TENNESSEE STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

Faculty Credentialing Manual

SECTION I. INTRODUCTION

Faculty credentialing is the process of verifying and validating the education, qualifications, and experience of faculty members at educational institutions. The faculty credentialing process is **not** the University's hiring process. It is an important process to ensure that faculty members meet the standards set by institutions and provide high-quality education to students.

This manual describes the policies and practices of Tennessee State University (TSU) for ensuring that well-qualified instructors teach all courses. It includes the procedures used to review the credentials of every instructor teaching a course at TSU. This manual and its contents are necessary to establish an orderly and consistent process that maintains criteria for the appointment and assignment of teaching faculty and ensures that all individuals assigned to teach meet or exceed the minimum qualifications. Such qualifications are required of instructional faculty as described within the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines to maintain compliance with SACSCOC Principles of Accreditation Standard 6.2.a (Faculty). A copy of the SACSCOC Guidelines and TSU's Faculty Credentialing Policy is included in the appendices.

SECTION II. CREDENTIALING GUIDELINES

A. TENNESSEE STATE UNIVERSITY'S FACULTY CREDENTIALING POLICY (EXCERPT)

Policy No. 02.06
Effective Date: September 1, 2020

Tennessee State University is committed to hiring qualified faculty members to carry out the mission of the institution, core values of the University, and meet the standards required by SACSCOC and programmatic accrediting bodies. Academic credentials (i.e., earned degrees) are the and most important qualification for faculty; however other types of qualifications, although rare, may prove to be appropriate. All instructors (tenured, tenure-track, full-time temporary, and adjuncts must have the appropriate credentialing to teach a course. The appropriate credentialing and process of justification and documentation are outlined in this policy.

SACSCOC Standard 6.2.a (2018 version): For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

SACS Faculty Credential Guidelines. Faculty credential guidelines to demonstrate faculty qualifications are provided by SACS Commission on Colleges. These are:

"When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the

> baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

- Faculty teaching baccalaureate courses: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

- Faculty teaching graduate and post-baccalaureate course work: earned doctoral/terminal degree in the teaching discipline or a related discipline.

- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluation by other relevant degrees, such as master's and bachelor's degrees and a curriculum vitae

The current curriculum vitae must include the following sections, if applicable:

1. Education: include all Bachelor's, Master's, Ph.D., and/or terminal degrees
2. Academic appointments with dates: including current position
3. Other credentials: any professional licensures, certificates, honors and/or awards that relate to courses to be taught
4. Related professional experience: list additional work-related experiences that relate to courses to be taught
5. Grants, publications, presentations: as they relate to courses to be taught
6. Membership in professional organizations

For purposes of accreditation, transcripts/certificates/licensures are considered official only if they are sent directly from or on behalf of the granting institution to the TSU.

B. ALTERNATIVE CREDENTIALS

In extraordinary circumstances in which a prospective faculty member does not meet the set criteria, that individual may be considered to teach course(s) based on alternative credentialing. The faculty member should demonstrate extensive professional experience, significant contributions to the teaching discipline, and considerable knowledge of the competencies needed to teach the course objectives covered in the related disciplines. Alternative credentialing justification of faculty must present a compelling case that the candidate has extensive professional experience and high level of knowledge to teach in the discipline, along with proper supporting evidence. All justifications must contain some aspects of the criteria from the list below in order for a faculty member to be deemed qualified to teach under the alternative credentialing guidelines.

Based on the Principles of Accreditation of SACSCOC elements of the alternative credentialing justifications must include the following (also see Appendix *Faculty Roster Instructions for Reporting the Qualifications for Full-Time and Part-Time Faculty* as published by SACSCOC:

1. Documentation of non-teaching work experience, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty member would be eligible to teach.

2. College degree conferred in a field closely related to the teaching field (note date of conferral and institution, along with program area).

3. Number of college credits earned in teaching field or closely related area (credits must be converted to traditional 15-16 week semester credits if candidate earned quarter term credits).

4. Professional reputation, especially at a state or national level. This must be demonstrated to the satisfaction of the college.

5. Possession of current special certifications or licenses related to the teaching field. Note date of certifications or licenses.

6. A publication record in creditable or nationally recognized journals, books or magazines in the discipline or a related teaching field

7. Possession of awards/honors/commendations related to the teaching field.

8. Evidence of excellence in teaching, especially that which is long-standing.

9. In some instances, it may be necessary to link appropriate experiences directly to the course objectives/student learning outcomes in a course matrix. If used, the course matrix would identify key course objectives and explain the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective/current faculty member's experience and accomplishments have prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

If a faculty member approved to teach using alternative credentials is assigned to teach courses not included in the original justification (e.g., a change of duty), the alternative credentialing justification must be updated to reflect the new courses.

All justifications to use Alternative Qualifications should be written by the Chair or Dean accompanied by a current vita, transcripts, and other pertinent documentation (e.g., licensure or certification documents).

The Dean submits justifications to the Provost Office in Academic Affairs for review and approval.

C. FOREIGN CREDENTIALS

If a faculty member earned their academic degree from an institution outside of the United States (US) the faculty member must submit an original transcript/diploma before a hiring offer can be issued. All international transcripts will be submitted by OIERPA to a third-party company for evaluation. International credential evaluations will be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

SECTION III: ROLES & RESPONSIBILITIES

FACULTY MEMBER

It is the responsibility of a faculty member to provide evidence of teaching credentials.

These include:

- Official transcripts from domestic, accredited institutions
- Translated, evaluated, and certified foreign credentials (if applicable),
- Copies of licenses or certifications (if applicable).

In instances when these documents do not meet the standard credentialing requirements, additional documentation may be needed to support the production of an alternative justification. These may include, but are not limited to, documents verifying related work experience and current curriculum vitae.

DEPARTMENT CHAIR

It is the responsibility of department chairs to:

- Ensure the receipt of official transcripts for all departmental faculty and upload to document repository for the faculty member's permanent record.
- Examine all prospective faculty member's credentials to verify they meet the requirements of the position and the University and SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned to teach.
- Each time a faculty member is assigned to teach a new course, examine the credentials to verify they meet the University and SACSCOC faculty credentialing guidelines for the new course.
- Ensure the qualifications of all Graduate Teaching Assistants used to provide academic instruction and provide appropriate supervision and training as outlined in the policies.

In instances when these documents do not meet the standard credentialing requirements, additional documentation may be needed to support the production of an alternative justification.

The Department Chair must draft an alternative justification and forward it to the Dean of the College of Instruction for approval.

DEANS

It is the responsibility of Deans to:

- Ensure that all faculty teaching in their college meet the requirements of their positions and the SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned.
- Ensure the qualifications of all Graduate Teaching Assistants used to provide academic instruction and provide appropriate supervision and training.

In instances when these documents do not meet the standard credentialing requirements, additional documentation may be needed to support the production of an alternative justification.

- The Dean should approve alternative justifications and forward them to the Vice President for Academic Affairs for approval.

OFFICE OF INSTITUTIONAL EFFECTIVENESS (OIERPA)

It is the responsibility of the OIERPA to:

- Conduct ongoing reviews to assess the institution's compliance with faculty credentialing and qualification standards and notify the Provost when alternate justifications may be needed.
- Review and recommend approval of alternate justifications to the Provost.

- Conduct periodic audits of Faculty Documents.
- Conduct audit each semester of completed Faculty Rosters.
- Produce reports as needed.
- Update Faculty Credentialing Manual as needed.
- Serve as SPOL Administrator
  - System Data
  - Credentialing
  - Academic Data
  - Data Management
  - Communications
  - Utilities
  - Resources
  - Reporting

PROVOST AND VP ACADEMIC AFFAIRS OFFICE

The Provost and Vice President for Academic Affairs is the final decision authority for the University in faculty credentialing. If credentials of a faculty/applicant are approved or not approved, the Provost/VP Academic Affairs will notify the Dean.

SECTION IV: THE SPOL CREDENTIALING PROCESS

STEP 1:

The Department gathers all credentialing data including, but not limited to:

- Official Transcripts (degrees earned)
- CV/Resume
- Professional Experience
- Licensures & Certifications
- Additional Scholarly Activities

Ensure all credentialing data is in digital format and able to be uploaded to SPOL.

STEP 2:

The Department logs into SPOL and navigates to the Credentialing Module, choosing the "Create New Faculty" option in the blue left-hand sidebar to enter new faculty information. If a faculty member's credentials have already been established select "All Credentials" and locate the faculty member you would like to edit or update with additional information. * Fill out the necessary information and submit credentials for approval to the Department Chair.

*For in-depth How-To's regarding the navigation of the SPOL platform see page 35 of the Appendix.

STEP 3:

After reviewing all attachments and entered information to ensure all documentation is accurate and up to date the Department Chair will then create a Credentials Certificate for the faculty members certifying them to teach all associated courses. Once that information is verified, they will forward it to Human Resources for the faculty member's permanent record.

It is also critical that the Department Chair examine all prospective faculty member's credentials to verify they meet the requirements of the position and the University and SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned. Fi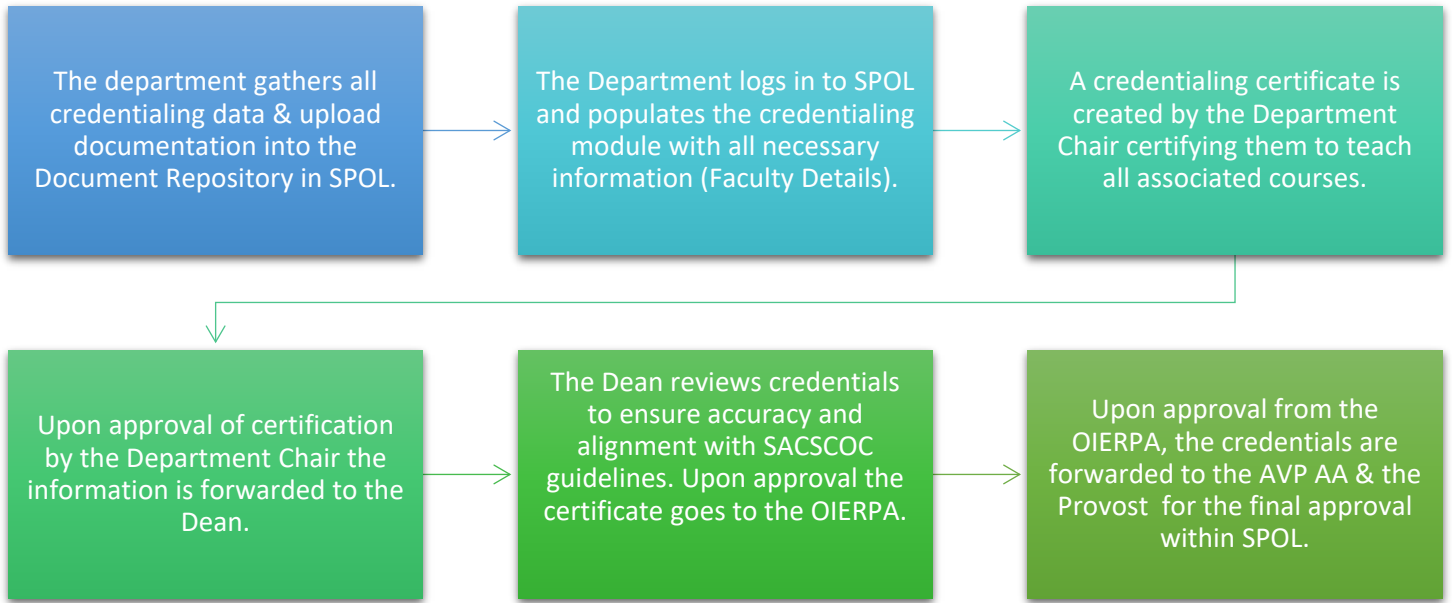nally, the Department Chair will approve or deny the credentials. In the case that the credentials are approved, the information is then forwarded through the approval chain to the Dean.

STEP 3A:

If the faculty member is a New Hire the necessary Department is to pr**int the final approval of the credentialing certificate and attach it to the PARF to begin the new hire process in PeopleAdmin**.

STEP 4:

The Dean will then review the Credentials Certificates for accuracy, ensuring that all faculty teaching in their college meet the requirements of their positions and the University and SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned. The Dean will approve or deny the credentials.

In the case that the credentials are approved, the information is then forwarded through the approval chain to the OIERPA.

