

# Faculty Credentialing: Building a Base for Quality and Consistency

**SACSOC Annual Meeting**  
**December 4, 2017**

Dr. Jeff Stewart, Provost

Dr. Eileen DeLuca, Associate Vice President, Academic Affairs

Ms. Barbara Miley, Coordinator, Accountability



# Links for Resources

## Instructional Credentialing Guidelines

[https://www.fsw.edu/assets/pdf/sacscoc/FSWInstructionalCredentialingGuidelines\\_062017.pdf](https://www.fsw.edu/assets/pdf/sacscoc/FSWInstructionalCredentialingGuidelines_062017.pdf)



## Credentialing Forms

<https://www.fsw.edu/assets/pdf/sacscoc/FSWCredentialingForms.pdf>



# Development: The *SACS Man* Cometh

- Reaffirmation inspired a review of current practices.
- Former qualifying practice was inconsistent. Documentation didn't always reconcile with stated credentialing standards.
- The Dean was the ultimate credentialing authority.
- No established system for discovering variances.

# Getting Buy-in: Bottom up vs. Top Down

- Discipline Chairs, Deans and Provost collaborated on establishing credentials by course.
- A credentialing matrix was designed.
- Guidelines provided clarity and benchmarks.
- New faculty qualifying forms developed to require chair, dean, and Provost to review and approve.
- Struggle with how specific to be (discipline vs. course specific).

# Welcome to the Bunker

- All faculty (full-time and adjuncts) files were pulled and reviewed.
- Academic deans spent hours in the “bunker” reviewing credentials, calling for additional documentation where necessary, and updating faculty qualification forms.
- Alternative credentials were documented where appropriate.
- Some adjuncts were no longer qualified and were notified.
- Some FT faculty were put on progression plans.

# SACSCOC Guidelines

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.**

# SACSCOC Guidelines

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.

# Implementation of the Manual



## INSTRUCTIONAL CREDENTIALING GUIDELINES

Florida SouthWestern State College (FSW) employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of the faculty, FSW gives primary consideration to the highest earned degree in the discipline. FSW also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Qualified faculty obtain degrees and course work from regionally accredited colleges and universities. Academic Deans are responsible for justifying and documenting the qualifications of FSW faculty. The Provost gives final approval for qualifying faculty.

The following standard practice is used for certification of qualified faculty.

1. In baccalaureate or credit transfer programs, a doctoral or master's degree from a regionally-accredited institution of higher education in the teaching discipline or a master's degree and a minimum of 18 graduate semester credit hours in the teaching discipline.
2. In certificate programs, terminal at the Associates Degree level, or developmental education, alternative qualification may be used with appropriate supporting documentation.

Upon identifying candidates who are eligible to teach, the appropriate academic supervisor will review transcripts and other supporting materials to make an initial determination of the candidate's qualifications.

If it is determined the candidate is qualified to teach, a Faculty Qualification Form (FQF) will be completed to include:

1. The approved teaching discipline and all courses the candidate is qualified to teach.
2. Only those degrees and coursework used to credential the faculty member (in most cases that will be the highest degree awarded) should be listed on the FQF.
3. Any relevant certifications, valid licenses, and verified work experience must be listed and included with the FQF if applicable and for alternatively qualified faculty (as in B described in Guidelines).

Unofficial transcripts may be used to initially certify a faculty member. All forms required of an employee, including any required academic transcripts and credentials, must be submitted within thirty (30) days of an employee's first day of employment. The same standard of practice may be used for alternative credentialing materials, when unofficial copies may be used initially but official copies are required by the end of the first semester of teaching. Faculty who fail to produce official transcripts and/or alternative credentials will not be allowed to teach after one semester.

### Procedure:

1. Upon identifying candidates who are eligible to teach, the appropriate academic supervisor will review transcripts and other supporting materials to make an initial determination of the candidate's qualifications.

