# Faculty Hiring Guidelines/Terminal Degree Requirements

## Academic Affairs – Administration

## CWU Policy 504-08

**Effective:** April 16, 2019

**Policy Review Date: YEAR**

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Provost Office

**Policy Statement:**

**Applicability:**

**Content:**
    Policy

**(1)** Minimum qualifications for academic ranks and titles are listed in the Collective Bargaining Agreement (Article 8.2) including reference to terminal degree for tenure track faculty and minimum degree levels for other faculty positions. With approval of the Provost, professional experience and/or national reputation may be deemed equivalent to the minimum degree.

   A. Faculty members hired into tenured or tenure track positions are expected to hold terminal degrees relevant to the discipline as listed in the table below.

   B. ABD candidates may be appointed to the assistant professor rank if there is reasonable expectation that degree requirements can be completed within one year of start date.

   C. Lecturers are expected to hold at least a master's degree relevant to the discipline in which they teach.

   D. Clinical faculty are expected to hold at least a master's degree relevant to the appropriate discipline and licensure, certification, professional experience, all as specified by the department of appointment.

**(2) Chart**

| AREA | DEGREE NORMALLY EXPECTED |
|---|---|
| Accounting | Earned Doctorate; (JD plus LLM or Master of Taxation) |
| Allied Health Sciences | Contractual agreement |

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|---|---|
| Anthropology | Earned Doctorate |
| Art + Design | MFA: Earned Doctorate for Art History & Art Education |
| Athletics | Contractual agreement |
| Aviation | Earned Master's (with advanced flight ratings and five years aviation industry experience for Aviation; with five years aviation industry experience for Aviation Management) |
| Biological Sciences | Earned Doctorate |
| Chemistry | Earned Doctorate |
| Communication | Earned Doctorate (Master's for Public Relations & Journalism with significant professional experience or MFA for Film Program) |
| Computer Science | Earned Doctorate |
| Economics | Earned Doctorate |
| Education | Earned Doctorate (Master's with exceptional experience) |
| English | Earned Doctorate (MFA for Creative Writers) |
| Environmental Studies | Earned Doctorate |
| Family & Consumer Science | Earned Doctorate (Master's in Fashion Merchandising, Wine Studies) |
| Finance & Supply Chain Management | Earned Doctorate |
| Geography | Earned Doctorate |
| Geology | Earned Doctorate |
| History | Earned Doctorate |
| Health Sciences | Earned Doctorate (MS in a health-related field for paramedics; Master's in Clinical Dietetics) |
| Industrial & Engineering Technology | Earned Doctorate (Master's in Engineering Technology plus industrial experience) |
| Information Technology and Administrative Management | Earned Doctorate |
| Instructional Media | MA in Media Education; Earned Doctorate encouraged |
| International Studies & Programs (ELS faculty) | Earned Doctorate |
| Law and Justice | Earned Doctorate; Juris Doctor with appropriate criminal justice experience |
| Library | MLS, MLIS, or equivalent degree from an ALA accredited program or an equivalent terminal degree (second master's degree in academic discipline encouraged) |
| Management | Earned Doctorate; JD |
| Mathematics | Earned Doctorate |
| Music | Earned Doctorate (MM and significant professional experience for Jazz, Conducting and Performance) |
| Philosophy & Religious Studies | Earned Doctorate |
| Physical Education, School Health, and Movement Studies | Earned Doctorate (MFA for Dance) |
| Physics | Earned Doctorate |
| Political Science | Earned Doctorate |
| Psychology | Earned Doctorate |
| Science Education | Earned Doctorate |
| Sociology | Earned Doctorate |
| Theatre Arts | MFA (Earned Doctorate for Theatre History, Literature & Education) |
| Traffic Safety/Safety and Health Management/Construction | Master's with significant professional experience |

| World Languages & Cultures | Earned Doctorate (Master's for American Sign Language) |

## History:

*Responsibility: Provost/VP of Academic Affairs; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;*
*Review/Effective Date: 07/2009; 04/16/2019; Approved by: James L. Gaudino, President*
*Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-70-010, June 2025*