STEP 5:

The Credential Certificates are forwarded to the AVP AA and the Provost for final approval within SPOL.

Please see the below graphic for visual aid.

| The department gathers all credentialing data & upload documentation into the Document Repository in SPOL. | → | The Department logs in to SPOL and populates the credentialing module with all necessary information (Faculty Details). | → | A credentialing certificate is created by the Department Chair certifying them to teach all associated courses. |

| Upon approval of certification by the Department Chair the information is forwarded to the Dean. | → | The Dean reviews credentials to ensure accuracy and alignment with SACSCOC guidelines. Upon approval the certificate goes to the OIERPA. | → | Upon approval from the OIERPA, the credentials are forwarded to the AVP AA & the Provost for the final approval within SPOL. |

SECTION V. FACULTY CREDENTIALING WORKFLOW

The Faculty Credentialing Workflow consists of four approval levels.

Faculty Member → Department Chair → Dean → OIERPA → VPAA

THE COLLEGE/DEPARTMENT DOCUMENT REPOSITORY
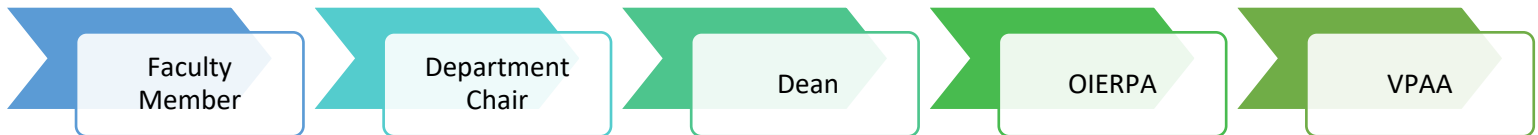
Step 1: Once logged into SPOL click on the Credentialing icon on the left blue sidebar, then select Document Repository.
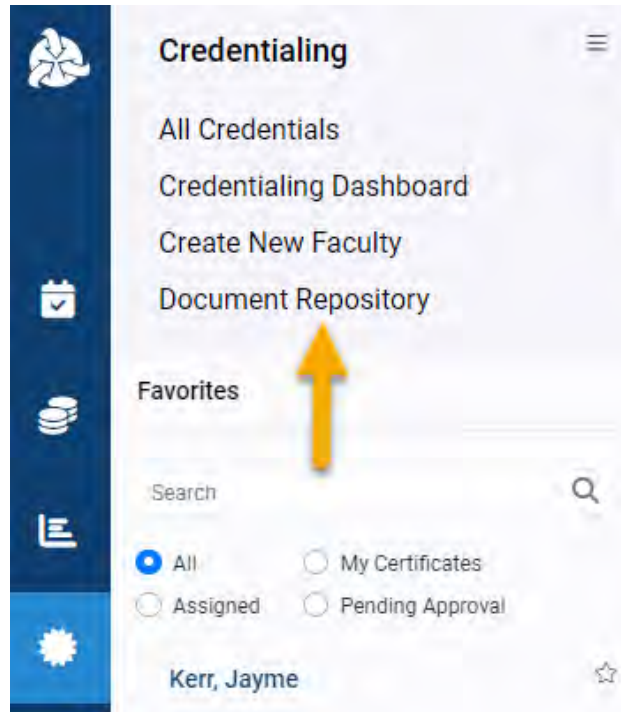
Step 2: View File, Download File, Upload New File: Choose which folder you want to view documents or to upload documents to, click Upload, and navigate to the appropriate files on your computer, and upload them to the Document Repository. +

CREATE FACULTY CREDENTIALS CERTIFICATE

Step 1: Navigate to

tnstate.strategicplanningonline.com and log in using your username and password.

Step 2: Click on the Credentialing Module icon in the blue sidebar.

Step 3: Click on the Create New Faculty option to add a faculty member to SPOL.

Step 4: A screen will pop up in the center of the screen, populate it with your information, as necessary.

Step 4a. To update existing faculty information, select "All Credentials."
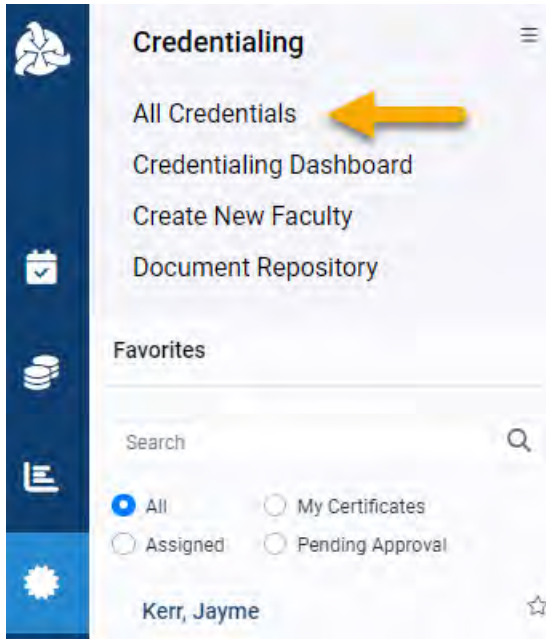
Ensure the View all Faculty box is checked and choose which faculty member you would like to edit or create a certificate for.
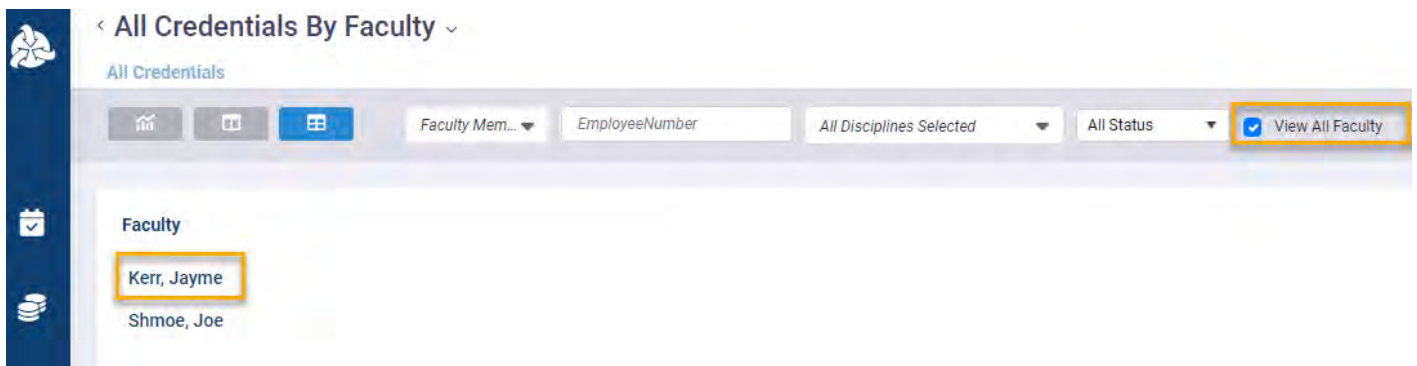
Step 5: Hover over each section heading and click the blue plus sign to fill out all tables within this section as appropriate.

Degrees & Relevant Courses: You can choose to include all your earned degrees or just the highest degree earned. The relevant courses option is a way to highlight courses you have taken while earning your degree(s) to support your expertise in certain areas.

Professional Experience: Any professional or relevant experience that may support your position at the institution or relevance to the course(s) you are teaching should be included here.

Licensures & Certifications: If you have acquired any important licensures or certifications, you can document them in this section. It is important to note that if the licensure or certification has an expiration date when the expiry date approaches the SPOL admin will be made aware that updates will need to be made to this credential.


Other Scholarly Activities: This section is the area to include any additional details you feel you should document that may not fit into the other available sections. **Including selecting Alternate Justification.**

Step 6: Once you have completed filling out all necessary sections, click on the Attachments tab to upload your CV and any additional documentation.
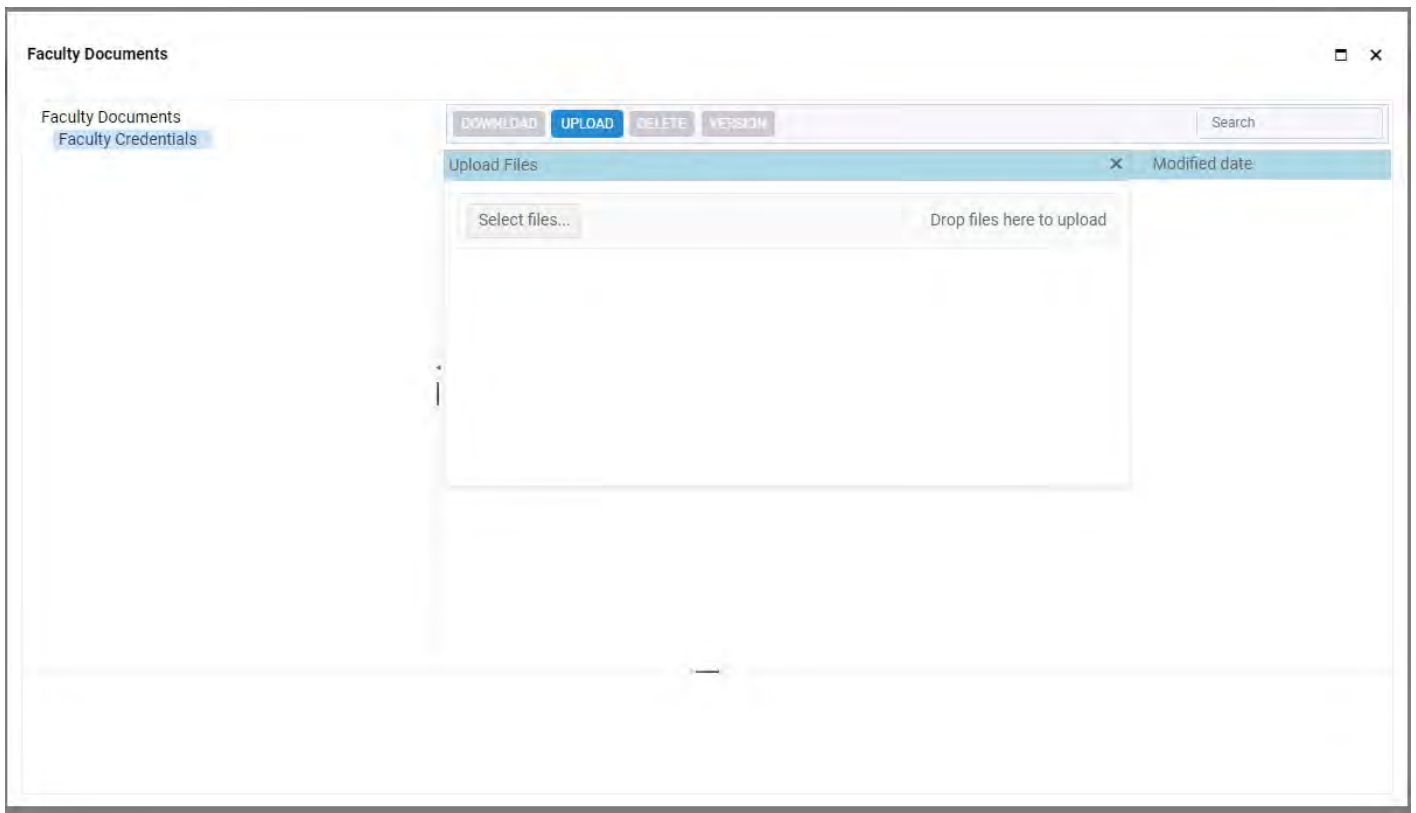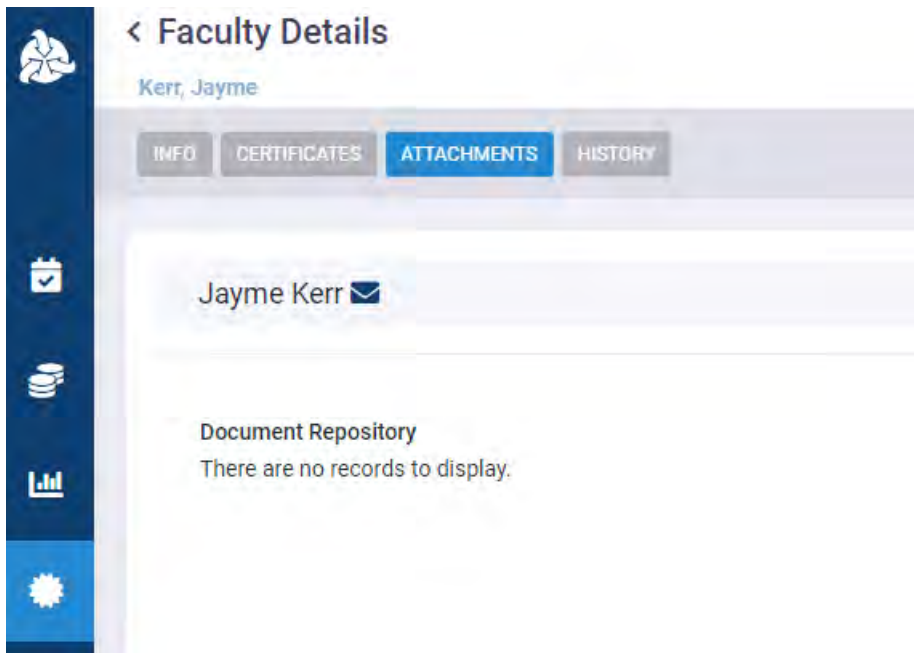
Step 7: To create a Credentials Certificate for the faculty member select the certificates tab at the top of the Faculty Details page, then click the blue plus sign.