2. If it is determined the candidate is qualified to teach, a Faculty Qualification Form (FQF) will be completed to include:
  - The approved teaching discipline and all courses the candidate is qualified to teach.
  - Only those degrees and coursework used to credential the faculty member (in most cases that will be the highest degree awarded) should be listed on the FQF.
  - Any relevant certifications, valid licenses, and verified work experience must be listed and included with the FQF if applicable and for alternatively qualified faculty (as in B described in Guidelines).
3. Unofficial transcripts may be used to initially certify a faculty member; however, the individual must provide within 30 days of the first day of classes during their first semester of teaching at the College an official transcript from each institution that awarded credit in the discipline for which confirmation is required. The same standard of practice may be used for alternative credentialing materials, when unofficial copies may be used initially but official copies are required by the end of the first semester of teaching. Faculty who fail to produce official transcripts and/or alternative credentials will not be allowed to teach after one semester.
4. The degree, major, completion date, and relevant graduate courses must be highlighted on transcripts and attached to the Faculty Qualification Form.
5. When reviewing graduate transcripts that include quarter hours in the teaching discipline, the conversion formula is 0.667 semester hours for each quarter hour.
6. The completed and approved form will be submitted to the Office of the Provost. If approved, it will be loaded into Banner and displayed on the electronic faculty credentialing database.
7. Once the Faculty Qualification has been loaded into Banner and displayed on the electronic faculty credentialing database, faculty may be assigned to courses. Note that no faculty (full-time, adjunct, and dual enrollment) may be assigned to courses until the FQF process is complete.
8. When a faculty member has not taught for three (3) consecutive semesters, the FQF process must be completed again upon rehire. As described in number 7 above, faculty who are returning after not teaching for three (3) consecutive semesters may not be assigned to courses until the FQF process is complete.
9. When faculty are already credentialed to teach by one School or Division, any updates to add new courses to the FQF need only be completed by the School or Division and only for the courses in the School or Division and indicated as an "Update to the original FQF" on the faculty qualification form. An updated FQF will be included as an addition to the original FQF in the faculty member's human resources file.
10. In the rare case when a faculty member has been assigned to a course for which he or she is not already credentialed to teach, the School or Division must complete an updated FQF prior to the first day of class. For any faculty who has unresolved course credentialing issues on the first day of classes of the semester, the School or Division will have to remove the faculty from the schedule or have approval from the Provost to keep the faculty assigned to courses.

# Course Credentialing

## School of Arts, Humanities, and Social Sciences

DISCIPLINE AREA	ECONOMICS			
FSW Course Prefix	Transfer	Non-Transfer	Requirements	Terminal Degree
ECO	X		Doctoral or Master's degree in Economics  <b>OR</b> Doctoral or Master's degree and 18 graduate semester hours in Economics	PhD

# Course Credentialing Example

## School of Education

DISCIPLINE AREA	EDUCATION			
FSW Course Prefix	Transfer	Non-Transfer	Requirements	Terminal Degree
Elementary Education  EDE 3315 EDE 4226C EDE 4304C EDE 4940	X		Doctoral or Master's Degree in Elementary Education or Curriculum and Instruction  <b>OR</b> Master's Degree with 18 graduate semester hours in a combination of Elementary Education and Curriculum and Instruction courses  <b>AND</b> 3 years successful full-time permanent teaching in related <b>PK-12</b> classrooms as evidenced with a portfolio, teacher evaluation, or reference checks and verified and maintained by the SOE	EdD PhD

# Course Credentialing Example

## School of Health Professions

DISCIPLINE AREA		CARDIOVASCULAR TECHNOLOGY, AS		
FSW Course Prefix	Transfer	Non-Transfer	Requirements	Terminal Degree
CVT 1XXX CVT 2XXX	X		Doctorate or Master's degree and current Registered Cardiovascular Invasive Specialist (RCIS) credential.	BACC
RET 1024 RET 1613C RET 2244 CVT 1200 CVT 2620C	X		Doctorate or Master's degree and current Registered Cardiovascular Invasive Specialist (RCIS) credential. <b>OR</b> Doctorate or Master's degree and academic qualification in the subject content area such as cardiopulmonary technology, anatomy and physiology, pharmacology, non-invasive cardiology technology, and critical care applications	BACC

# Course Credentialing Example

## School of Pure and Applied Sciences

DISCIPLINE AREA	CARDIOVASCULAR TECHNOLOGY, AS			
FSW Course Prefix	Transfer	Non-Transfer	Requirements	Terminal Degree
CHM	X		Doctoral or Master's degree in Chemistry or related discipline <b>OR</b> Doctoral or Master's degree and 18 graduate semester hours in Chemistry or related discipline	PhD

# Managing Credentials

Home » Faculty Credentials Update Manager

This should be fully functional now. If you have any issues please put in a trackit ticket under the web area.

