

Faculty Credentials Certification Procedures

The Faculty Affairs Office works with all academic units to certify the credentials of all instructional staff as defined by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). Documentation on the credentials of **all full-time and part-time faculty** who are instructors of record for one or more courses will be retained either in the Faculty Affairs Office or in the academic units. This documentation will include graduate teaching assistants, adjunct/gratis, and other part-time instructional staff who are responsible for teaching courses. The Faculty Credentials Certification Procedures was established to ensure all necessary information is collected to document faculty credentials in a consistent manner.

SACSCOC Instructional Staff Guidelines:

“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 in accordance with the guidelines listed below:

Credential Guidelines

- a.** Faculty teaching baccalaureate courses: doctoral 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).
- b.** Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- c.** 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.

SACS does allow the university to employ faculty who do not meet the guidelines as long as the university has a process and criteria for justifying and documenting exceptions. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Implementation:

Each unit/department must have a designated administrator responsible for verification of credentials before hiring and/or assigning courses to faculty. There are two possibilities for the verifications of credentials: for faculty who meet the SACS minimum guidelines and the Standard Documentation of Credentials will apply, and for faculty who do not meet the SACS

minimum guidelines, the Standard Documentation of Credentials AND the Instructor Justification Form will apply. It is important to note that Instructor Justification Form applies to a specific course and the qualifications discussed must relate to the goals of that course.

All documentation related to credentials is placed in the official faculty file maintained in the Office of the Dean for the hiring unit. The information on credentials will be input into the University's PeopleSoft system by a **designated staff member** in the unit. The data from PeopleSoft is will allow the creation of the required reports for SACS and allow units to generate reports on faculty credentials for their own use. The current process required by the Faculty Affairs Office for triptychs and other documentation on faculty hires requiring Board of Trustees approval remains in place.

Standard Documentation of Credentials

Official Transcripts - The University requires all applicants for tenure-track positions, and all other instructional faculty either full time or part time, to provide an *official* transcript of the highest degree attained. If that degree is not directly related to the teaching assignment, an *official* transcript of the degree that is relevant to the teaching assignment must **also** be submitted. When the degree(s) represented by the official transcript(s) is/are not directly related to the employee's teaching assignment, the hiring unit/department must also submit written justification for the hiring (see Instructor Justification Form). The only exception to the requirement for an official transcript is for degrees earned at the University of Louisville. In these cases, the degree information can be verified by the hiring unit in PeopleSoft and an unofficial printed copy (stamped by the unit) is sufficient for the verifying the degree in the unit files.

Curriculum Vitae/Resume – The University requires all applicants for tenure-track positions, and all other instructional faculty either full time or part time, to provide a curriculum vitae or resume. While a curriculum vitae or resume can never be used alone to justify an individuals qualifications, it is important for the University to have a complete information on the background of any applicant for a teaching position.

English Proficiency - The University will assess the English proficiency of all applicants for tenure-track positions, and all other instructional faculty either full time or part time prior to employment in order to insure adequate proficiency for direct instruction of students. The minimum criteria for evaluation of English proficiency are: (1) an ability to speak and write English clearly, (2) an ability to understand written and spoken English, and (3) an ability to communicate effectively in an academic environment (for example, previous successful employment in an academic institution). An **administrator** in the hiring unit will certify the candidate's English proficiency. The University reserves the right to further assess English language proficiency after a faculty member has been appointed in order to help insure the quality of direct instruction of its students.

Foreign transcripts - Applicants with degree(s) from foreign institutions **may** be required to submit their transcript(s) to a service provider acceptable to the university for authentication and equivalency assessment. For non-English transcripts, transcripts from institutions uncommon to

the hiring unit, or when additional information may be needed to certify the credentials of an applicant from a foreign institution, the unit may request an evaluation.

If this request is made, the report must be received by the university before the documentation for hiring is complete. The following evaluation services are recommended. Cost of the evaluation can be paid by the unit or the applicant. The cost of the evaluation will vary based on the provider and the level of service requested.

Educational Credit Evaluators (ECE)
P.O. Box 92970
Milwaukee, WI 53202
414-289-3400
414-289-3411
eval@ece.org Web: www.ece.org

World Education Services (WES)
P.O. Box 745, Old Chelsea Station
New York, NY 10113
1-800-937-3895 or 305-358-6688
212-966-6395
support@wes.org Web: www.wes.org

Employment Eligibility Verification. Proof of authorization to work in the United States, as provided by the immigration laws of the United States, proof established by completion of the Federal I-9 form.

For more information, go to the Office of Faculty Affairs website at <http://louisville.edu/provost/faculty-personnel>

See the Faculty Handbook at: <http://louisville.edu/facultyhandbook>

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