

University Policy 5.01.01

Selection of Faculty Members

Revised Policy Approval Date: March 23, 2012

Revised Policy Effective Date: April 1, 2012

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POLICY STATEMENT

Capella University selects a diverse faculty based on appropriate qualifications, credentials, and dedication for teaching at a university as defined and guided by regulatory and accrediting organizations and consistent with its values and mission.

To ensure uniform compliance with the intent of this policy, the university leadership shall provide oversight and accountability for the development, implementation, and management of the selection of faculty members.

RATIONALE

The purpose of this policy is to clearly state Capella's commitment to providing its students with qualified faculty consistent with its mission, and in compliance with the criteria as established by local, state, and accreditation organizations.

DEFINITIONS

Faculty

Faculty refers collectively to each of the types of faculty defined below:

Full-Time Faculty

Full-time faculty hold 12-month, exempted-salary positions. Primary responsibilities include teaching, doctoral mentoring, curriculum and course development, school and university governance, professional service and practice, leadership through team engagement, and research and scholarship.

Part-Time Faculty

Part-time faculty positions are part-time, 12-month, exempted-salary positions. A part-time workload generally equates to an average of fewer than 36 hours per work week. Part-time faculty are paid on a variable, activity-based model. Primary responsibilities include teaching, mentoring, and curriculum and committee work.

Adjunct Faculty

Adjunct faculty are employees and are assigned work activities on an as-needed basis, according to their availability, external commitments, and the organization's need in a given quarter. Adjunct faculty are paid on a fully variable, activity-based model.

Provisional Faculty

Provisional faculty are independent contractors and are assigned part-time or full-time activities on a quarter-by-quarter basis. Provisional faculty can work a maximum of three quarters within two calendar years. A provisional faculty member can also teach a maximum of five courses within two calendar years.

PROCEDURES

- I. Governance: Oversight and Accountability
 - A. The president has the overall responsibility for:
 1. The development and oversight of university-wide faculty selection criteria
 2. Ensuring compliance with policy and procedure
 - B. Human Resources (HR) has the overall responsibility for:
 1. Implementation of the hiring procedures and practices
 2. Ensuring compliance with hiring procedures and practices
 - C. School leadership has the overall responsibility for final decisions:
 1. Final selection and approval of hiring of all faculty
 2. Ensuring school compliance with policy and procedure
- II. Faculty Qualifications
 - A. Educational Background
 1. General Institutional Guidelines
 - a. Capella University adheres to standard university practices in determining the appropriateness of the academic qualifications of its faculty, as aligned with the Higher Learning Commission (HLC) guidelines presented in the document titled *“Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices.”*
 - b. Consistent with HLC guidelines, Capella University faculty are expected to hold an academic degree from an accredited institution at least one level above that in which they teach or develop curricula, as well as in the discipline of those courses as determined by the discipline.
 - c. Additional requirements based on degree level and school are further defined in procedure sections II.A.2 and II.A.3.
 - d. In extraordinary circumstances, faculty with outstanding achievement and recognized accomplishment within the field who do not meet the specific education background standards outlined below may be eligible for appointment. Any such exceptions will require written justification, recommendation from the school dean, and approval from the president and provost.
 - e. Capella University faculty are expected to have experience that provides understanding of the specific needs of adult, non-traditional students.
 - f. Capella University faculty preferably have documented experience with online teaching and mentoring.

2. Undergraduate Faculty
 - a. Undergraduate faculty are expected to hold a master's degree or higher from an institutionally accredited college or university or from a similarly accredited institution based outside of the United States.
 - b. The graduate degree of a faculty member teaching within the undergraduate program is expected to be appropriate to the profession and/or specialization within which that faculty member teaches.
 - c. Specific qualifications for teaching specializations are listed in position descriptions.
3. Graduate Faculty
 - a. Graduate faculty are expected to hold a terminal degree determined by the discipline.
 - b. Graduate faculty teaching in doctoral programs preferably have documented experience on how to conduct and oversee research within their field of expertise.
 - c. Specific qualifications for teaching specializations are listed in position descriptions.
- B. Teaching Experience

General Institutional Guidelines

 1. All faculty preferably have a minimum of three years prior teaching experience or equivalent.
 2. Schools and/or specific programs may have more specific requirements, as listed in position descriptions.
- C. Field/Industry Experience
 1. General Institutional Guidelines

All faculty preferably have significant field/industry experience as a practitioner within their discipline, as determined by each school's specific guidelines.
 2. Undergraduate Faculty
 - a. Faculty teaching specialization courses within the undergraduate program preferably have a minimum of two years of related field/industry experience.
 - b. There is no required minimum field/industry experience for faculty teaching general education courses within the undergraduate program.
 3. Graduate Faculty

Faculty teaching within the master's and doctoral programs preferably have a minimum of three years of related field/industry experience.

III. Recruiting

- A. Approving positions
 1. School leadership is responsible for obtaining university approval to hire a position, in conjunction with Human Resources (HR).
 2. School leadership is responsible for determining the qualifications required for each position, in conjunction with HR.
- B. Posting/Recruiting Position
 1. HR will work with the schools to determine the specific recruiting plan for each position.
 2. Once approved, HR is responsible for posting/advertising for the position.

IV. Selection

A. Screening

Human Resources (HR) is responsible for identifying qualified candidates for review by school leadership.

B. Interviewing

1. Human Resources (HR) completes an initial interview with candidates.
2. School leadership, as determined by the position type, interviews initial qualified candidates following the HR screening and interview.

C. Final Selection

Final candidates will be interviewed by school leadership, with the final decision being made by the dean/designee.

D. Faculty Onboarding

Faculty must complete the appropriate faculty onboarding course prior to engagement in designated duties and responsibilities as described in university policy 5.01.04 *Faculty Orientation and Onboarding, Professional Development, and Performance Management*.

POLICY OWNER

Academic Owner: President

Operations Owner: Provost, Associate Deans

RELATED DOCUMENTS

University policy 5.01.04 Faculty Orientation and Onboarding, Professional Development, and Performance Management

[“*Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*”](#) The Higher Learning Commission

REVISION HISTORY

Original Policy Approval Date: 7-27-02

Revision Dates: 4-1-12

Administrative edits as result of ongoing review: 2-22-10; 8-6-12; 7-31-13; 7-1-18; 5-23-19; 3-26-21; 10-31-23; 12-11-23; 3-18-24; 7-1-24; 4-1-25

Formerly university policy 03.00 Selection of Faculty Members