Filter: Term 201810 • Division All • Dept All • R/FI/SE All • Degree All • Teaching On All •

Subject Teaching: All • Credentialed to Teach: All • Submitter No Sub Filter •

1 to 50 of 628 rows | 50

Faculty / Stats	Teaching Classes			Relevant Academic Degrees / Other Certifications			Complete									
	Classes Teaching	Credentialed to Teach	Class Variance	Degree / GSH / Other	Transcript on File?	Last Review										
	DEP - 2004 (COL)	DEP - All		<table border="1"> <thead> <tr> <th>Degree / GSH / Other</th> <th>Transcript on File?</th> <th>Last Review</th> </tr> </thead> <tbody> <tr> <td>PhD - Human Ecology - Kansas State University (05/01/1997)</td> <td>Y</td> <td>07/26/2016</td> </tr> <tr> <td>MS - Human Development - Kansas State University (05/01/1995)</td> <td>Y</td> <td>07/26/2016</td> </tr> </tbody> </table>	Degree / GSH / Other	Transcript on File?	Last Review	PhD - Human Ecology - Kansas State University (05/01/1997)	Y	07/26/2016	MS - Human Development - Kansas State University (05/01/1995)	Y	07/26/2016	Y	07/26/2016	Yes
Degree / GSH / Other	Transcript on File?	Last Review														
PhD - Human Ecology - Kansas State University (05/01/1997)	Y	07/26/2016														
MS - Human Development - Kansas State University (05/01/1995)	Y	07/26/2016														
				Other Cert: Online Certified												
	PSY - 2012 (CHA) DEP - 2004 (CHA)	CLP - All DEP - All PSY - All SDP - All		<table border="1"> <thead> <tr> <th>Degree / GSH / Other</th> <th>Transcript on File?</th> <th>Last Review</th> </tr> </thead> <tbody> <tr> <td>PSYD - Psychology - Wisconsin Sch Prof Psychology (09/07/2000)</td> <td>Y</td> <td>11/30/2015</td> </tr> <tr> <td>B.GSH - Developmental Psychology - Wisconsin Sch Prof Psychology</td> <td>Y</td> <td>11/30/2015</td> </tr> </tbody> </table>	Degree / GSH / Other	Transcript on File?	Last Review	PSYD - Psychology - Wisconsin Sch Prof Psychology (09/07/2000)	Y	11/30/2015	B.GSH - Developmental Psychology - Wisconsin Sch Prof Psychology	Y	11/30/2015	Y	11/30/2015	Yes
Degree / GSH / Other	Transcript on File?	Last Review														
PSYD - Psychology - Wisconsin Sch Prof Psychology (09/07/2000)	Y	11/30/2015														
B.GSH - Developmental Psychology - Wisconsin Sch Prof Psychology	Y	11/30/2015														
	MGF - 1107 (LEE) MGF - 1106 (EOL) STA - 2023 (EOL) MAT - 1033 (LEE) MAT - 1033 (EOL)	MAC - All MAP - All MAS - All MAT - All MGF - All MHF - 2191 MTS - 1305 MTG - All SLS - 1533 STA - All		<table border="1"> <thead> <tr> <th>Degree / GSH / Other</th> <th>Transcript on File?</th> <th>Last Review</th> </tr> </thead> <tbody> <tr> <td>PhD - Mathematics - Florida Atlantic University (08/07/2012)</td> <td>Y</td> <td>08/23/2012</td> </tr> </tbody> </table>	Degree / GSH / Other	Transcript on File?	Last Review	PhD - Mathematics - Florida Atlantic University (08/07/2012)	Y	08/23/2012	Y	08/23/2012	Yes			
Degree / GSH / Other	Transcript on File?	Last Review														
PhD - Mathematics - Florida Atlantic University (08/07/2012)	Y	08/23/2012														
				Other Cert: Online Certified												

