires:	1. Initial Appointment at the rank of Instructor requires:	1. Initial Appointment at the rank of Instructor requires:

	<p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of two years professional experience in expertise</p> <p>iii. Teaching experience preferred</p> <p>iv. Membership in professional organization</p> <p>v. National certification in specialty preferred unless otherwise specified in 2.a.vii.</p> <p>vi. Nursing: Licensed as an RN in the state of Ohio (and Kentucky/ Indiana if supervising clinical in those states). PT: Licensed as a PT in Ohio and have and maintain ABPTS certification</p> <p>PA: state-licensed and</p>	<p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years practitioner experience in expertise</p> <p>iii. Teaching Experience preferred</p> <p>iv. Membership in professional organization</p> <p>v. Certification as appropriate to the discipline</p>	<p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years practitioner experience in expertise</p> <p>iii. Teaching Experience preferred</p> <p>iv. Membership in professional organization</p> <p>v. Certification as appropriate to the discipline</p>	<p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years practitioner experience in expertise</p> <p>iii. Teaching Experience preferred</p> <p>iv. Membership in professional organization</p> <p>v. Certification as appropriate to the discipline</p>
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	<p>have and maintain current certification SLP: state licensed and hold and maintain the ASHA Certificate of Clinical Competence.</p>			
<p><b>Initial Appointment at the rank of Assistant Professor requires:</b></p>	<p>2. Initial appointment at the rank of Assistant Professor requires:</p> <p>a. Health Sciences</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years professional experience in the area of expertise</p> <p>iii. Three years of teaching experience in an associate degree, baccalaureate, or master's program</p>	<p>2. Initial appointment at the rank of Assistant Professor requires:</p> <p>b. Business</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years practitioner experience in the area of expertise</p> <p>v. Three years of teaching experience in an associate degree, baccalaureate or master's program</p>	<p>2. Initial appointment at the rank of Assistant Professor requires:</p> <p>c. Education</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years P-12 experience in the area of expertise</p> <p>iii. Three years of teaching experience in an associate degree, baccalaureate, or master's program</p> <p>iv. Membership and active</p>	<p>2. Initial appointment at the rank of Assistant Professor requires:</p> <p>d. Arts &amp; Sciences</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of five years practitioner experience in the area of expertise</p> <p>v. Three years of teaching experience in an associate degree, baccalaureate or master's program</p>

	<p>iv. Membership and active participation in professional organization</p> <p>v. National certification in specialty preferred unless otherwise specified in 2.a.vii.</p> <p>vi—Evidence shows participation in professional projects, research or grant writing.</p> <p>vii. Nursing: Licensed as an RN in the state of Ohio (and Kentucky/ Indiana if supervising clinical in those states). PT: Licensed as a PT in Ohio and have and maintain ABPTS certification</p> <p>PA: state-licensed and have and maintain</p>	<p>iii. Membership and active participation in professional organization</p> <p>iv. Certification as appropriate to the discipline</p> <p>vi. Evidence shows participation in professional projects, research or grant writing.</p>	<p>participation in professional organization</p> <p>iv. Licensed teacher or education professional with 5- or 8-yr. state professional, permanent, or equivalent license as appropriate to the discipline</p> <p>vi. Evidence shows participation in professional projects, presentations, research or grant writing.</p> <p>vii. Licensed teacher in the state of Ohio (and Kentucky/ Indiana if supervising in those states).</p>	<p>iii. Membership and active participation in professional organization</p> <p>iv. Certification as appropriate to the discipline</p> <p>vi. Evidence shows participation in professional projects, research or grant writing.</p>
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	<p>current certification SLP: state licensed and hold and maintain the ASHA Certificate of Clinical Competence.</p>			
<p><b>Initial Appointment at the rank of Associate Professor requires:</b></p>	<p>3. Initial appointment at the rank of Associate Professor requires:</p> <p>a. Health Sciences</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of ten years professional experience in the area of expertise</p> <p>iii. Minimum of eight years of teaching experience in an associate degree, baccalaureate or master's program</p> <p>iv. Maintains professional expertise</p>	<p>3. Initial appointment at the rank of Associate Professor requires:</p> <p>b. Business</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of ten years professional experience in the area of expertise</p> <p>v. Minimum of eight years of teaching experience in a professional associate degree, baccalaureate or master's program</p> <p>iii. Maintains professional expertise</p>	<p>3. Initial appointment at the rank of Associate Professor requires:</p> <p>c. Education</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of ten years professional experience in the area of expertise</p> <p>iii. Minimum of eight years of teaching experience in an associate degree, baccalaureate, or master's program</p> <p>iv. Maintains professional expertise</p>	<p>3. Initial appointment at the rank of Associate Professor requires:</p> <p>d. Arts &amp; Sciences</p> <p>i. Minimum of Master's degree in discipline</p> <p>ii. Minimum of ten years professional experience in the area of expertise</p> <p>v. Minimum of eight years of teaching experience in an associate degree, baccalaureate or master's program</p> <p>iii. Maintains professional expertise</p>

	<p>v. Leadership in professional, community or healthcare organizations</p> <p>vi. National certification in specialty or discipline required at hire and maintained while in position</p> <p>vii. Evidence shows peer-reviewed publications, presentations or successful grant writing.</p> <p>viii. Nursing: Licensed as an RN in the state of Ohio (and Kentucky/ Indiana if supervising clinical in those states). PT: Licensed as a PT in Ohio and have and maintain ABPTS certification PA: state-licensed and have and maintain current certification</p>	<p>v. Leadership in professional, or community organizations</p> <p>vi. Certification as appropriate to the discipline</p> <p>vii. Evidence shows peer-reviewed publications, presentations or successful grant writing.</p>	<p>v. Leadership role(s) in P 12 schools or organizations</p> <p>vi. Certification as appropriate to the discipline</p> <p>vii. Evidence shows peer-reviewed publications, presentations or successful grant writing.</p>	<p>v. Leadership in professional, or community organizations</p> <p>vi. Certification as appropriate to the discipline</p> <p>vii. Evidence shows peer-reviewed publications, presentations or successful grant writing.</p>
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	SLP: state licensed and hold and maintain the ASHA Certificate of Clinical Competence.			
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### 3. Librarian Faculty

There are four ranks among full-time librarian faculty: Librarian I, II and III and Senior Librarian. Initial librarian rank is validated by the Provost and the Director of Library Services.

Librarians with the MLS degree or its equivalent from an American Library Association (ALA) accredited institution and less than three years of professional experience will be appointed as Librarian I.

Librarians with the MLS degree and more than three years of appropriate professional experience at the time of hire may be appointed as Librarian II.

In order for a person to be granted the rank of Librarian III at first appointment, the individual must have all of the following qualifications:

- An earned MLS or its equivalent from an ALA accredited institution;
- Held the rank of Librarian III or its equivalent if moving from another college or university;
- A minimum of six years of full-time professional experience in an academic library;
- Demonstrated competence in professional responsibilities and service to an institution or the profession.
- To be appointed as Senior Librarian one must have a second master's degree beyond the MLS and/or a Ph.D. One must also have at least 10 years of professional experience and outstanding recommendations.

### 4. Emeriti Faculty

At the time one becomes a member of the Emeriti Faculty, the rank designated will be that held at the time of retirement from the Regular Faculty. Thus, the rank would be **Professor Emerita/us** or **Associate Professor Emerita/us**. For others admitted to this category, the rank or title will be determined by the President.

### 5. Visiting Faculty

A member of the **Visiting Faculty** will be appointed with the same rank as that held at the home institution, or according to the appropriate credential.