POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1110

DIVISION: Academic Affairs

TITLE: Evaluation of Faculty Credentials

DATE: January 2013

REVISED:

AUTHORIZED: Gordon Emslie, Provost and Vice President for Academic Affairs

Draft for discussion and deliberation

I. Purpose and Scope

SACSCOC requires that all teaching faculty hold academic credentials appropriate to the courses that they teach (see sample Faculty Roster and Guidelines in Appendix B). The SACS guidelines refer to "terminal degree in a related field" and to "graduate hours in a related discipline." They also make reference to the presence of an academic transcript. WKU recognizes (1) that the field of the terminal degree may not be identical to the prefix of the course being taught, and (2) that not all faculty credentials have US-style transcripts in support of them. This policy describes types of credentials required, degree field documentation, and evaluation of international degrees.

II. Policy

A. <u>Type of Credential</u>

1. Faculty teaching graduate and post-baccalaureate courses (including doctoral) (400G, 500, 600, 700) must have a doctoral or appropriate terminal degree in the teaching or related (see II.B.2) discipline and must hold graduate faculty status during the entire semester of which the course is taught.

2. Faculty teaching courses leading to an associate's degree courses designed for transfer, or baccalaureate courses (including general education courses) must have either

   i. a doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching or related discipline, or
   ii. a doctorate or master's degree in any discipline, plus 18 hours of graduate coursework (that may or may not be part of a degree) in the discipline or a related discipline (see III.A.1.ii); or
   iii. other equivalent professional qualification, as documented on the web form (see III.A.1.iii).

3. Faculty teaching developmental courses must have a baccalaureate degree in the discipline or a related discipline.

NOTE: If the instructor of record is a Graduate Assistant Instructor, the credential requirements are documented in Policy 1.1120.

B. Field in which the Credential is Held

1. The faculty representing the program that offers courses with a given prefix are responsible for determining the fields in which a terminal degree is held, or in which graduate hours have been completed, that are appropriate for teaching a course with that prefix.

C. Evaluation of International Credentials

1. As part of the initial appointment of faculty with credentials that do not conform to the US standard (particularly those that do not have a transcript in support of them), a statement by a faculty member representing the pertinent academic program (usually the program coordinator) must be provided that certifies that the degree in question has standards similar to those of an accredited institution in the US. This certification must be approved by the department head, dean and the Office of Academic Affairs prior to an offer being extended to a candidate.

III. Procedure

A. Types of Credential

1. One of the following three types of credentials is required for a faculty member (full or part-time) to be instructor of record for a course. Justification and documentation of qualifications for faculty is required for each class. The credential documentation listed below is housed in the Office of the Provost.

   i. Official Transcript for the terminal degree and additional degree(s) justifying the hire or course assignment(s) are required for all faculty. The transcript(s) are a part of the faculty member's personnel file maintained in the Office of the Provost as stated in Policy 1.1063.

   ii. If the doctorate or master's degree in any discipline, plus 18 hours of graduate coursework in the discipline or a related discipline is utilized to justify the assignment, an "18 Hours in Graduate Coursework" web form must be completed to document the 18 hours in the discipline or related discipline.

   iii. If neither of the above justifies the assignment, then the Equivalent Professional Qualifications web form is required to document the faculty member's qualifications for each course needing additional qualification information. Types of information to include on this web form are described in the Faculty Roster Instructions of Appendix C.

2. In addition to the above credentialing requirements, the following is essential to be the instructor of record for certain types of classes; such as graduate, doctoral, and/or interdisciplinary courses. This information is also housed in the Office of the Provost.

   i. Graduate faculty status, as approved by the Graduate Dean, is required for teaching graduate and post-baccalaureate coursework, including 400G, 500,

Draft for discussion and deliberation

600, 700 level courses. The status must be valid for the entire semester of which the course is taught.

ii. Doctoral Faculty approval (all 700 and above level courses and or committee, dissertation assignment) is required by the individual doctoral program coordinator.

iii. Interdisciplinary courses for which there are no clearly related academic credentialing discipline, the evaluation of credentials is competed by a faculty advisory committee. For example, the Honors Development Board approves faculty credentials to teach Honors Colloquium courses. Other examples of interdisciplinary courses that might require advisory committee approval are; Leadership Studies, Pop Culture, ICSR, etc. Typically this credentialing will be documented with a memo or the Equivalent Professional Qualifications web form.