Step 8: Choose the appropriate Discipline that the faculty member is a part of from the drop-down menu. Select which courses the faculty member will be certified to teach on the left. On the right, select any of the relevant credentials that justify why the faculty member is certified to teach the selected courses and click save.

APPROVE FACULTY CREDENTIALS CERTIFICATE

Step 1: Navigate to tnstate.strategicplanningonline.com and log in using your username and password.

Step 2: Click on the Credentialing

Welcome!

Username

jkerr

Password

••••••••••

Welcome, Jayme Kerr

🏠 System

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Today ◄ ► 🗓 June 2023						Day Week **Month**	
	28	29	30	31	01	02	03
	04	05	06	07	08	09	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	01
	02	03	04	05	06	07	08

Favorites

There are no records to display.

v5.1.1.1

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Module icon in the blue sidebar.

Step 3: Click on All Credentials to navigate to the intended faculty member(s).
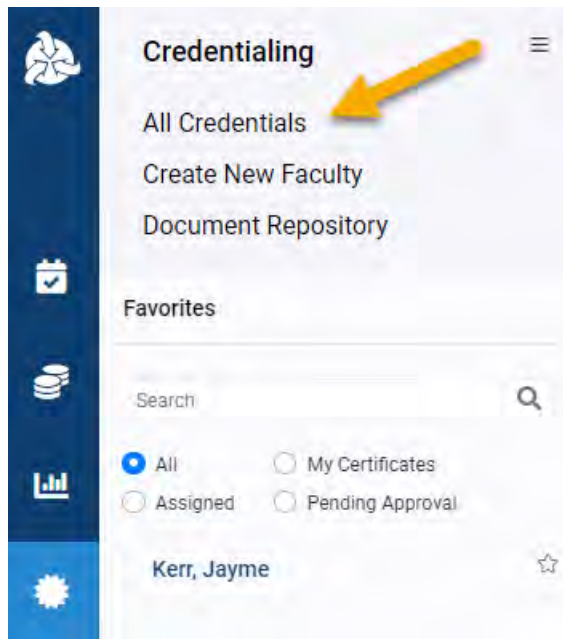
Step 4: To approve the faculty credentials that pertain to your department:

1. Select the Credentialing icon.
2. Navigate to the intended Faculty Credential.
3. Select the **Certificates** tab and review all of the included documents and information.
4. Select the dot on the left.
5. Select **Approve Certificate**.
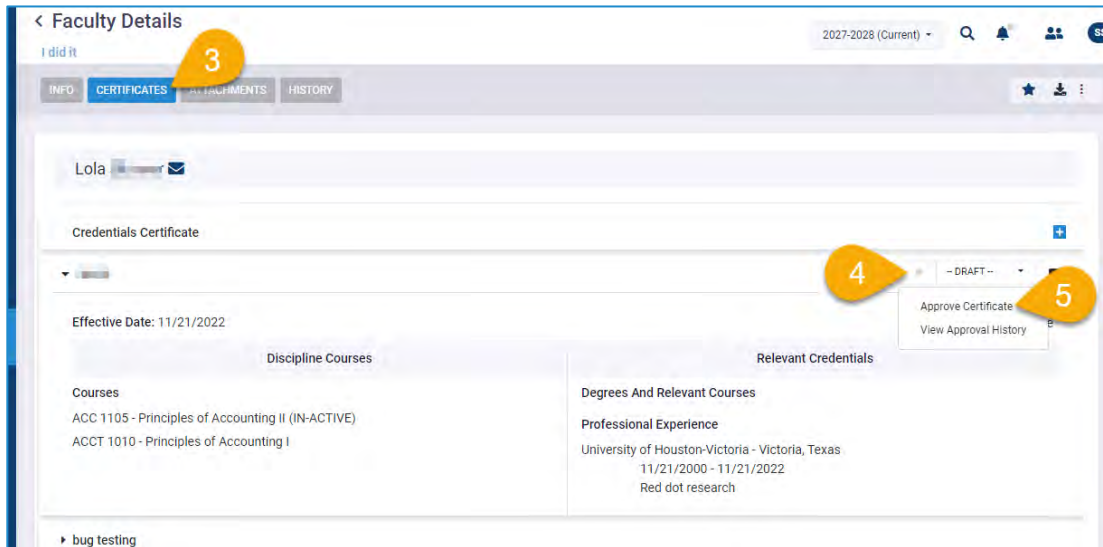
6. Add Approval Notes if desired.
7. Select **Approve.**
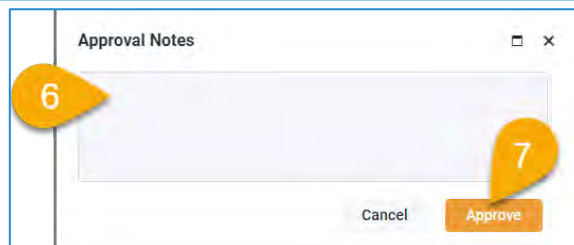
Step 1: Navigate to tnstate.strategicplanningonline.com and log in using your username and password.
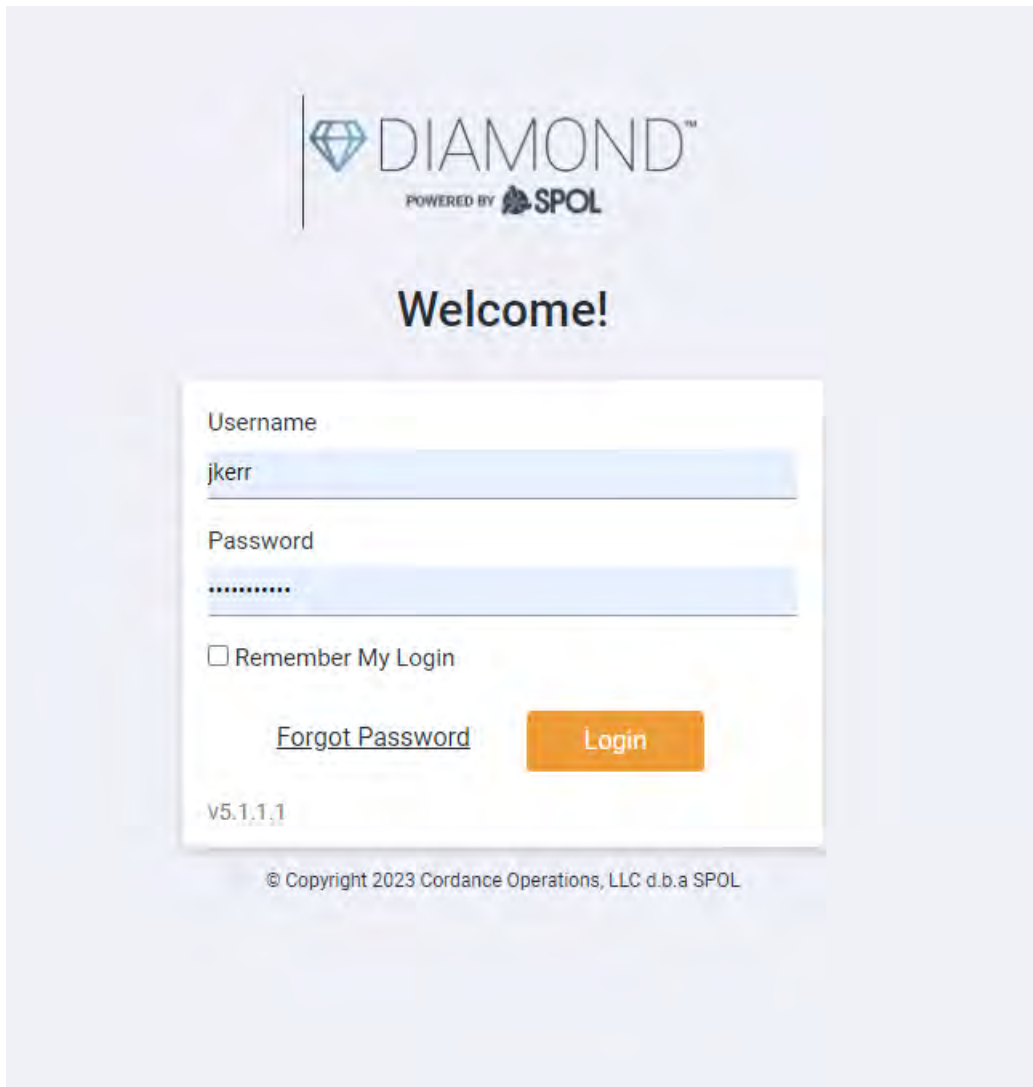
Step 2: Click on the Report icon in the blue sidebar.

Welcome, TES Support

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	01	02
04	05	06	07	08	09
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
02	03	04	05	06	07

Favorites

There are no records to display.

Step 3: Click on the Faculty Roster option.
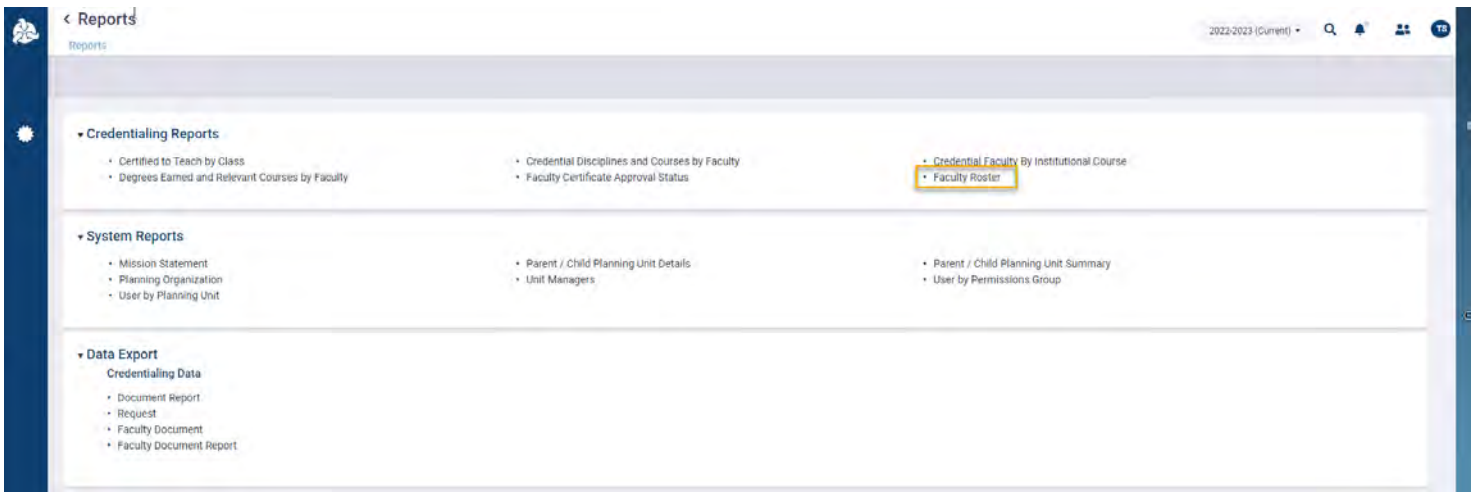
Step 4: Choose which Planning Year you would like to view, the Department(s), and the Academic Term, then select View Report.

Step 5: The report will be generated in the space below, and you will have the option to download it as a Word document or PDF. A link will be sent to your email address when the report is complete.

