

**College of Arts & Sciences  
USF St. Petersburg**

**Adjunct Faculty Credentials  
Adopted - December 2003**

The University of South Florida (USF) St. Petersburg employs adjunct faculty and graduate teaching assistants to deliver core courses as well as to increase the range and number of course offerings. It is often the case that adjunct faculty bring a special expertise to the classroom that might not be available from the roster of permanent full-time faculty.

Particular attention is paid to candidates' credentials. Toward this end, all USF St. Petersburg College of Arts & Sciences instructional personnel, both full- and part-time, must have on file two official transcripts of all graduate work and a current *curriculum vita* prior to teaching courses. Failure to submit this material will result in replacing the instructor in the course.

All USF St. Petersburg College of Arts & Sciences instructional personnel, both full- and part-time teaching undergraduate courses, must hold an earned doctorate or master's degree with a major in the discipline taught; or hold at least a master's degree and have completed at least 18 graduate semester hours in the discipline they are teaching. All USF St. Petersburg College of Arts & Sciences personnel teaching graduate and post-baccalaureate courses must hold an earned doctorate in the discipline taught or related discipline; or hold the terminal degree for the discipline.

All graduate teaching assistants undergo evaluation of their credentials prior to the semester when they provide instruction. All must have a masters degree in their teaching discipline or 18 graduate semester credits hours in the teaching discipline. Toward this end, all USF St. Petersburg College of Arts & Sciences instructional personnel, both full- and part-time, must have on file two official transcripts of all graduate work and a current curriculum vita prior to teaching courses. Failure to submit this material results in replacing the instructor in the course.

All USF St. Petersburg College of Arts & Sciences graduate assistants are directly supervised by a faculty member in the discipline, have regular in-service training, and planned and periodic evaluations of their teaching.

Under unusual circumstances, exceptions may be made for individuals who do not meet the minimum qualifications but who are considered by the discipline's program/department to possess other demonstrated competencies and achievements that will contribute to the effective teaching and student learning outcomes. All such exceptions must be approved in writing by the Dean, and documentation of the competencies and achievements that justify the exception must be on file.

To assist with these exceptions, each program/department will have a written policy stating the criteria for accepting alternative credentials in a field. Alternative credentials can be established where appropriate credentials for an area differ from

the degree granted. Each program/department would need to document what the acceptable practice for accepting credentials in the area or field. Examples include;

- Criteria listed by professional organizations in the field,
- Criteria used by specific schools with like programs.

All foreign degrees need to be evaluated and verified by an outside agency.