B. Field in which the Credential is Held

1. The faculty of the home department that offers courses with a given prefix may determine a list of fields in which degrees are held and/or graduate credit has been earned in order to be the instructor of record for courses with that prefix. (See sample letter in Appendix A.) This list of fields should be submitted by a representative of the program faculty (usually the program coordinator) to the Department Head, Dean and the Office of Academic Affairs for approval, and should be included as an appendix to the College's Tenure & Promotion Guidelines.

2. If an individual with academic credentials not covered in the above list is considered for appointment to an instructional position, the department faculty should determine (a) whether to update the list and reflect the new academic credential, (b) that the appointment can be made, and an exception noted in the individual's file, or (c) that the appointment cannot me made.

C. Evaluation of International Credentials

1. When an individual being considered for a faculty appointment does not have credentials that conform to the US standard (particularly those that do not have a transcript in support of them), the Department Head should submit a written evaluation of the credential, sufficient to justify the employment of that individual in an instructional capacity, through the Dean of the college to the Office of Academic Affairs for approval of the appointment. (See sample wording in Appendix B.) The department may wish to use an external international credential evaluation service recognized by the National Association of Credential Evaluation Services (NACES), but this is not required.

2. The approved evaluation of credential will be placed in the faculty personnel file.

D. Faculty Roster

1. The WKU Faculty Roster form is utilized to capture all the above information, to ensure compliance with SACSCOC and WKU policies. Electronic Audits will run after scheduling ends each semester to determine missing information. The audit will be forwarded to the Department Head and College Dean, with instructions to provide additional information or the course assignment can be revised (See Appendix C for Roster Instructions, Sample Roster, and Blank Roster).

Draft for discussion and deliberation

IV. Related Policies:

1.1063 Individual Faculty Review of His/Her Personnel File
1.1120 Graduate Assistant Instructor Policy (not yet drafted)

V. Reason for Revision

Draft for dicsussion and deliberation

APPENDIX A – SAMPLE DEGREE FIELD FOR DISCIPLINE MEMO

Degree Field in Which the Credential is Held (see III.A.1)

TO: _____Department Head

FROM: Program Faculty in *Discipline*

DATE:

SUBJECT: Degree Field Approvals

We, the program faculty in *discipline*, have determined that individuals with terminal degrees and/or master's degree in the teaching discipline, as appropriate, in the following fields:

list of degree fields

are considered, subject to university policy on level of credential required to act as instructor of record, credentialed to teach courses with the following prefix(es):

list of course prefixes

The following additional criteria and/or exceptions apply:

List of pertinent requirements (e.g., licensure, familiarization session….) and/or exceptions (e.g., XYZ 456 may be taught only by individuals with a documented scholarship/experience in …..)

Approvals:

_____	Dept. Head	_____	Date
_____	Dean	_____	Date
_____	Provost	_____	Date

Draft for dicussion and deliberation

APPENDIX B – SAMPLE FOREIGN CREDENTIAL MEMO

Foreign Credentials (see III.B.1)

TO: _____ Department Head

FROM: Program Faculty Member/Coordinator in *Discipline*

DATE:

SUBJECT: Foreign Credential for _____(WKU ID#_____)

On behalf of the program faculty in *discipline*, I have reviewed the documentation of the *degree level* in *discipline* from *foreign institution name* submitted by *faculty candidate's name*. I have determined that this credential is reliable and that it is equivalent to a *degree level* in *discipline* from an accredited US institution.

Signed

Program Faculty Member
(List credentials in discipline and other credentials (e.g. foreign language skills) pertinent to this credential review)

Attachments as appropriate (e.g., notarized translation of foreign transcript/diploma, certification from recognized credentialing agency)

Approvals:

_____	Dept. Head	_____	Date
_____	Dean	_____	Date
_____	Provost	_____	Date

Draft for dicussion and deliberation

APPENDIX C – WKU Faculty Roster Instructions, Sample, and Blank Form

WKU General Instructions for Completing the Faculty Roster Form

1. These instructions apply to the use of the Faculty Roster Form for all institutions responding to Comprehensive Standard 3.7.1 (Faculty Competence) or as requested in relation to substantive change.

2. Information requested on the form should be provided for all full-time and part- time faculty teaching credit or developmental/remedial courses. Teaching assistants should be included only if they are the instructor of record.