APPENDICES

STANDARDS FOR FACULTY CREDENTIALS

Policy No. 02.06
Effective Date: September 1, 2020

Tennessee State University is committed to hiring qualified faculty members to carry out the mission of the institution, core values of the University, and meet the standards required by SACSCOC and programmatic accrediting bodies. Academic credentials (i.e., earned degrees) are the and most important qualification for faculty; however other types of qualifications, although rare, may prove to be appropriate. All instructors (tenured, tenure-track, full-time temporary, and adjuncts must have the appropriate credentialing to teach a course. The appropriate credentialing and process of justification and documentation are outlined in this policy.

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SACS Faculty Credential Guidelines. Faculty credential guidelines to demonstrate faculty qualifications are provided by SACS Commission on Colleges. These are:

"When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

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- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- Faculty teaching baccalaureate courses: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work: earned doctoral/terminal degree in the teaching discipline or a related discipline.
- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluation

Chart 1 provides a quick reference guide for faculty credentialing.

Chart 1: Faculty Credentialing Guidelines

Faculty Qualifications Rating	Credentialing Guidelines
Highly Qualified	Terminal degree in the teaching discipline
Qualified	Terminal degree in a related discipline with at least 18 graduate semester credit-hours in the teaching discipline.
Qualified	Master's degree in the teaching discipline.
Marginally Qualified	Master's degree with at least 18 graduate semester credit-hours in the teaching discipline PLUS
	Alternative Justification: Related work or professional experience, licensure and certifications; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
	Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
Not Qualified	Does not meet any of the above criteria.

Qualifications: Faculty members must meet requirements in the Faculty Credentialing Policy. Departments are also responsible for ensuring all faculty meet the credentialing requirements of program accrediting agencies. All faculty – tenured, tenure-track, full-time temporary, adjunct – must meet the faculty qualification standards. This includes instructors who teach in-person and online.

Terminal Degrees: For purposes of credentialing, besides the PhD (Doctor of Philosophy), the following doctoral-level degrees are considered the terminal degree:
- DBA – Doctor of Business Administration
- DM – Doctor of Music
- DMA – Doctor of Musical Arts
- DNP – Doctor of Nursing Practice
- DOA – Doctorate of Arts

- DPH, DrPH – Doctor of Public Health
- DSc – Doctor of Science
- DSW – Doctorate of Social Work
- EdD – Doctor of Education
- JD – Juris Doctor
- PsyD – Doctor of Psychology
- DHS – Doctor of Health Sciences
- OTD – Doctor of Occupational Therapy

The following master's degrees are considered the terminal degree in their respective disciplines (given in parentheses):

- MFA - Master of Fine Arts (art, music, theatre, creative writing)
- MLA - Master of Landscape Architecture (landscape architecture, plant sciences)
- MLIS, MLS, MSLS, MSIS - Master of Library and Information Science, Master of Library Science, Master of Science in Library Science, Master of Science in Information Science (information science)
- MS - Master of Science in Graphic Design (art)
- MSW, MSSW - Master of Social Work, Master of Science in Social Work (social work)

Faculty Assignments: All faculty assigned in Banner as a course instructor (>0%) must meet the faculty credentialing standards.

Alternative Qualifications (per SACSCOC guidelines): Under extreme circumstances, faculty members may be hired with an alternative qualification request. These requests are submitted on a course-by-course basis. These requests may be submitted for approval if one of the following two standards are met.

- The faculty member has a record of demonstrated, long-term professional experience (including scholarly publications and presentations) and/or professional licensure (where applicable).
- The faculty member has formal academic training in a closely related discipline, and the faculty member is requesting approval to teach a course with competencies directly related to the faculty member's trained discipline.

After review of the qualifying documentation (e.g., transcript, curriculum vitae, licensure, professional letters, job experience documents) the Academic Dean must forward a justification letter to OIERPA and Office of the Provost and Vice President for Academic Affairs. Formal approval of an alternative qualification request can only be given by the Provost and Vice President for Academic Affairs.

Certification of Qualifications: Qualifications for all faculty must be reviewed and approved by each of the following: program coordinator/director (if applicable), department chair, academic dean, and the Provost and Vice President for Academic Affairs. Review and approval is conducted through the hiring process via PeopleAdmin and the hiring proposal process. A candidate's Curriculum Vitae, transcripts, and any associated licensing documents are part of the review package.

Faculty Credential Records Requirements: Tennessee State maintains a record of faculty credentials for every faculty member in the Office of Institutional Effectiveness, Research, Planning and Assessment. include: an official transcript for the highest degree earned, as well as those for any other

relevant degrees, such as master's and bachelor's degrees and a curriculum vitae

The current curriculum vitae must include the following sections, if applicable:

1. Education: include all Bachelor's, Master's, Ph.D., and/or terminal degrees
2. Academic appointments with dates: including current position
3. Other credentials: any professional licensures, certificates, honors and/or awards that relate to courses to be taught
4. Related professional experience: list additional work-related experiences that relate to courses to be taught
5. Grants, publications, presentations: as they relate to courses to be taught
6. Membership in professional organizations

For purposes of accreditation, transcripts/certificates/licensures are considered official only if they are sent directly from or on behalf of the granting institution to OIERPA and the Office of Human Resources.

Annual Review of Credentials: Annually, OIERPA and the Office of the Provost and Vice President for Academic Affairs, will require all faculty to submit an updated CV. Any faculty with an approved alternative credentialing request, must submit supporting documentation each academic year. Department Chairs will submit the annual faculty rosters, CVs, and alternative credentials no later than 15 days prior to the start of the fall semester. New faculty members starting in spring or summer must have documentation submitted no later than 15 days prior to spring or summer semester.

> *Faculty Rosters:* The Faculty Roster is a SACSCOC required report listing (1) all credit courses taught during the academic year, (2) instructor of record for each course, and (3) the instructor's credentials, including information justifying the instructor's credentials for the specific courses. The faculty rosters will be maintained internally to ensure compliance. College Deans are required to submit the Faculty Roster Form at the beginning of each semester to the Office of the Provost and Vice President for Academic Affairs and OIERPA. Information requested on the form should be provided for all full-time and part-time faculty teaching credit courses. This includes high school faculty teaching dual enrollment courses for the institution.

Department Chair Qualifications

- A Department Chair must be eligible to hold full-time faculty status in the Department and at least the rank of assistant professor at the time of appointment.
- At the time of appointment, a Department Chair must be tenured or tenure-track faculty in a discipline in the Department.
- An earned doctorate in a discipline in the Department is required.
- A minimum of five (5) years of leadership experience is required of a candidate for Department Chair.
- Evidence of leadership qualities.
- Subject matter expertise in the discipline (including licensure where relevant) are required.
- Skills and knowledge consistent with the mission of the department and the institution.
- Teaching experience in higher education in the discipline.

- Familiarity of and experience with accreditation standards (where applicable)
- Solid people development skills with a focus on providing opportunities for faculty and staff to excel.

Exceptions to any of the qualifications for Department Chair may be granted only by the written approval of the Provost and the President.

Academic Dean Qualifications:
- A Dean must be eligible to hold full-time faculty status and at least the rank of associate professor in a discipline in the College at the time of appointment.
- A Dean is required to have an earned doctorate in the discipline.
- Ten years of full-time teaching experience at a university with some graduate teaching experience in a discipline in the College.
- Record of teaching, professional development/scholarly work, and service to warrant faculty rank of Associate Professor in a discipline in the College.
- Understanding of appropriate accreditation for the College programs and university, preferably having national review experience
- 7 years of administrative experience in higher education; At least 3 – 5 years' experience as a Dean is a plus.
- Experienced in budget management
- Skills and knowledge consistent with the mission of the college and the institution.
- A reputation for creative scholarship and a demonstrable record of fostering excellence in research, teaching, and service in a discipline in the College.
- Ability to think strategically and build effective institutional partnerships.
- Demonstrated administrative experience, a high standard of professional integrity, and strong team-building skills.
- Ability to effectively execute the College's vision and mission to internal and external stakeholders

Exceptions to any of the qualifications for Dean may be granted only by the written approval of the Provost and the President.

Adopted: August 2020

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

> For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006 Updated for Revised Principles: April 2018

General Instructions for Completing the Faculty Roster Form

These instructions apply to the use of the Faculty Roster form[*] for all institutions responding to Standard 6.2.a (Faculty qualifications) or as requested in relation to a review of a substantive change.

Information requested on the form should be provided for all full-time and part-time faculty teaching credit or developmental/remedial courses. This includes high school faculty teaching dual enrollment courses for the institution. Teaching assistants should be included only if they are the instructor of record. The instructor of record is the faculty member who provides direct instruction for the course. In the case of a comprehensive review (application, initial accreditation or reaffirmation of accreditation), the roster should include all faculty members for all courses taught in the appropriate terms, no matter when or where. This would include coursework offered in an online modality and in high school dual enrollment courses. Institutions may choose to use an alternative form for those faculty members who were actively teaching at the time of the institution's prior comprehensive review (*Faculty from Prior Review*), provided that those faculty members were deemed qualified at the time of the prior review and are currently teaching courses with the same content and at the same level. If a substantive change is under review, roster should include all of the faculty members appropriate to the scope of that review. Substantive change prospectuses, applications, and information provided for a Substantive Change Committee require a full Faculty Roster form for the proposed change, regardless of faculty members' status during any prior review.

Faculty should be grouped by department, academic program, or discipline (do not group by broad areas such as social sciences or humanities, or by broad degree categories like Associate in Arts or Bachelor of Science). Faculty with teaching assignments in more than one academic area should be listed in the primary department, academic program, or discipline in which they teach, along with all of the courses taught, to avoid repeated entries for the same person.

For the submission of the Compliance Certification, a Track A institution (offering only undergraduate degrees) should submit rosters for fall term of the current academic year and spring term of the

previous academic year. A Track B institution (offering graduate degrees) should submit rosters for fall and spring term of the previous academic year.

Providing Information that Establishes Qualifications

(1) Institutions completing the Faculty Roster Form should review Standard 6.2.a and the Commission guidelines on "Faculty Credentials," which can be found on the Commission website under the Policies and Publications link. The guidelines represent commonly accepted good practice for the academic qualifications of faculty; however, SACSCOC recognizes that qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses.

(2) SACSCOC usually accepts common collegiate practice in recognizing an academic discipline, concentration, and/or field of study. Examples include history, mathematics, chemistry, English, sociology, finance, accounting, marketing, and management. For faculty teaching in these areas, it is expected that the institution will provide information that justifies and documents each faculty member's qualifications relevant to the specific courses they are assigned to teach. For faculty teaching interdisciplinary courses, it is expected that the institution will provide information that justifies and documents the faculty member's qualifications relevant to the disciplines that are components of the course.

(3) When completing the Faculty Roster form, it may become obvious that only one of the faculty member's degrees need be cited in order to justify his/her qualifications to teach a specific course. In that case, cite only that one degree. In other cases, it will be necessary to list two or more degrees and to list the specific course titles and number of semester hours in those degrees relevant to the courses

assigned. It may also be necessary to indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience; licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.

(4) Institutions are expected to maintain appropriate justification and documentation in the files of all faculty that establish qualifications, including those listed in columns three and four of the Faculty Roster Form. These should be readily available for the consideration of On-Site evaluators.

Instructions for the Columns of the Faculty Roster Form

Column One. Provide the name of the instructor and indicate full or part-time status: (F) or (P). A full- time faculty member is usually defined as one whose major employment is with the institution, whose primary assignment is in teaching or research, and whose employment is based upon a contract for full- time employees. If a significantly different definition is used for full-time faculty, please provide that definition. As noted above, the institution should provide information for all faculty teaching in the terms that are part of a comprehensive review. This includes all credit-bearing courses, whenever and wherever offered. Institutions should be careful not to overlook faculty teaching online courses, high school dual enrollment courses, or at off-campus instructional sites.

Column Two. List from the catalog the course prefix, course number, and course title of all credit courses taught by term during the requested time period. For each course indicate whether it is developmental (D), undergraduate transferable (UT), undergraduate non-transferable (UN), or graduate (G). Information should be provided – separate from the roster – summarizing the content of the courses listed on the roster. Appropriate information might be provided through a catalog or other description of the content of these courses. If the course is being taught at a high school as a dual enrollment course, please designate it as [Dual].

