

PROCEDURE FOR HANDLING FACULTY TRANSCRIPTS AND CREDENTIALING

SACSCOC Standard 6.2a

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

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. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

It is the institution's obligation to justify and document the qualifications of its faculty. Determination of 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 non-transferable technical courses depend heavily on professional experience and appropriate certifications or work experience.

(Please see additional information regarding SACSCOC guidelines.)

It is the policy of Northern Kentucky University to certify the credentials of all faculty (i.e., instructors of record) as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Preliminary Approval – Full-time Faculty Hiring Process

Approval from the college dean is required prior to candidates being brought to campus. The dean will review application materials of each candidate to ensure those being interviewed have the appropriate credentials to allow for certification to teach. If a candidate is being considered as a result of non-academic (i.e. professional experience) credentials, a review of those credentials must be completed by the Provost and Executive Vice President of Academic Affairs and preliminary approval given before the candidate is brought to campus.

Faculty being considered for tenured/tenure-track positions should hold a terminal degree as required by the discipline. An exception may be made for faculty that have completed all but dissertation (ABD) of their terminal degree. Faculty hired in ABD status must have a degree completion deadline notated on their Faculty Appointment Form. A list of terminal degrees for faculty in each discipline is available on the Academic Affairs website under Faculty Resources at <https://www.nku.edu/academicaffairs/resources/faculty/ImportantForms.html>.

Final Approval of Faculty Credentials

No faculty member will receive pay until the credentialing process is complete. A copy of PAR's for part-time faculty will be sent to HR as a "Pre-Hire" (non-pay status) to allow for access to Canvas and NKU email. Faculty Appointment Forms will be sent to HR once received back from the faculty member, but no salary will be entered until credentialing is complete.

Approval of faculty credentials must be completed by the department chair, the college dean, and the provost or his/her designee. The department chair and the college dean may designate a substitute (e.g., Asst. Chair or Assoc. Dean), but under no circumstance should a secretary or staff assistant approve faculty credentials.

Credentialing Process

When a new or returning faculty member is recommended for hire, the hiring department must request the creation of a profile in Digital Measures for the new faculty member. This can be accomplished by visiting <http://inside.nku.edu/digitalmeasures.html> and clicking on "Request User Access." This also applies when a faculty member begins teaching in another department/discipline.

The department chair, appointed approver(s) and the dean's office will be notified once the profile is created.

Once the profile is created, the following steps will need to be taken to initiate and complete the credential approval process:

At the Department Level:

- Log into Digital Measures: <https://inside.nku.edu/digitalmeasures.html>
- Select "Manage Data"
- In the section "Manage Data for Individuals," select the person for whom you will be managing data, and click "Continue."
- To enter degree information, under "Education" select "Degrees."
 - Select "Add A New Item" and enter, at the least, the required information.
- Transcript Upload Process:
 - **For Part-time Faculty:** Transcripts will be uploaded by the Office of the Provost and Executive Vice President for Academic Affairs. As of July 1, 2015 Official Transcripts for part-time faculty are being kept by the Provost's Office. Transcripts cannot be uploaded until the degree information is entered. It is anticipated that the information can be populated based on documents reviewed for hire.
 - **For Full-time Faculty:** Transcripts will be uploaded by the Office of the Provost and Executive Vice President for Academic Affairs. Transcripts cannot be uploaded until the degree information is entered. It is anticipated that the information can be populated based on documents reviewed for hire.
 - **Note:** An Official Transcript is a transcript issued to an officer of Northern Kentucky University (e.g., Department Chair, Academic Coordinator, Provost).
 - **Electronic Transcripts:** If sending electronic transcripts by email to an officer of Northern Kentucky University, a cover email showing the name of the officer (e.g., Department Chair, Academic Coordinator, Provost) to which the transcript was issued must be sent. If sending directly to the Provost's Office, send to provostoffice@nku.edu. Please note that these electronic transcripts have a time limit on them and may get stuck in clutter/spam folder.
 - **Edit Degrees:** The section regarding transcripts is to be completed/loaded by the Provost's Office **ONLY**.

- To enter Academic Qualifications, under the section “Credentials,” select “Academic Qualifications.”
 - Click on “Add A New Item” and enter, at the least, the required information.
NOTE: If the person is being credentialed based on a Master’s Degree with 18 graduate credit hours in the discipline, a list of the courses completed is required. If the person is being considered through non-academic (i.e. professional experience) credentialing, the section “Qualified Through Alternate Credentialing” must be completed. Select "Save and Return."
- Once the Degree Information and the Academic Qualifications are entered, the chair of the department will need to approve the credentials for consideration at the dean’s level.
 - Under the section “Credentials” select “Faculty Credentials Approval.”
 - Select “Add a New Item,” and complete the required information. Select “Save and Return” and notify the Dean that the credentials are ready for review.
 - Approval of Faculty Graduate Status: Please refer to Appendix A for Graduate Faculty Status Policy. Approval will occur on the Academic Qualification page by selecting a Yes or No for the “Approved Graduate Teaching Level Status” line.

At the Dean’s Level:

- Log into Digital Measures: <https://inside.nku.edu/digitalmeasures.html>
- Select Manage Data
- In the section “Manage Data for Individuals,” select the person for whom you will be managing data, and click “Continue.”
- Under the section “Credentials” select “Faculty Credentials Approval.”
- Select “Add a New Item,” and complete Required Information. Select “Save and Return” and notify the Provost’s Office that the credentials are ready for review.

At the Provost’s Level:

- The Provost’s Office will confirm that all data is complete for final approval.
- The Provost’s Office will track all faculty to ensure compliance.

NOTE:

- Faculty transcripts cannot be uploaded until the degree information is complete. For both full-time faculty and part-time faculty, assuming the degree information has been entered, the Provost’s Office will upload the transcript once it is received.
- If a faculty member has been credentialed to teach in one discipline and is being considered for teaching in another discipline, that faculty member’s credentials must be reviewed for the new assignment. Please submit a “New User” form by clicking on “Request User Access” at <https://inside.nku.edu/digitalmeasures.html> and the credentialing process will then apply.



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FACULTY CREDENTIALS - Guidelines -

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

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.

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