



FACULTY CREDENTIALS REVIEW SUMMARY

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AREAS OF CONCERN

- **TRANSCRIPTS** – Official copies of relevant transcripts must be on file and indexed in Academic Affairs; these must be referenced as appropriate to credential faculty for individual courses (e.g., terminal degree in field, Master's degree in field, Master's degree and 18 relevant and listed graduate hours); foreign credentials should be vetted through WES or approved departmental process.
- **ACTIVE GRADUATE FACULTY STATUS** – Faculty assigned to 400/G or graduate courses must have active graduate faculty status both at the time the assignment is made and through the term the course is taught; this must be demonstrated through the official letter of appointment from Graduate Studies, not the application itself
- **ACCEPTABLE DEGREES** – Degree names must be deemed acceptable to credential faculty to teach courses with a given prefix; this is a responsibility of program faculty to determine, establishing parameters for the department head to apply
- **ALTERNATE QUALIFICATIONS** – In the absence of a terminal or acceptable degree in the discipline, faculty must be credentialed on the basis of documented evidence (relevant scholarly/research record, professional experience/expertise); **this is especially critical for interdisciplinary programs and courses**, and when faculty are teaching outside of the home department
- **CVs** – CVs must be demonstrably current; they must indicate current appointment(s), should be dated, and should contain sufficient information and recent (within last five years) on academic and scholarly/research productivity to allow them to be used to develop alternate credentials if necessary

WHAT WE NEED FROM YOU

- Appropriate credentials on file in Academic Affairs for each faculty member (FT, PT, GTA, Adjunct) teaching in the program, as appropriate to each course taught.
- Memos from Program Coordinator, routed through the Department Head, identifying acceptable degrees for faculty to be minimally credentialed to teach in the program (template attached)
- Faculty roster for all faculty teaching in the program for Fall 2013 and Spring 2014, and also beyond.
- Documented examples of course credentialing playing a substantive role in screening and vetting of applicants during the search process (ongoing searches)
- **For interdisciplinary units/programs (e.g., Honors College, Diversity & Community Studies, Leadership Studies, Interdisciplinary Studies, Pop Culture Studies, etc.),** a policy outlining means of vetting and credentialing faculty to teach courses outside of discipline, or in areas where there is no corresponding terminal degree available, and evidence that said policy was implemented (e.g., approval of credentials by Faculty Advisory Committee Chair) for each faculty teaching assignment