

## ACAOM COMPREHENSIVE STANDARDS AND CRITERIA

### STANDARD 8: FACULTY AND GUEST LECTURERS

<b>Criterion 8.01: CORE FACULTY</b> .....	1
<b>Criterion 8.02: CREDENTIALS</b> .....	2
<b>Criterion 8.03: POLICIES AND PROCEDURES</b> .....	3
<b>Criterion 8.04: CONDITIONS OF SERVICE</b> .....	3
<b>Criterion 8.05: FACULTY COMMUNICATION</b> .....	4

<b>Criterion 8.01: CORE FACULTY</b>	
<i>Related Policies:</i>	
<i>References:</i>	

#### ***INSTITUTIONAL COMPONENTS***

The institution must have written position descriptions for its faculty, stating at a minimum the responsibilities of the position and the required qualifications.

#### ***PROGRAMMATIC COMPONENTS***

##### *ALL PROGRAMS*

- A. The program must employ an identifiable core group of qualified full- and/or part-time didactic and clinical faculty members who have regular and ongoing responsibility for the design, delivery, and assessment of the program, and are involved in program development, review, and governance.
- B. The program's core faculty must:
  1. be sufficient in numbers for their academic and professional responsibilities to the program;
  2. function as an integral part of the program, including engaging in curriculum planning and development, and program assessment;
  3. have theoretical perspectives, as well as academic and applied experience, appropriate to the program's goals and expected student learning outcomes;
  4. demonstrate substantial competence and have recognized credentials and experience in those areas which are at the core of program goals and expected student learning outcomes;

5. be available to function as appropriate role models for students in their learning, socialization into the discipline and profession, acquisition of knowledge, and competencies consistent with the program's training goals; and
6. be accessible to students to provide them with a level of guidance and supervision that actively encourages timely completion of the program.

<b>Criterion 8.02: CREDENTIALS</b>	
<i>Related Policies:</i>	<a href="#">ACAOM Glossary</a>
<i>References:</i>	

***INSTITUTIONAL COMPONENTS***

The institution's faculty and guest lecturers must possess recognized credentials and demonstrate competence in those areas they are assigned to teach.

***PROGRAMMATIC COMPONENTS***

*ALL PROGRAMS*

- A. Program faculty and guest lecturers must:
1. possess appropriate recognized credentials,
  2. have relevant professional experience,
  3. demonstrate substantial competence in the areas they are assigned to teach.

*MASTER'S LEVEL AND CHINESE HERBOLOGY CERTIFICATE PROGRAMS*

- B. For each faculty member who does not possess at least a master's level degree, certificate or diploma, the program must document the method(s) by which it determined the instructor's competence, including relevant education and training and significant experience and leadership in their areas of instruction, to teach at the master's level.

*PROFESSIONAL DOCTORATE [PD] AND POST-PROFESSIONAL DOCTORATE [DAOM] PROGRAMS*

- C. The doctorate program must employ didactic and clinical faculty who are credentialed at the doctoral level. Within 10 years from the date of approval to begin a doctorate program, the program or institution must demonstrate that a majority of core faculty teaching in the program have achieved doctoral level degrees or the terminal degree in the field in which they are currently teaching.

<b>Criterion 8.03: POLICIES AND PROCEDURES</b>	
<i>Related Policies:</i>	
<i>References:</i>	<a href="#">Fair Labor Standards Act</a>

**INSTITUTIONAL COMPONENTS**

- A. The recruitment, hiring, appointment, promotion, and retention of faculty members and guest lecturers must be described in institutional policy documents, job descriptions, and procedures.
- B. Policies and procedures relating to the recruitment, hiring, appointment, promotion and retention of faculty members and guest lecturers must address pertinent legal requirements in areas of Fair Labor Standards Act, non-discrimination, equal opportunity, and affirmative action employment practices.
- C. Each faculty member and guest lecturer must have a letter of appointment and/or contract that specifies the terms and duties of employment including expected time commitment for each identified duty.

**PROGRAMMATIC COMPONENTS**

ALL PROGRAMS

- A. Policies and procedures pertaining to faculty and guest lecturer work must be described in published documents that are made available to program faculty and guest lecturers.
- B. Program policies pertaining to teaching loads must be reasonable and justified by factors such as the type and method of instruction; the size of classes; the level of instruction; the qualifications of the instructor; the academic advising, committee membership, and guidance and student organizations assigned; and the other administrative, research, publication, and community relations responsibilities of the instructor.
- C. Programs must utilize a systematic faculty evaluation process.

<b>Criterion 8.04: CONDITIONS OF SERVICE</b>	
<i>Related Policies:</i>	
<i>References:</i>	

**INSTITUTIONAL COMPONENTS**

- A. Terms and conditions of service for faculty at the institution must be adequate, equitable, and administered ethically.
- B. The institution's faculty members must be accorded academic freedom in their work.
- C. Meaningful opportunities for professional growth and development must be made available to the institution's faculty.

- D. Institutional policies and employment contracts must address preparation time if faculty members are involved in instructional work.

**PROGRAMMATIC COMPONENTS**

ALL PROGRAMS

- A. Terms and conditions of service for program faculty must be adequate, equitable, and administered ethically.
- B. The program's faculty members must be accorded academic freedom in their work.
- C. Meaningful opportunities for professional growth and development must be made available to the program's faculty.
- D. Program policies and employment contracts must address preparation time if faculty members are involved in instructional work.

<b>Criterion 8.05: FACULTY COMMUNICATION</b>	
<i>Related Policies:</i>	
<i>References:</i>	

**INSTITUTIONAL COMPONENTS**

- A. Provision must be made for regular and open communication among members of the faculty, and between the faculty and administrative officers of the institution.
- B. The institution's faculty must meet at minimum once per academic term to consider curriculum and educational policies and issues.
- C. Complete and accurate minutes of institutional faculty meetings must be maintained and kept in permanent files at the institution.

**PROGRAMMATIC COMPONENTS**

ALL PROGRAMS

- A. Provision must be made for regular and open communication among members of the program faculty, and between program faculty and members of the program administration.
- B. Program faculty must meet at minimum once per academic term to consider curriculum and educational policies and issues.
- C. Program faculty must have appropriate input into the curriculum development process.
- D. Complete and accurate minutes and attendance of program faculty meetings must be maintained and kept in permanent files.