Column Three. List the earned academic degrees, diplomas, and certificates that help qualify the instructor to teach the listed courses. Indicate the discipline (concentration or major) of each degree and the institution that awarded the degree. Listing additional qualifications such as other specific course titles and number of semester hours awarded at the undergraduate or graduate level relevant to the courses assigned might also be helpful in building a case for qualified faculty.

Column Four. If necessary to establish adequate qualifications of faculty for courses assigned, list additional qualifications such as related work or professional experience, licensure, and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member. As necessary, provide this information on additional pages.

Created: January 2007
Updated: January 2011, May 2018, April 2019,
February 2020

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* Both the Faculty Roster and the Faculty from Prior Review forms may be found on the [SACSCOC website](#).

Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Great Minds University

Name of Primary Department, Academic Program, or Discipline: XXXX

**Academic Term(s) Included: Fall 20XX, Spring 20XX**　　　　　　　　　**Date Form Completed: 08/01/201X**

1	2	3	4
NAME (F, P)	**COURSES TAUGHT** **Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)** **[Dual]** Note – for substantive change prospectuses/applications, list the courses *to be taught*, not historical teaching assignments	**ACADEMIC DEGREES & COURSEWORK** **Relevant to Courses Taught, Including Institution & Major** **List specific graduate coursework, if needed**	**OTHER QUALIFICATIONS & COMMENTS** **Related to Courses Taught**
Joe Alvarez (F)	**Fall 20XX** BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2001 Principles of Accounting I, 3 (UT) **Spring 20XX** BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2002 Principles of Accounting II, 3 (UT)	MBA (General), Old Main University included the following coursework: BUS 516 Cost Accounting (3) BUS 572 Federal Income Tax (3) BUS 573 Accounting Information Systems (3) Total: 9 Graduate Semester Hrs. BBA (Accounting), Greenhill University	Current CPA license, NC 1999-2009 Accountant, Big Four Accounting Inc., Durham, NC 3 years Auditing experience 7 years Income Tax experience
Yolanda Bing (F)	**Fall 20XX** HIS 101, Western Civilization I, 3 (UT) HIS 110, American Society and Culture, 3 (UT) GEO 222, Latin America, 3 (UT) **Spring 20XX** HIS 102, Western Civilization II, 3 (UT) KIN 103, Karate, 1 (UT)	MA (History), Grand State University Included the following coursework: GEO 512, Hist of Cartography GEO 516, Latin American Geography GEO 640, Geo Info Sys GEO 651, Migration GEO 670, Europe GEO 680, 20th Century US Total: 18 Graduate Semester Hrs.	Holds black belt and was first alternate to US Olympic team in Karate

1	2	3	4
NAME (F, P)	COURSES TAUGHT **Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual]** Note – for substantive change prospectuses/applications, list the courses *to be taught*, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK **Relevant to Courses Taught, Including Institution & Major** **List specific graduate coursework, if needed**	OTHER QUALIFICATIONS & COMMENTS **Related to Courses Taught**
Joseph Green (P)	**Spring 20XX** MUS 305, Music Composition. 3 (UT)	BM (Music Composition), Gary Conservatory of Music	Published composer, including four produced symphonies and one opera, which debuted last winter at the Houston Grand Opera Formerly the composer in residence for the Peoria Symphony Orchestra
Samuel Twain (P)	**Spring 20XX** ENG 101, Effective Writing, 3 (UT) [Dual] **Fall 20XX** ENG 102, World Literature, 3 (UT) [Dual]	PhD (English), Calaveras University MAT (Secondary English), Hannibal College MFA (Creative Writing), Mississippi River University	

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment

SPOL Credentialing Module How-To Documents:

These documents can also be found in the Resources section of SPOL. Click on the Resources button in the bottom left corner of the homepage.
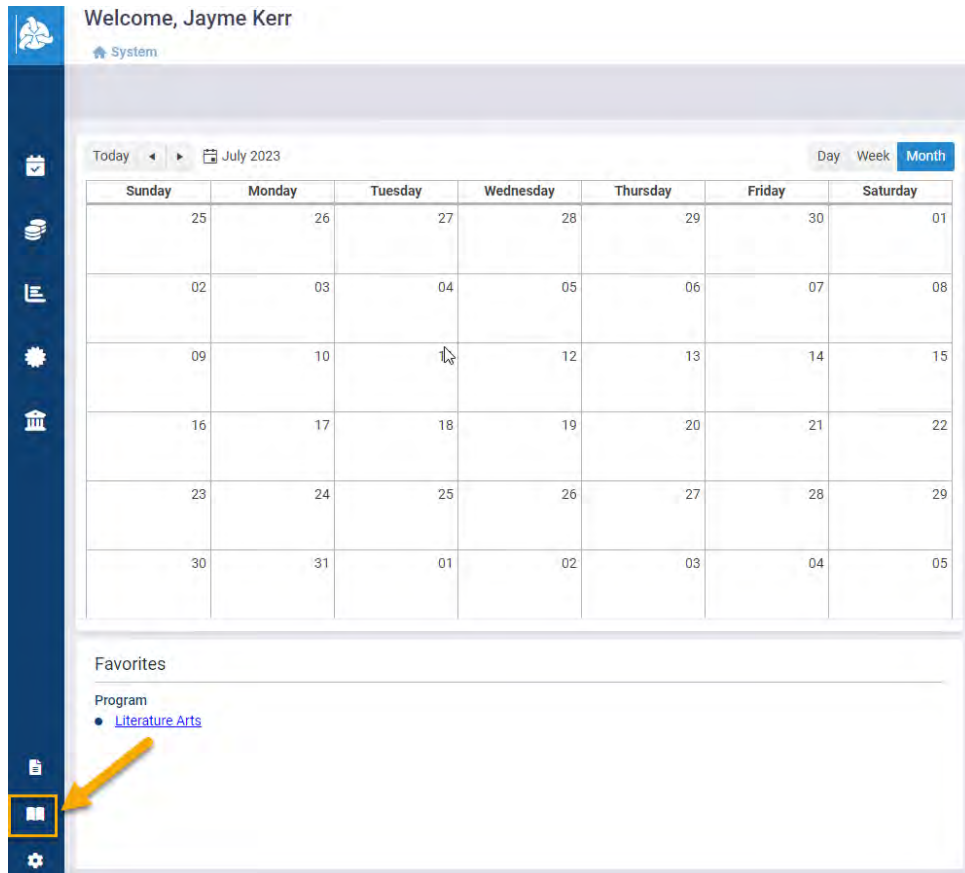
Credentialing Module Terms

- **Course Type**– A **Course Type** is the general category into which a Course falls.

- **Courses** – **Courses** are units of study as represented in the institution's catalog.

- **Classes** –A course becomes a **Class** when assigned an instructor and mode of delivery.

- **Campus** – A **Campus** is a building or location as specified by the University.

- **Faculty** – A **Faculty** is an individual to be credentialed to teach.

- **Faculty Ranks**– **Faculty Ranks** are the academic ranks for instructors within an institution.

- **Mode of Delivery** – **Mode of Delivery** is what format the class is being delivered.

- **Discipline** – A **Discipline** is a field of study or branch of scholarly instruction that host Courses.

- **Division** – A **Division** is the umbrella unit under which Disciplines are organized.

How to Add Credentials to a Faculty

*Appropriate permissions are required. **Discipline, Relevant Credentials, and Courses must be created first.*

1. Select the Credentialing icon.
2. Select **All Credentials**.
3. Open the intended Faculty.
4. Under the Certificates Tab, select **Credentials Certificate**.
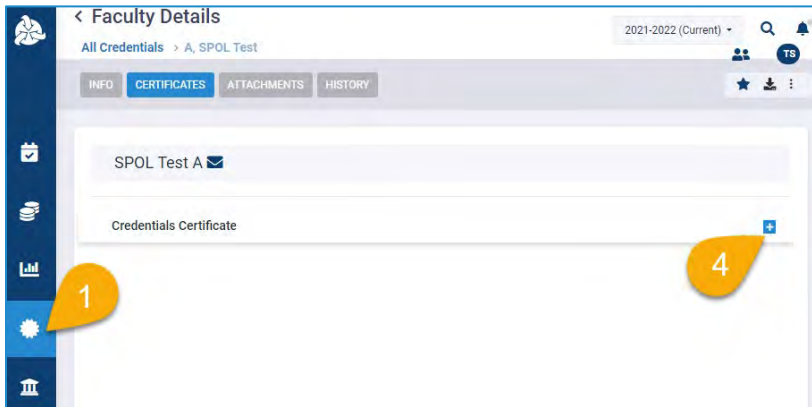
5. Select the appropriate Discipline.
6. Select the intended course(s).
7. Select the Relevant Credentials to the selected course(s).
8. Select **Save.**
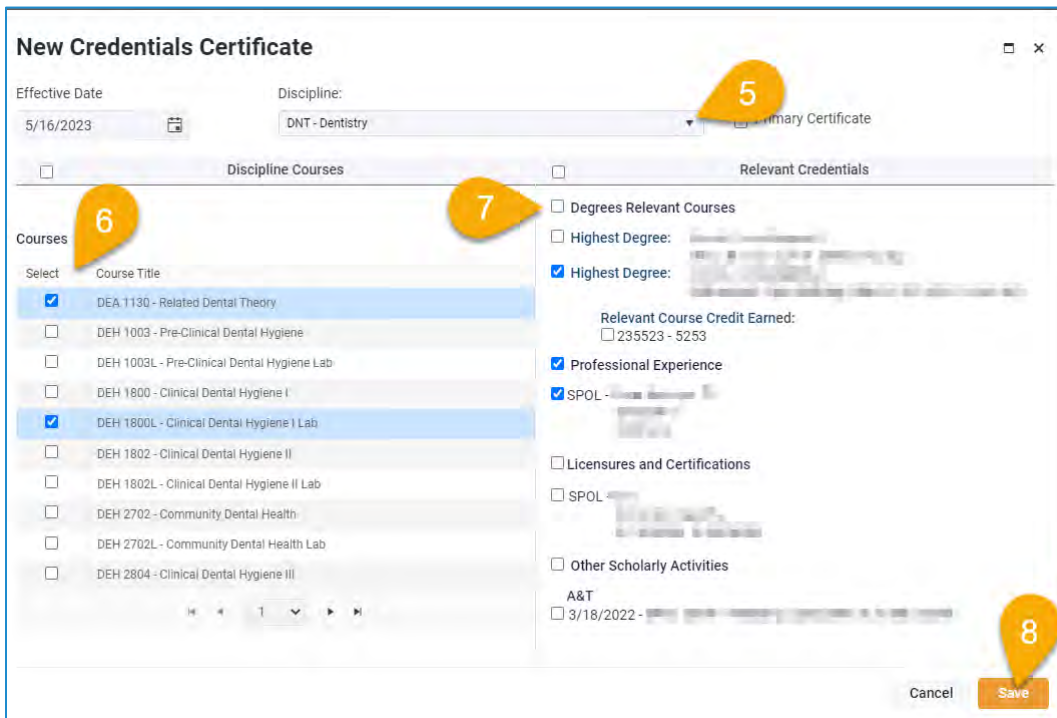
How to Add a Degree and Relevant Courses to a Faculty

*Appropriate permissions are required. **Earned Degree, Granting Institution, and Faculty Discipline must be created first.*

1. Select the **Credentialing** icon.
2. Select **All Credentials**.
3. Open the intended Faculty.
4. Under the Info Tab, select **Degrees and Relevant Courses**.
5. Fill out the information as appropriate.
6. Select **Save.**

How to Approve a Credential

Appropriate permissions are required.

