



JACKSONVILLE UNIVERSITY

Policy Title: Faculty Teaching Non-Credit Courses

Policy Statement: This policy outlines the guidelines and procedures for faculty members teaching non-credit courses at Jacksonville University. Non-credit courses provide valuable educational opportunities to students and the community but do not award academic credit upon completion.

1. Faculty Eligibility:
 - 1.1. Faculty members who are eligible to teach non-credit courses include full-time, part-time, adjunct, and emeritus faculty.
 - 1.2. Faculty members must possess the necessary expertise and qualifications in the subject matter of the non-credit course they intend to teach. Demonstrating expertise and qualifications include (one or more of the following based on subject matter):
 - a. Earned highest degree available in discipline.
 - b. Published peer reviewed research.
 - c. Five or more years of work in the industry directly related to the subject area being taught.
 - d. Recognized industry certification in the areas being taught.
 - e. Certification or related certification or degree credential to teach the material in cases where a recognized external certification is the goal (i.e. six sigma, OSHA Safety, certain IT certifications).
 - 1.3. Faculty credentials must be reviewed by the Director of Accreditation and Assessment or relevant Provost Office appointee.
2. Course Proposal and Approval:
 - 2.1. Faculty members interested in teaching non-credit courses must submit a course proposal to the JU UpSkill Institute or the appropriate College for review.
 - 2.2. The course proposal should include all the following:
 - a. Course title and description.
 - b. Learning objectives.
 - c. Syllabus or course outline.
 - d. Faculty members' qualifications and expertise in the subject matter.
 - 2.3. The JU UpSkill Institute will review the course proposal for alignment with institutional goals and standards.
 - 2.4. Once approved, the course will be scheduled for release.
3. Compensation:
 - 3.1. Faculty members teaching non-credit courses may be compensated according to institutional policies.
4. Course Delivery:
 - 4.1. Faculty members are responsible for delivering non-credit courses in a professional and engaging manner.
 - 4.2. Courses may be offered in various formats, including in-person, online, or hybrid, as determined by the JU UpSkill Institute.

- 4.3. Faculty members must adhere to the designated course schedule and fulfill all course requirements.
5. Evaluation and Feedback:
 - 5.1. Students may be provided with opportunities to provide feedback on the non-credit courses they attend.
 - 5.2. Faculty members are encouraged to use student feedback to improve the quality of their courses.
6. Intellectual Property:
 - 6.1. Any course materials created by faculty members for non-credit courses are subject to the institution's intellectual property policies.
7. Course Assessment:
 - 7.1. Faculty members may be required to participate in course assessment activities as part of institutional quality assurance efforts.

Teaching of non-credit courses must align with all relevant SACSCOC policies as stated here: [Faculty Credentials \(sacscoc.org\)](https://www.sacscoc.org/faculty-credentials). In the event of a conflict between this policy and those of SACSCOC, the institution will default to the SACSCOC policies.