3. A form is completed for each full and part-time faculty member. All instructional assignments should be included for the semesters requested; even if outside the faculty member primary department area.

4. Since WKU is a Track B institution (offering graduate degrees) we are required to submit rosters for fall and spring term of the previous academic year.

Providing Information That Establishes Qualifications (SACS Guidelines)

1. Institutions completing the Faculty Roster Form should review Comprehensive Standard 3.7.1 and the Commission guidelines on "Faculty Credentials," which can be found on the Commission website under the Policies and Publications link. The guidelines represent commonly-accepted good practice for the academic qualifications of faculty; however, the Commission recognizes that qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses.

2. The Commission usually accepts common collegiate practice in recognizing an academic discipline, concentration, and/or field of study. Examples include history, mathematics, chemistry, English, sociology, finance, accounting, marketing, and management. For faculty teaching in these areas, it is expected that the institution will provide information that justifies and documents each faculty member's qualifications relevant to the specific courses they are assigned to teach. For faculty teaching interdisciplinary courses, it is expected that the institution will provide information that justifies and documents the faculty member's qualifications relevant to the disciplines that are components of the course.

3. When completing the Faculty Roster Form, it may become obvious that only one of the faculty member's degrees need be cited in order to justify his/her qualifications to teach a specific course. In that case, cite only that one degree. In other cases, it will be necessary to list two or more degrees and to list the specific course titles and number of semester hours in those degrees relevant to the courses assigned. It may also be necessary to indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience; licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.

4. Institutions are expected to maintain appropriate justification and documentation in the files of all faculty that establish qualifications, including those listed in columns three and four of the Faculty Roster Form. These should be readily available for the consideration of On-Site Evaluators.

Draft for discussion and deliberation

Explanation of the WKU Faculty Roster Information for each Column

The Faculty Roster information is organized by individual faculty member in the areas:

Introduction: The name, academic primary department, and full (F) or part-time (PT) status will be pre-populated from Banner. The current curriculum vita (CV) will be pulled from Digital Measures and uploaded into the Faculty Roster Form.

Column One. Term (semester and year) associated with that individual course assignment will be pre-populated from Banner.

Column Two. Course information including: course prefix, number, title, and credit hours of all credit courses (including developmental/remedial courses) taught by term during the requested time period; even if outside the faculty member primary department area. The course information is pulled directly from Banner and will be identified as; developmental (D), undergraduate transferable (UT) or graduate (G). The current course catalog description and syllabus in TopNet will be provided as a link.

Column Three. Listed are the earned academic degrees, diplomas, and certificates that qualify the instructor to teach each listed course. Information will include the degree, major, year of award, and conferring institution. If the major included a concentration (track, specialization, or option), that should also be included. The degree information will be uploaded from the electronic faculty file; including terminal degree and other degrees as documented on the Degree Field memo approved by the Department Head, Dean, and AA. The degree listed will be a hyperlink to the corresponding official transcript.

If the credentials are based on a doctoral or master's degree in any discipline, plus 18 hours of graduate course work in the discipline or a related discipline, details on the 18 hours of coursework should be entered into an "18 hours in Graduate Coursework web form," approved by the Department/School Head, College Dean, and forwarded to AA. Information from this approved web form will be attached to the Faculty Roster Form.

Column Four. Per Policy 1.1110 approved memos from the department head regarding 1) Degree fields pertinent to the discipline and/or the 2) Foreign Transcript Evaluation are utilized to document faculty credentials. These memos will be pre-populated from Banner. Courses taught at the Graduate, and/or Doctoral level, or Interdisciplinary courses require appropriate documentation to be included in this column, and the approval bodies are documented below. The Equivalent Professional Qualification web form is utilized to justify a course assignment not justified by academic degree credentials or 18 hours of graduate coursework in the discipline or a related discipline (details in 4 below).

Types of information included in this column are:

1) Graduate Faculty Approval (all 4xxG, 500 – 600 level courses), provided by Graduate Studies
2) Doctoral Faculty Approval (all 700 and above level courses and/or committee, dissertation assignments), provided by the individual doctoral program coordinator.
3) Interdisciplinary Course Approval from a faculty advisory committee on the Equivalent Professional Qualifications web form or a memo; such as, the Honors Developmental Committee approves Honors Colloquium courses. Other examples of courses that are interdisciplinary and require committee approval are; Leadership Studies, ICSR, Pop Culture, etc.