1. Select the Credentialing icon.
2. Navigate to the intended Faculty Credential.
3. Select the **Certificates** tab.
4. Select the dot on the left.
5. Select **Approve Certificate**.
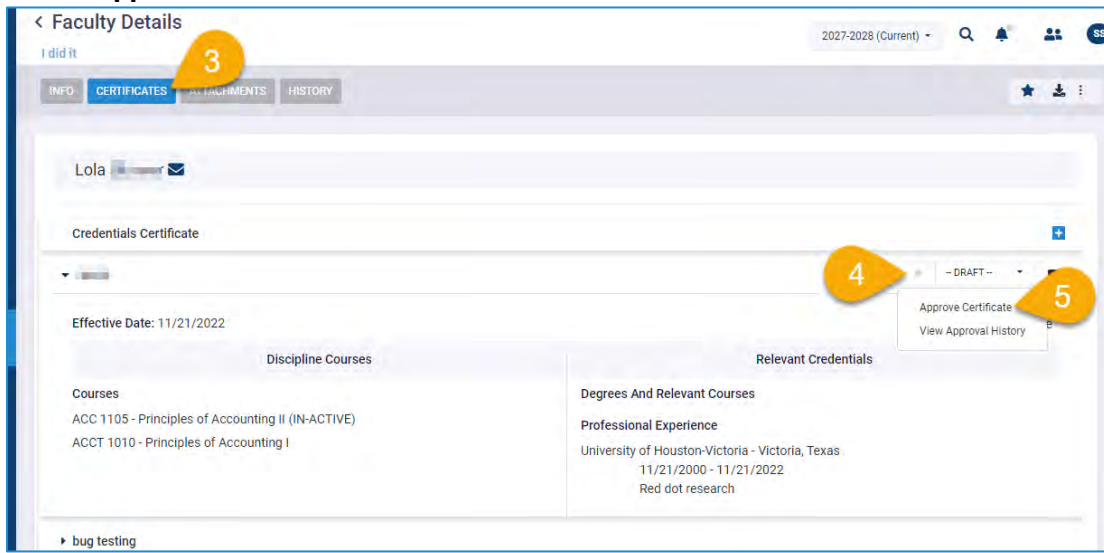
6. Add Approval Notes if desired.
7. Select **Approve.**
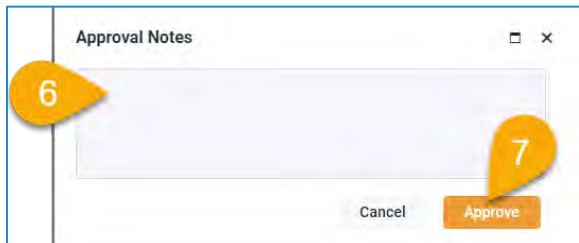
How to Assign an Instructor to a Class

*Appropriate permissions are required. **The course and instructor must be created before assigning a class.*

1. Select the Credentialing icon.
2. Select **All Credentials**.
3. At the top, select the down carrot next to Faculty.
4. Select **By Course**.
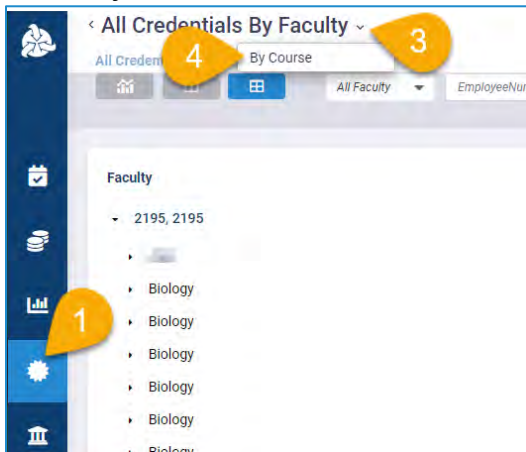
5. Select the intended Course.
6. Select **Classes.**
   a. Alternatively, if it is an existing class, click the desired class.
7. In the right sidebar, select the intended instructor and fill out the other information as appropriate.
8. Select **Save.**
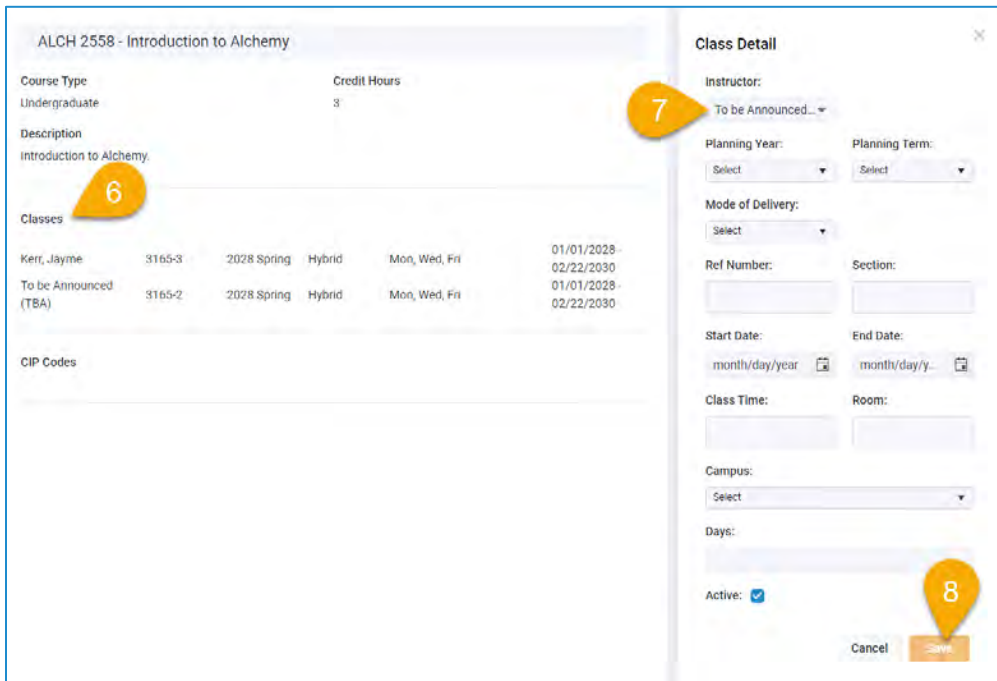
How to Create a Class

*Admin permissions are required. **Course, Instructor, Planning Term, Mode of Delivery, and Campus must be created before creating a Class.*
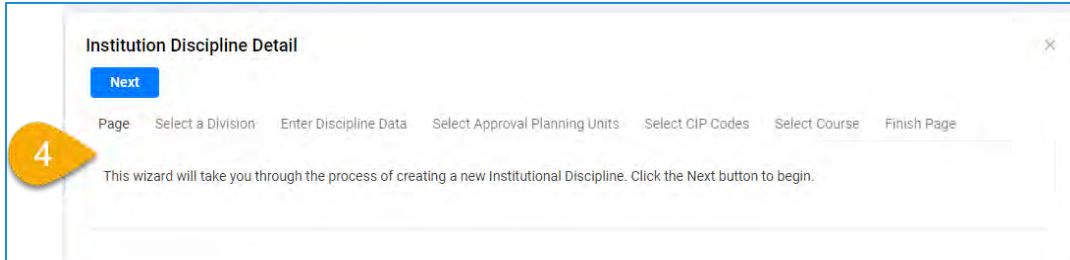
1. Select the Admin icon.
2. Under the Academic Data section, select **Classes**.
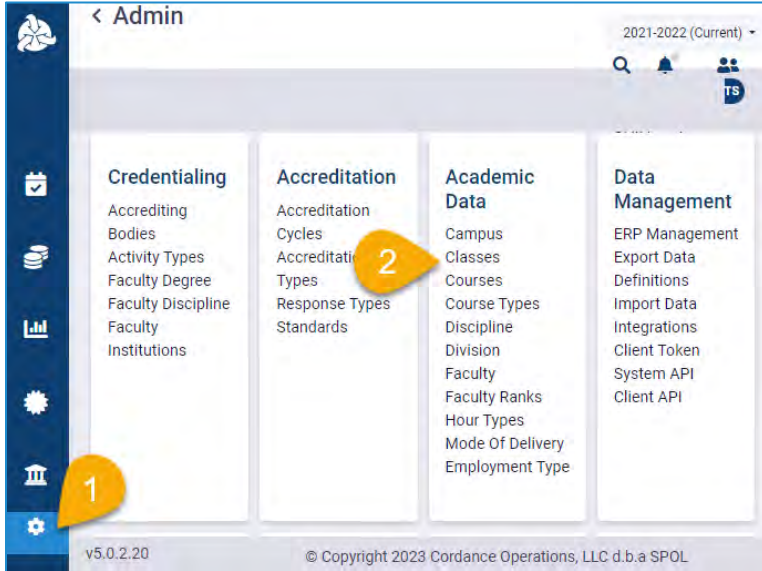
3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
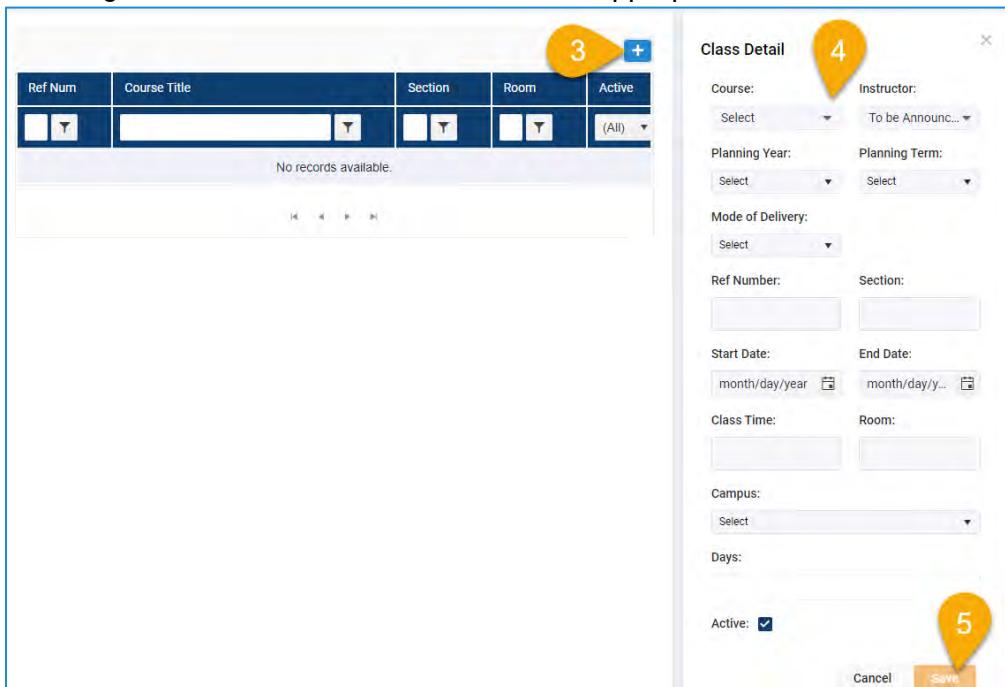
5. Select **Save.**

How to Create a Course

*Admin permissions are required. **Course Type and Hour Type must be created before creating a Course.*

1. Select the Admin icon.
2. Under the Academic Data section, select **Courses**.
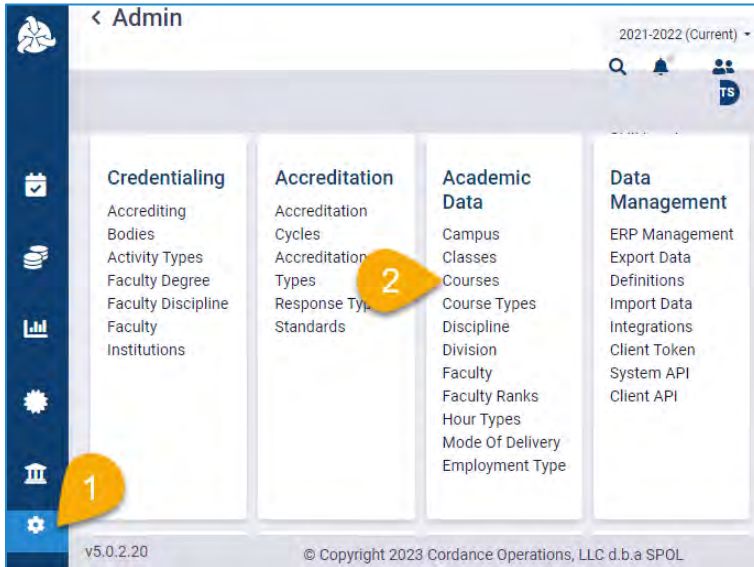
3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**
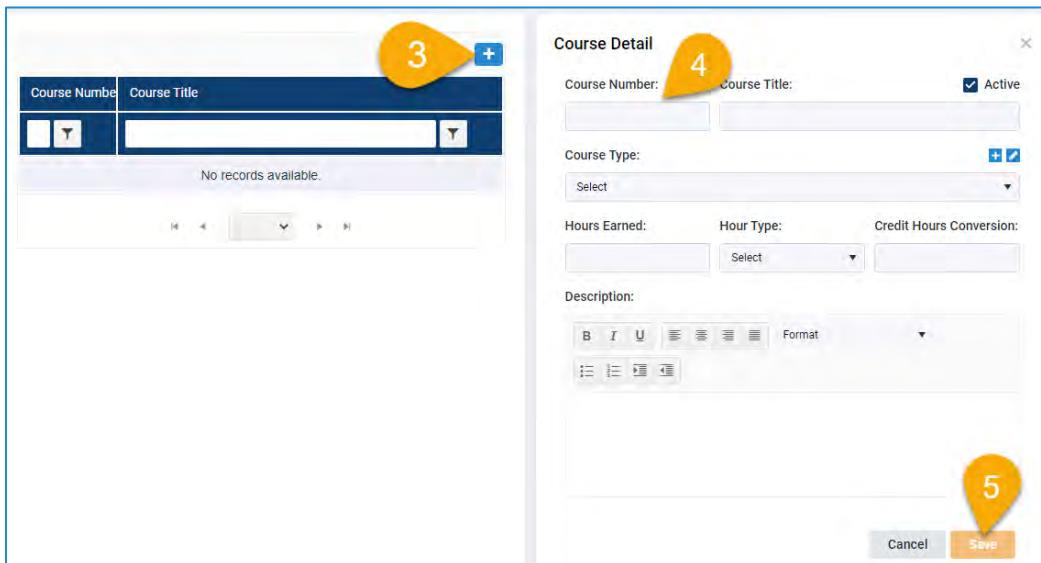
How to Create a Course Type

Admin permissions are required.

