

ASU DEANS/DIRECTORS COUNCIL ACTION NO. ASU:06-27-19-001

DATE: June 27, 2019

AUTHOR: Dr. La Toya Hart, Institutional Effectiveness and Assessment Director and Accreditation Liaison

COUNCIL SPONSOR: Dr. La Toya Hart, Institutional Effectiveness and Assessment Director and Accreditation Liaison

PROJECT/PROPOSAL TITLE: Faculty Credentialing Policies and Procedures

Academic Program Approval Policy & Procedure  
Faculty Credentialing Policies and Procedures

**ABSTRACT:**

The purpose of the *Faculty Credentialing Policies and Procedures* is to ensure that all instructors of record have the appropriate credentials in their academic discipline regardless of location of the course offering or mode of delivery. Instructors of record must meet or exceed the credential policies established by Alcorn State University as outlined by the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) guidelines, the regional accrediting agency.

COSTS: N/A

INITIAL/START DATE: Fall 2019

**DISCUSSION:**

The *Faculty Credentialing Policies and Procedures* codifies the practice that has been followed by Alcorn State University which aligns with the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) faculty credentialing guidelines.

The *Faculty Credentialing Policies and Procedures* is attached.

COUNCIL ACTION: APPROVED: YES \_\_\_\_\_ NO

TABLED/POSTPONED: \_\_\_\_\_

DATE: June 27, 2019

Vice President for Academic Affairs:

SIGNATURE:  6/27/19

## Faculty Credentialing Policies and Procedures

### Introduction

Alcorn State University is committed to ensuring that all instructors of record have the appropriate credentials in their academic discipline regardless of location of the course offering or mode of delivery. Instructors of record must meet or exceed the credential policies established by Alcorn State University as outlined by the 2018 Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) faculty credential guidelines. Additional guidelines and clarification related to degrees, experiential qualifications, professional licensure and certifications related to the teaching assignment may be considered by the University.

### SACSCOC Faculty Credentials Guidelines (2018)

#### **6.2 a For each of its educational programs, the institution justifies and documents the qualifications of its faculty members (Faculty qualifications).**

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate.

It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments. Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching nontransferable technical courses depend heavily on professional experience and appropriate certifications or work experience. Judicious use of professional judgment should also be exercised by those asked to serve as external reviewers of faculty qualifications.

All instructors (full-time and part-time) of record regardless of rank, type, location of course offering, or mode of delivery **must** meet the appropriate standards to teach assigned courses.

Alcorn State University has adopted the following policy for faculty credentialing:

- 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 baccalaureate courses: 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).
- d. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- e. 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.
- f. Experiential qualifications, professional licensure, professional or other discipline specific certifications, or other documented competencies may be considered by the University in the faculty credentialing process in lieu of, or in conjunction with, the above credentialing guidelines.

### **Required Documentation**

**Official Transcript**- The University requires all instructors of record (full-time and part-time) to submit an official transcript documenting conferred terminal degree in the teaching discipline or 18+ conferred graduate hours in the teaching discipline before a contract can be offered. Official transcripts must be sent directly to the Office of the Provost and Executive Vice President for Academic Affairs. Official transcripts that are submitted electronically should be emailed directly to the Provost or the Vice Provost. Transcripts that are stamped *Issued to Student* are not acceptable.

*International Transcripts*- The University requires that faculty with an international transcript provide a translated version. An approved National Association of Credential Evaluation Services (NACES) vendor should be used to translate the transcript.

**Curriculum Vitae or Resume**- The University requires that all instructors (full-time and part-time) provide a curriculum vitae or resume that will be used in conjunction with the individual's transcript to document qualifications for the teaching discipline. The curriculum vitae/resume should contain all relevant experience, publications, presentations, certifications, and licenses.

**Alternate Credentialing Documents**- The University may accept alternate qualifications to justify an individual teaching a specific course in the absence of a terminal degree or 18+ graduate hours in the teaching discipline. This may include experiential qualifications, professional licensure, professional or other discipline specific certifications, or other documented competencies. A curriculum vitae/resume alone is not sufficient documentation for

alternate credentialing. An individual must provide the appropriate written evidence for consideration to teach a specific course to ensure the alternate qualifications align with the course learning outcomes. In the absence of a conferred terminal degree or 18+ graduate hours in the teaching discipline, the department chair must complete a credentialing form documenting objective alternative credentials to provide to the dean and provost. Copies of professional licenses and certifications should include the issuing agency and the date of expiration.

The dean of each school will ensure that all qualifications and credentials are consistent with Alcorn State University's policy, IHL, regional accreditation guidelines, and discipline-specific accreditations. The Provost/Executive Vice President for Academic Affairs will conduct the final review to ensure that the faculty member has the appropriate qualifications and credentials and approve said faculty member.