# Managing Credentials

ISSUE/VARIANCE	STATUS	RESPONSIBLE
Transcript evaluation (Univ. of Toronto)	Added 10/3/17	Bishop/Shuluk/De Luca
Official Transcript (MSN - South Univ.)	Added 9/18/17	Holbrook/Selman
Official Josef Silny & Assoc. Evaluation	Added 8/24/17	Romeo/McClinton
ISSUE/VARIANCE	STATUS	RESPONSIBLE
Updated FQF (MKA 1161)	Added 10/17/17	Bugger/Rath
Official Transcript (SUNY Buffalo - BS)	Added 11/28/17	Holbrook/Selman/Stewart
Official Transcript (Johns Hopkins - BS)	Added 11/25/17	Holbrook/Selman/Stewart
Official Transcript (Walden - PhD)	Added 11/13/17	Page/Teed
Official Transcript (Univ. of Nebraska - PhD)	Added 11/27/17	Page/Teed
Updated FQF (DEP 2004)	Added 10/17/17	Page/Teed
Official Transcript (FGCU - MA)	Added 11/28/17	Page/Teed
Updated FQF (MVP 1011, 1311)	Added 11/29/17	Roes/Teed
Updated FQF (PHI 2930)	Added 10/17/17	Roes/Teed
Updated FQF (NUR 1025L, NUR 1034L)	Added 11/3/17	Selman/Stewart
Updated FQF (EDF 2085)	Added 10/17/17	Sterk/Rollins/Miller
LICENSE	EXPIRES	RESPONSIBLE
TYPE	SCHOOL OR DIVISION	RESPONSIBLE
New IQF, RN License	Health Professions	Holbrook/Selman/Stewart
New IQF, Official Transcript, RN License	Health Professions	Holbrook/Selman/Stewart
New IQF, Official Transcript, RN License	Health Professions	Holbrook/Selman/Stewart
New IQF, Official Transcript, RN License	Health Professions	Holbrook/Selman/Stewart
New IQF, Official Transcript, ARNP License	Health Professions	Holbrook/Selman/Stewart
New IQF, RN License	Health Professions	Holbrook/Selman/Stewart
New IQF, Official Transcript, RN License	Health Professions	Holbrook/Selman/Stewart
Updated FQF	Arts, Humanities, and Social Sciences	Mayoral/Teed
New FQF, Official Transcript	Arts, Humanities, and Social Sciences	Mayoral/Teed
Updated FQF (ISS 2910)	Arts, Humanities, and Social Sciences	Page/Teed

# Periodic Revisions

Deans are asked to work with faculty to review grid and update based on changes to

- degrees considered
- courses added to catalog
- insights about graduate courses taken by instructors and how they best prepare them to teach courses offered by institution

# Successes and Challenges

- Successes
  - Clean audits
  - System for discovering variances
  - Ease in updating FQF's
- Challenges
  - Consensus on “terminal” degree in some disciplines (e.g. MFA)
  - Developmental Course Credentialing
  - Dual Enrollment Faculty Credentialing
  - Level of specificity for GSH
  - Foreign Transcripts

**Questions?**

# Thank you!

**239-489-9081**

**Jeff Stewart**

**Provost and Vice President Academic Affairs**

[Jeff.Stewart@fsw.edu](mailto:Jeff.Stewart@fsw.edu)

**239-433-8034**

**Eileen DeLuca**

**Associate Vice President Academic Affairs**

[Eileen.DeLuca@fsw.edu](mailto:Eileen.DeLuca@fsw.edu)

**239-432-7301**

**Barbara Miley**

**Coordinator - Accountability**

[Barbara.Miley@fsw.edu](mailto:Barbara.Miley@fsw.edu)