1. Select the Admin icon.
2. Under the Academic Data section, select **Course Types**.
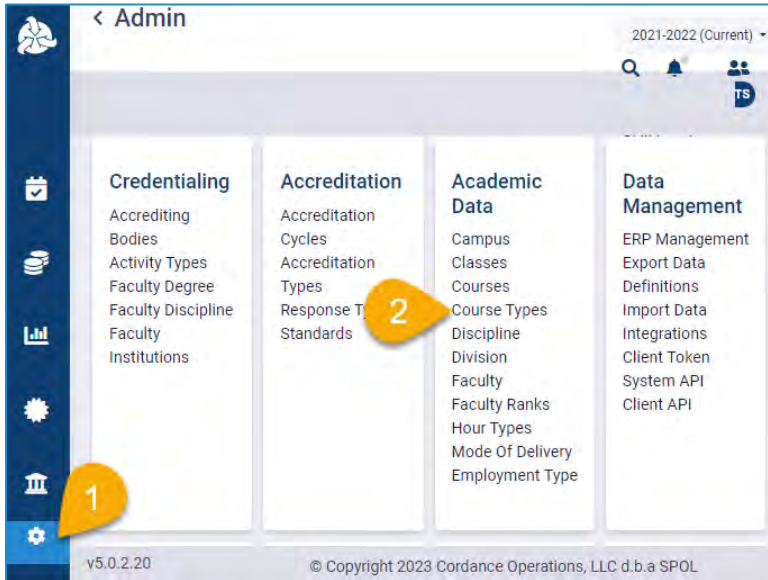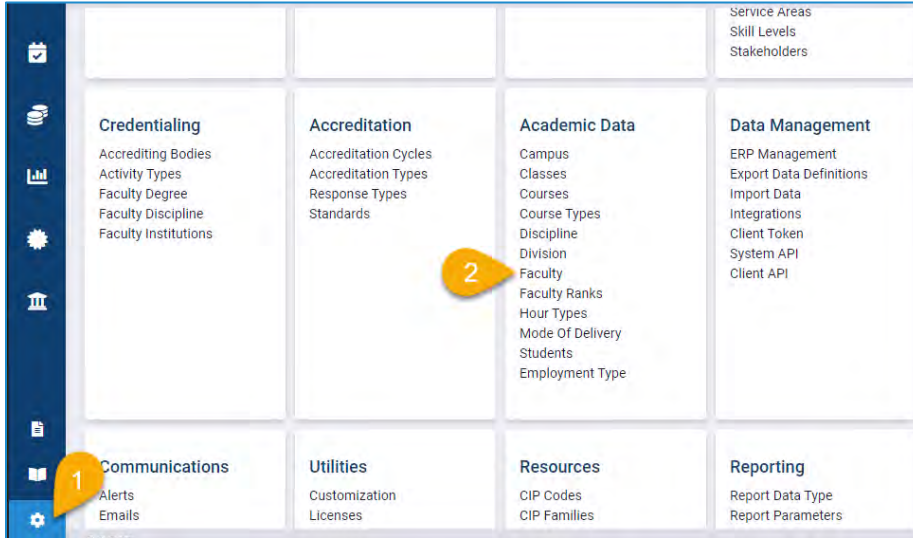

3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**
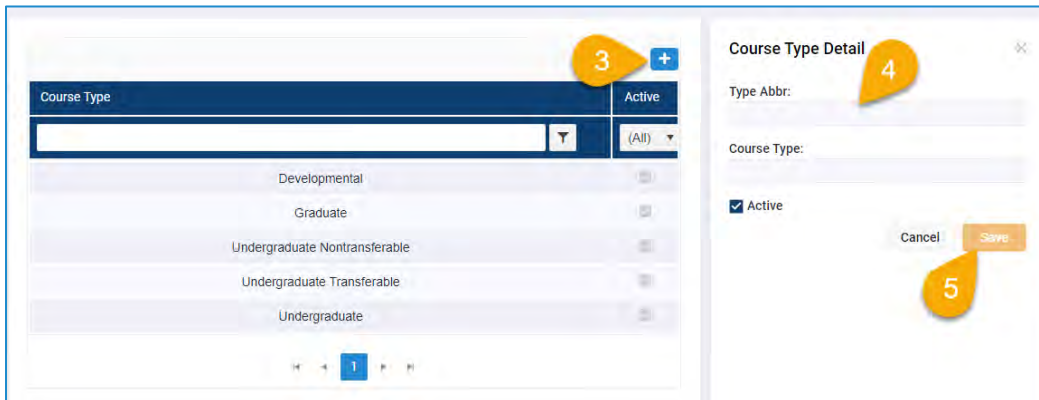
How to Create a Discipline

*Admin permissions are required. A Division must first be created and given an Approval Role before a Discipline can be created.

1. Select the Admin icon.
2. Under the Academic Data section, select **Discipline**.
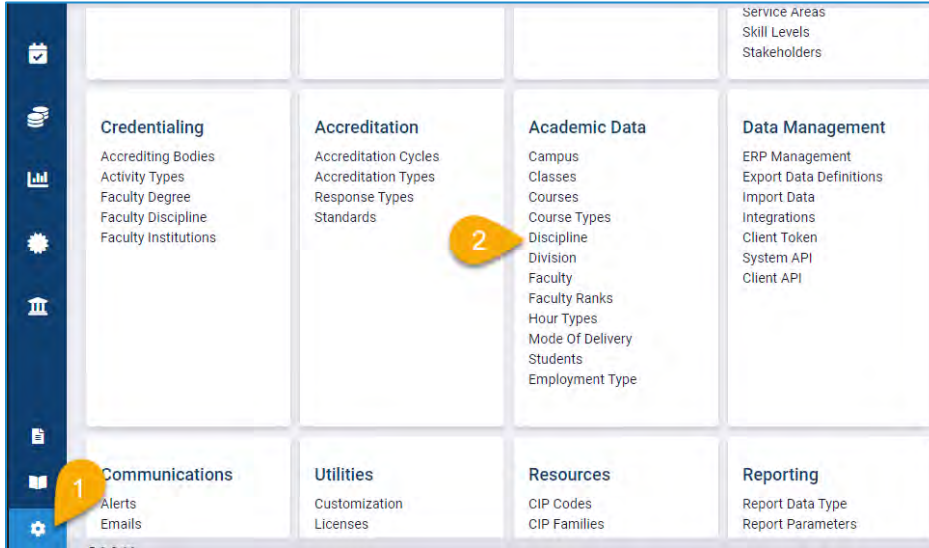
3. On the top right corner, select **Add.**

4. Follow the wizard as appropriate, selecting **Next** after each option is filled out.

5. After the information is filled out, select **Finish.**
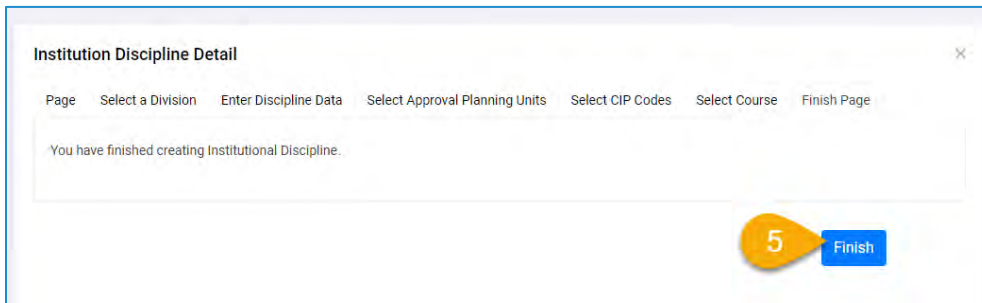
How to Create a Division

Admin permissions are required.

1. Select the Admin icon.
2. Under the Academic Data section, select **Division**.
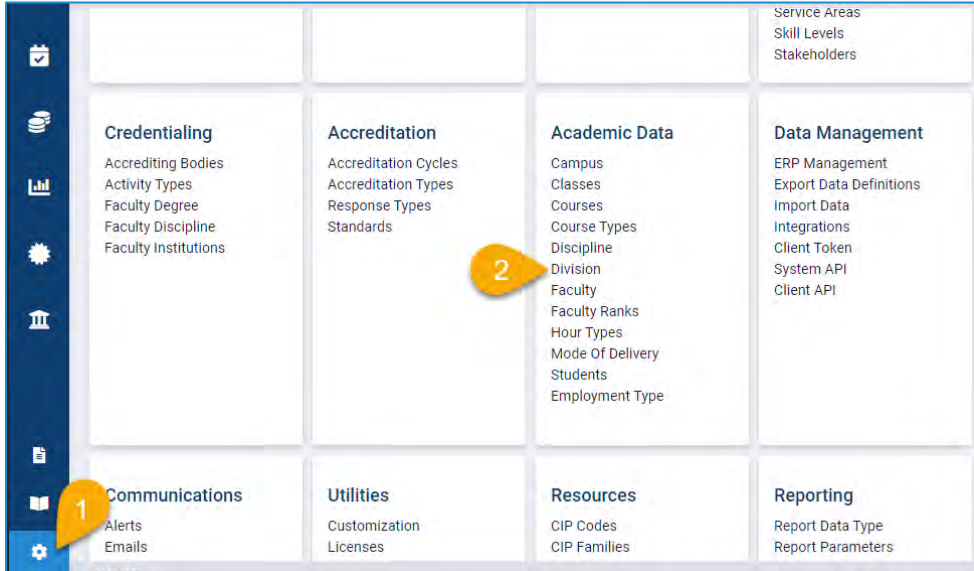
3. On the top right corner, select **Add.**
4. In the right sidebar, type in the desired name for the division.
5. Select **Save**.
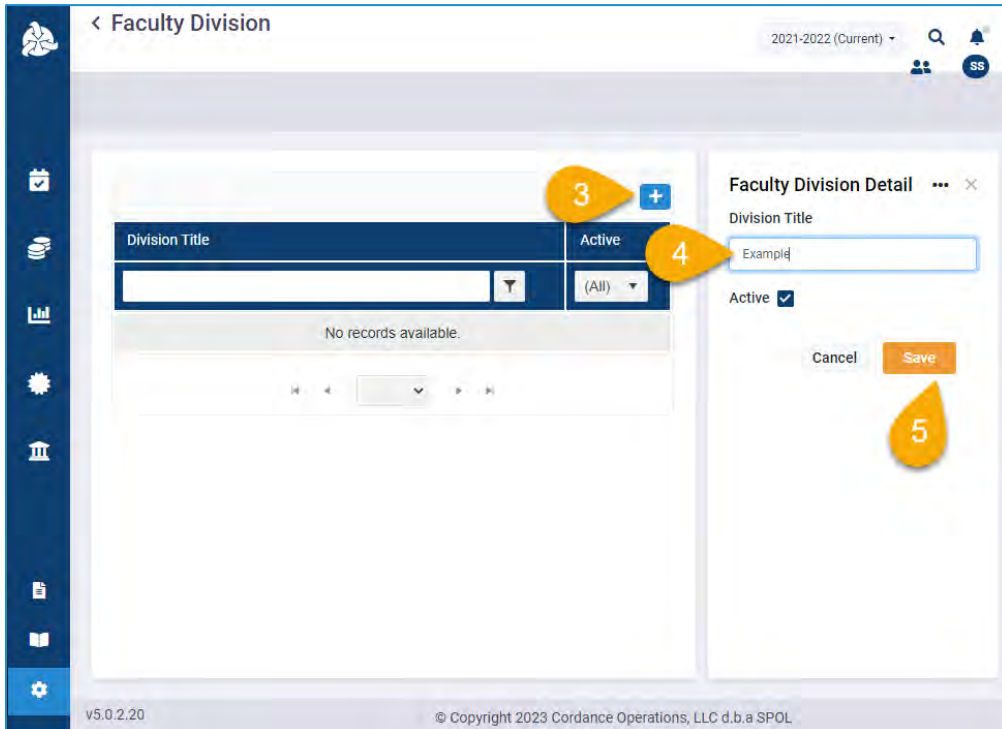
How to Create a Faculty

*Admin permissions are required. *Faculty Rank and Employment Type must be created first.*

1. Select the Admin icon.
2. Under the Academic Data section, select **Faculty**.

3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**

How to Create a Faculty Degree

Admin permissions are required.

