

PROCEDURE FOR HANDLING FACULTY TRANSCRIPTS AND CREDENTIALING

SACS Comprehensive Standard 3.7.1 for Faculty Competence indicates the following:

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 in accordance with the guidelines listed below. 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.

(Please see additional information on the last page regarding SACS 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 (SACS).

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 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 for Academic Affairs and preliminary approval given before the candidate is brought to campus.

Faculty being considered for tenured/tenure-track positions must hold a terminal degree as required by the discipline. A list of terminal degrees for faculty in each discipline is available on the Academic Affairs website under Faculty Resources (<http://academicaffairs.nku.edu/faculty-positions/terminal-degrees.html>).

Final Approval of Faculty Credentials

No faculty member will be entered for 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 to allow for access to Blackboard and establishment of 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 done.

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 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://digitalmeasures.nku.edu/faculty-credentials/new-user-form.html>.

The department chair will be notified once the profile is created. The Provost's Office will also be notified and begin tracking the faculty member in order to ensure the credentialing process is completed.

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
- 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.
- Upload Transcript:
 - **For Part-time Faculty:** As of July 1, 2015 Official Transcripts for part-time faculty are being kept by the Provost's Office. Transcripts for all active part-time faculty should be forwarded to the Associate Provost for Administration. The 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.
 - **For Full-time Faculty:** Transcript 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.
- 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: Documentation of approved graduate status is required if the person is teaching at the graduate level. For information, please contact Peggy Allen, Graduate Center/Graduate Programs, allenp1@nku.edu or by phone 572-6364 for the appropriate form.
 - 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 Required Information. Select "Save and Return" and notify the Dean that the credentials are ready for review.

At the Dean's Level:

- Log into Digital Measures
- 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 Katie Williams Schuler (williamsk34@nku.edu) in 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.
- Data from Digital Measures is now being used to populate faculty academic information (infotype 9009) for the annual IPEDS report. In an effort to ensure that all data is complete and up to date the Provost's Office will assume the responsibility of maintaining the relevant information in DM, including rank changes.
- 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. The Vice Provost should be notified to review the credentials for the second assignment before a commitment is made to allow the faculty member to teach in the second discipline. The Associate Provost for Administration should be copied to ensure the appropriate notation is made in Digital Measures.



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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