



Ohio Administrative Code

Rule 3341-3-88 Qualifications for instructors of record.

Effective: April 22, 2026

(A) Policy statement and purpose

This policy represents the minimum qualifications for all instructors of record who teach Bowling Green state university course(s). This includes courses at the university's Bowling Green, Firelands, and eCampus, as well as college credit plus courses which may be offered on or off campus.

(B) Policy scope

This policy applies to all instructors of record for all courses or clinical experiences taught by the university and represents the minimum accepted qualifications for instructors of record at BGSU.

This policy does not alter or amend any negotiated agreements regarding appointment, reappointment, tenure, promotion, or merit of faculty members and instructors.

(C) Definition

"Instructor of record" means any instructional employee or contracted third-party who assigns final grades or otherwise supervises university courses and may include the following:

- (1) Tenured faculty
- (2) Tenure-track faculty
- (3) Qualified rank faculty
- (4) Adjunct faculty (part-time)
- (5) Staff members teaching credit-bearing courses (e.g. BGSU, UNIV)
- (6) Teaching associate (TI)
- (7) College credit plus instructor

(D) Policy

(1) Academic qualifications for instructors of record

- (a) Instructors of record teaching undergraduate courses, excluding teaching associates (TIs), shall:



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- (i) Hold a degree at least one level above the instructional level they are teaching or a terminal degree in the discipline/field they are teaching, or if teaching general education courses, hold a master's degree or higher in the discipline or field (or related discipline);
 - (ii) If the instructor of record holds a master's degree or higher in a different discipline than they are teaching, they should have completed a minimum of eighteen graduate credit hours, or have extensive scholarly work, in the discipline/field in which they are teaching.
 - (iii) The instructor of record teaching in career and technical education college-level certificate and associate degree programs shall hold a bachelor's degree in the discipline/field they are teaching.
- (b) Instructors of record teaching graduate courses shall:
- (i) Hold the terminal degree determined by the discipline and have a record of instructional effectiveness, scholarly/creative activity, or achievement appropriate for the graduate program.
 - (ii) The instructor of record assigned to teach a graduate level course also must apply for and be awarded graduate faculty status by the graduate college policy in rule 3341-3-11 of the Administrative Code.
- (c) For programs involving practicum instructors (e.g., student teaching supervisors, clinical practicum supervisors), the Instructor of Record must meet applicable professional standards for the delivery of the educational experience.
- (d) Teaching associates (TIs) may only be instructors of record for undergraduate courses within their discipline or field of study or a related discipline or field. TIs without a master's degree in the field must be mentored by a faculty member who meets minimum qualifications.
- (e) Teaching assistants (TAs) may not be instructors of record for any course as their primary responsibility is to assist the instructor of



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record in the needs of the course. TI's shall not be an instructor of record in any course in which a TA is providing course assistance.

- (2) Qualifications for programs regulated by military branches or federal agencies:
 - (a) For courses and programs regulated by federal and state agencies (e.g. federal aviation agency), the requirement for instructors of record will meet the minimum qualifications set by those agencies.
 - (b) Instructors of record for courses designed specifically for reserved officer training corps students must be appointed by a branch of the military. Academic qualifications are not part of the review to provide instruction or supervision.
- (3) Alternate qualifications for instructors of record: In cases when an instructor of record does not meet the minimum academic qualifications for teaching a specific course, equivalent experience may be used as a substitute for academic qualifications.
 - (a) For equivalent experience qualification, an instructor of record must possess unique experiences and expertise that qualify the individual for the disciplinary area of the specific course or courses they teach. This may include discipline-specific certifications, licensure, and/or other non-degree credentials and possess a breadth and depth of experience outside of the classroom relevant to the discipline or subfield for the specific course or courses they teach. Years of teaching in a field or discipline are not to be counted toward equivalent experience for that field or discipline, except for teacher preparation courses and programs.
 - (b) Instructors of record teaching undergraduate courses must possess a minimum of five years of professional experience in in the discipline/field they would be teaching.
 - (c) Instructors of record teaching at the graduate level must be approved by the graduate college for graduate faculty status.
 - (d) Instructors of record teaching master-level courses must possess a minimum of a master's degree and at least five years of professional experience in the discipline/field they would be teaching.



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- (e) Instructors of record teaching at the doctoral level must have the following minimum experience:
 - (i) If an instructor of record has an earned doctorate in a different field than the one teaching, then they may be qualified in the following ways:
 - (a) They have eighteen hours of graduate-level course work in the field they will be teaching;
 - (b) Significant scholarly work in the field they will be teaching, or
 - (c) They have seven years of work experience in the field they are teaching.
 - (ii) If an instructor of record has a master's degree in the discipline/field in which they would be teaching, they may be qualified if they have seven years of experience in that discipline/field.
 - (iii) If an instructors of record has a master's degree outside the discipline/field in which they would be teaching, they may be qualified if they have ten years related experience in the discipline/field they would be teaching.
- (4) College, program and accreditation requirements. The guidelines set forth in this policy are minimum requirements for BGSU. Individual colleges, schools, or departments may develop additional requirements that exceed those set forth in this policy. If programs have specific accreditation standards requiring greater qualifications than set forth in this policy, the academic units must abide by the accreditation standards.
- (5) Determining faculty qualifications
 - (a) Advertisements for instructor of record positions must clearly state the minimum academic qualifications and when alternative experience would be considered.
 - (b) Full-time instructor of record positions must follow the procedures articulated in the faculty hiring manual maintained by the provost office and processes of the office of human resources.
 - (c) Part-time adjunct instructors:



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- (i) Department chairs/school directors will make the initial determination regarding if equivalent experience requirements are necessary. The office of institutional effectiveness will provide guidance on this process.
- (ii) The college dean, or designee, will review and approve the hire for the part-time instructors.