1. Select the Admin icon.
2. Under the Credentialing section, select **Faculty Degree**.

3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**
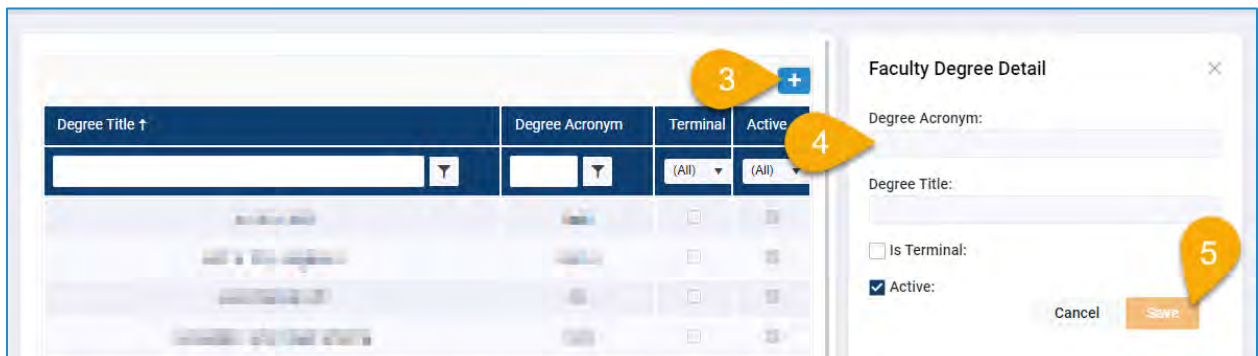
How to Create a Faculty Discipline

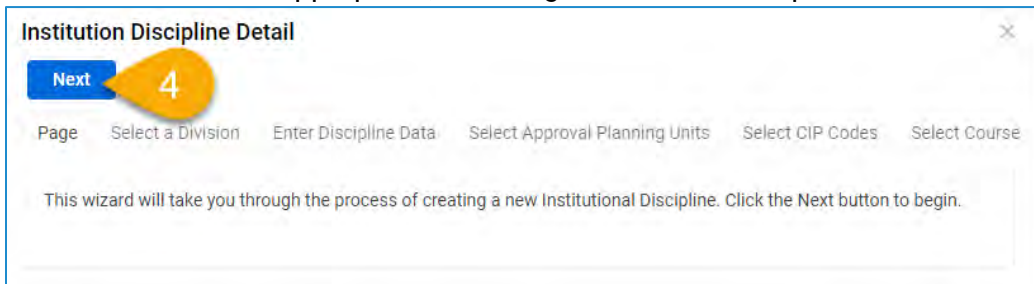*Admin permissions are required. **Faculty Division must be created before creating a Faculty Discipline.*

1. Select the Admin icon.
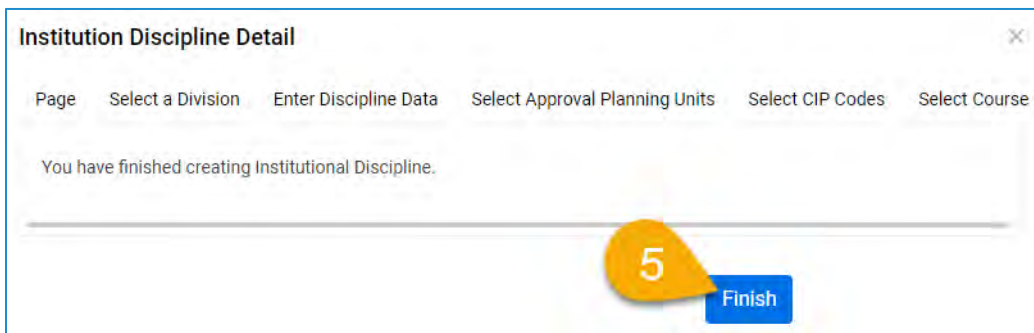2. Under the Credentialing section, select **Faculty Discipline**.

3. On the top right corner, select **Add.**

4. Follow the wizard as appropriate, selecting **Next** after each option is filled out.
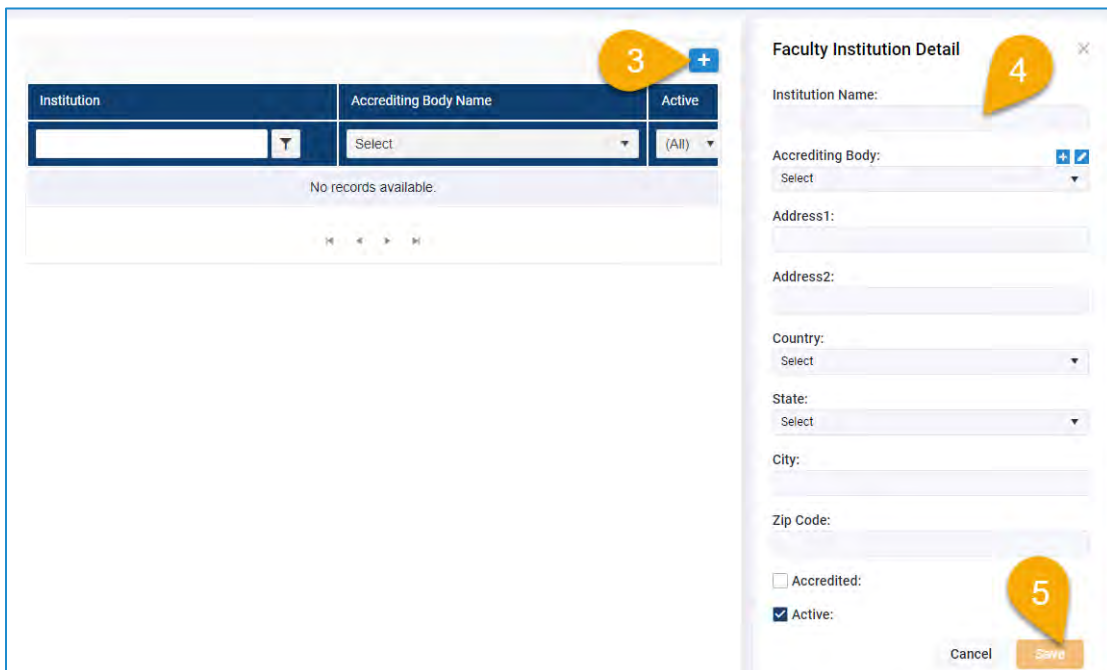

5. Select **Finish.**

How to Create a Faculty Institutions

*Admin permissions are required. **Accrediting Body must be created before creating a Faculty Institution.*

1. Select the Admin icon.
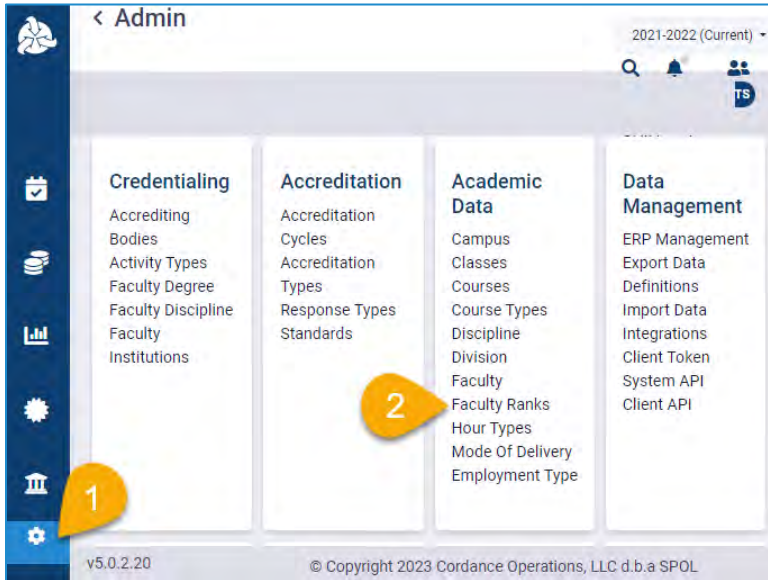2. Under the Credentialing section, select **Faculty Institutions**.

3. On the top right corner, select **Add.**
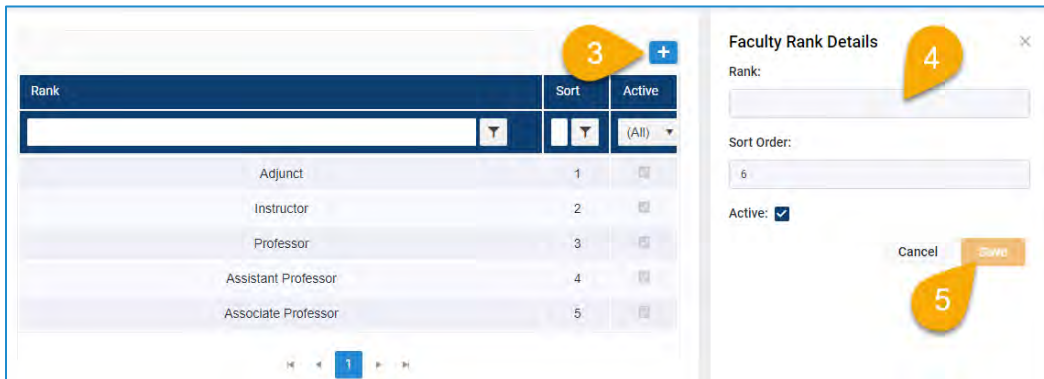4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**

How to Create a Faculty Rank

Admin permissions are required.

1. Select the Admin icon.
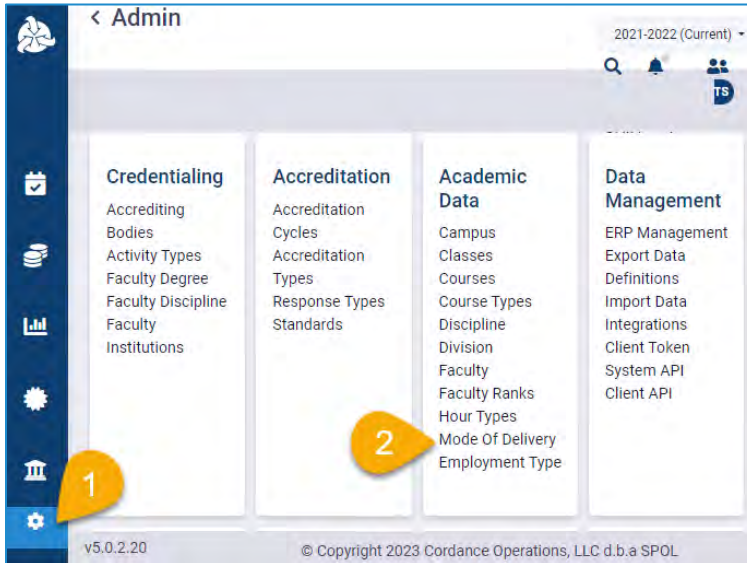2. Under the Academic Data section, select **Mode of Delivery**.

3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**

How to Create a Mode of Delivery

Admin permissions are required.

1. Select the Admin icon.
2. Under the Academic Data section, select **Mode of Delivery**.

3. On the top right corner, select **Add.**
4. In the right sidebar, fill out the information as appropriate.
5. Select **Save.**