

FACULTY CREDENTIALING

POLICY NUMBER: ADM-FACCRED

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: PROVOST AND EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 7/12/2018

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 7/12/2022

SUPERSEDES POLICY DATED: 5/4/2017

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University will 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) in accordance with the SACSCOC Faculty Credentials Guidelines, incorporated by reference (<https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>). When appropriate, NKU will also consider competence, effectiveness, and capacity through the alternative credentialing process. While an individual cannot be expected to fulfill all of the criteria listed below, they should satisfy as many of the criteria as possible to be deemed qualified through alternative credentialing.

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. Possession of higher education degree closely related to the teaching field;
3. Number of college credits earned in teaching field or closely related area;
4. Reputation, especially at a state, national or international level. This must be demonstrated to the satisfaction of the University;
5. Possession of special professional certifications or licenses directly relevant to the content to be taught;
6. Publications other than through vanity presses;
7. Possession of awards/honors/commendations;
8. Verification of how training in the teaching field was achieved;
9. Evidence of excellence in teaching, especially that which is long-standing, at the degree level to be taught.

Verification and Documentation of Faculty Credentials

Documentation of the credentials of all full-time and part-time faculty who are instructors of record for one or more courses will be retained by the Office of Academic Affairs. Documentation shall include: (1) Demonstration of academic preparation per review of official academic transcripts. Official transcripts for the degree used for credentialing must be on file prior to the faculty member receiving pay. New faculty are required to submit the official transcript within 30 days of signing a contract. An official transcript is defined as a transcript or other academic record that includes notation that it is official. All transcripts submitted from foreign universities or schools must be evaluated for equivalency to United States accredited coursework by a university approved agency; and (2) Demonstration of competence per review of professional and work experience, technical and performance competency, records of

publication, certification, and/or other qualifications. Hiring units shall complete the *Verification of Faculty Credentials Form* to demonstrate sufficient evidence that the credentials of the prospective hire meet NKU policy. Upon completion of the form by the hiring unit, the form shall be forwarded to the appropriate dean and the Provost for final approval.

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 of 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: <https://www.nku.edu/academicaffairs/resources/faculty/ImportantForms.html>.

Final Approval of Faculty Credentials

Approval of faculty credentials must be completed by the department chair or school director (as appropriate), the college dean, and the provost or his/her designee. No faculty member will be paid until the credentialing process is complete.

II. ENTITIES AFFECTED

All faculty and academic departments.

III. AUTHORITY

SACSCOC Comprehensive Standard 6.2.a Faculty Qualifications

SACSCOC Faculty Credentials Guidelines, as approved in 2006 and updated in 2018:
<https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>

IV. DEFINITIONS

SACSCOC: Southern Association of Colleges and Schools Commission on Colleges

Credentialing: Process to determine academic qualifications of faculty to teach courses in a specific discipline.

V. RESPONSIBILITIES

Faculty: Provide required documentation of academic qualifications to the Office of the Provost.

Department Chairs or School Directors: Provide preliminary approval of faculty credentials before final candidates are invited to campus.

College Dean: Approve credentials and recommend to the Provost.

Provost: Final decision on appropriateness of faculty academic credentials.

Note: The department chair or school director and the college dean may designate a substitute (e.g., Asst. Chair or Assoc. Dean), but under no circumstances will another staff member be allowed to approve faculty credentials.

VI. COMMITTEE

N/A

VII. PROCEDURES

Procedures are described on the [Procedure for Handling Faculty Transcripts and Credentialing document](https://inside.nku.edu/digitalmeasures/faculty-credentials.html) available via <https://inside.nku.edu/digitalmeasures/faculty-credentials.html>.

VIII. REPORTING REQUIREMENTS

Responsible Official: SACSCOC Liaison

Report: SACSCOC Faculty Roster Form. Form to be included in Compliance Certification documents (Decennial review and Fifth-year Interim Report).

IX. EXCEPTIONS

N/A

X. COMMUNICATIONS

- Faculty Senate
- Department Chairs/School Directors
- College Deans
- Academic Affairs Council

XI. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

SACSCOC Faculty Roster Form

RELATED POLICIES

Faculty Handbook: <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

[Procedure for handling faculty transcripts and credentialing](https://inside.nku.edu/digitalmeasures/faculty-credentials.html): available via <https://inside.nku.edu/digitalmeasures/faculty-credentials.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Edits: Updated links; added “school directors” in all places where “department chairs” were mentioned; updated formatting	March 15, 2021
Revision/Name Change	July 12, 2018
Replaces Alternative Faculty Credentialing	May 4, 2017

FACULTY CREDENTIALING

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. H. Krida

Date

7/12/18

Print Name

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.

Date of Board of Regents meeting at which this policy was reported: *9/12/18*.

This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

The Board of Regents approved this policy on ____/____/____.

(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

The Board of Regents rejected this policy on ____/____/____.

(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

[Handwritten Signature]

Date

9.18.18

Print Name