

ADJUNCT TEACHING POSITION REQUIREMENTS

For

The College of Business

In order to teach as an adjunct faculty member in the College of Business, a credentialing process has been put in place to meet accreditation standards. The following is an explanation of the University of South Florida Sarasota-Manatee's status in terms of accreditation:

The University of South Florida Sarasota-Manatee's accreditation is under the accreditation "umbrella" of USF Tampa by two agencies – the University overall by the Southern Association of Colleges and Schools (SACS) and the College of Business by the Association for the Advancement of Collegiate Schools of Business (AACSB). In order to qualify for classroom responsibility one must meet the requirements of both associations.

AACSB specifies the professional experience requirements which consist of having been actively and professionally involved in one's professional field. Included in this is the expectation of one's having at least three years of professionally based work experience at levels of substantive responsibility. In addition, if professional certification is available in that field, then there is an expectation that both the certification and the continuing education hours required for re-certification will have been earned. This is referred to as being Professionally Qualified (PQ) within the AACSB structure.

SACS is that organization which specifies the educational requirements required for classroom responsibility. Specifically, they require that one has earned at least 18 hours of credit in formal coursework at the graduate level in that field of study for which the individual is being considered for classroom responsibilities. With a Master's degree and 18 hours of coursework in the discipline you are requesting to teach, you will be credentialed to teach at the undergraduate level. If you have a Doctorate degree and 18 hours in the discipline you are requesting to teach, you will be credentialed to teach both at the undergraduate and graduate level.

Once it has been determined that an applicant has met each of the respective sets of requirements specified, we can then move forward rather quickly should a classroom opportunity develop. When that does occur, the applicant will then be asked to provide an *official transcript* of all work completed at the university level. In the meantime, an informal copy of transcripts along with a current CV is required to help move the consideration forward.