Draft for discussion and deliberation

4) An Equivalent Professional Qualification web form is necessary to establish adequate qualifications of faculty for a course assignment not justified by academic degree credentials or on the 18 hours in Graduate Coursework web from. Additional qualifications such as;

   a) related work or professional experience, licensure and certifications;
   b) continuous documented excellence in teaching;
   c) honors and awards;
   d) scholarly publications and presented papers;
   e) demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

   Indicate the **dates**, if applicable, for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member. The description should be concise, but convincing to an external reviewer. **Supporting documentation** should be attached to the form; such as the actual certificate, award, or licensure.

Draft for dicsussion and deliberation

SAMPLE WKU Faculty Roster Form

Faculty Name: **Emslie, Gordon (F)**

Current Vita **(hyperlink)**

Name of Primary Department: **Physics & Astronomy**

Academic Term(s) Included**:** **Fall 2013, Spring 2014** **Date Form Completed:**

1	2	3	4
Term (Semester and Year)	**COURSES TAUGHT Including Course Prefix, Number, Title, Credit Hours (D, UT, G), Catalog Description & Syllabus**	**ACADEMIC DEGREES & COURSEWORK** relevant to course assignment, including; **degree, major, conferring institution, and year of award.** **18 hours of graduate coursework web form, if needed**	**OTHER QUALIFICATIONS & COMMENTS** related to courses assignment, including links to documentation, if appropriate: **Degree Field for Discipline Equivalent Professional Qualifications Graduate Faculty Appointment(s) Foreign Transcript Evaluation Committee Approval pertinent to course (e.g. Honors, Leadership, ICSR, etc.)**
Fall 2013	ASTR 104 Astronomy/Solar System (3) UT Syllabus and Catalog	Ph.D. in Astronomy, University of Glasgow, 1979	Foreign Transcript Evaluation
Fall 2013	PHYS 332 Phys/Biophysics II (3) UT Syllabus and Catalog	Ph.D. in Astronomy, University of Glasgow, 1979	Foreign Transcript Evaluation Degree Field for Discipline Approval
Spring 2014	EE 101 Electrical Engineering Design 1 (1) UT Syllabus and Catalog	MSE in Mechanical Engineering, 1991 The University of Alabama in Huntsville Graduate Level Electrical Engineering Courses (18)	MSE Transcript (Relevant Courses Highlighted)
Spring 2014	HON 301 UT Syllabus and Catalog	Ph.D. in Astronomy, University of Glasgow, 1979	Foreign Transcript Evaluation Honors Colloquium Committee Approval
Spring 2014	EDLD 799 (3) G Syllabus and Catalog	Ph.D. in Astronomy, University of Glasgow, 1979	Foreign Transcript Evaluation Graduate Faculty Appointment Educational Leadership Doctoral Faculty Approval

Faculty either: Full-time (F) or Part-time (P); **Course Designation:** Developmental (D), Undergraduate Transferable (UT), Graduate (G)
NOTE: underlined information in table indicates a hyperlink will be active.

Draft for discussion and deliberation

BLANK WKU Faculty Roster Form
Faculty Credentials (Full-Time and Part-Time)

Faculty Name (F,P):

Current Vita (hyperlink)

Name of Primary Department:

Academic Term(s) Included: **Date Form Completed:**

1	2	3	4
Term (Semester & Year)	**COURSES TAUGHT Including; Course Prefix, Number, Title, Credit Hours, (D, UT, G), Catalog Description and Syllabus**	**ACADEMIC DEGREES & COURSEWORK** relevant to course assignment, including; **degree, major, conferring institution, and year of award.** **18 hours of graduate coursework web form, if needed**	**OTHER QUALIFICATIONS & COMMENTS** related to courses assignment, including links to documentation, if appropriate: **Degree Field for Discipline Equivalent Professional Qualifications Graduate Faculty Appointment(s) Foreign Transcript Evaluation Committee Approval pertinent to course (e.g. Honors, Leadership, ICSR, etc.)**

Faculty either: Full-time (F) or Part-time (P); **Course Designation:** Developmental (D), Undergraduate Transferable (UT), Graduate (G)

Draft for dicsussion and deliberation