



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 – Academic – Education and Student Related	First Release Date: 1/23/2012	
Policy Name:	12.2 Credentials for Faculty in Degree Programs Offered by UTHSCT		
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Scope:	This policy applies to faculty members assigned to teach in degree programs offered by UTHSCT.
Purpose:	To define the process for verifying the credentials of faculty teaching credit courses offered by UTHSCT.

Definitions and Procedures:

Faculty - all tenured (Professor or Associate Professor) and tenure-track (Professor, Associate or Assistant Professor) faculty, as well as non-tenure track faculty (Instructors, Visiting faculty, Adjunct faculty, or Clinical faculty) who teach credit courses offered by UTHSCT.

Dean - The Dean, with the assistance of Human Resources, is responsible for the verification and validation of faculty credential requirements. Prior to any faculty member's appointment with UTHSCT, the Dean of the school will examine and must approve the prospective faculty member's credentials and folder to ensure that he/she meets the requirements listed by the respective accrediting agency. The Dean will work with the Chair to ensure that all required documents are in the official Faculty Credentials folder maintained in the Office of Academic Administration. Copies of the credentials folders will be kept on file in the Dean's office.

The Dean's office is responsible for notifying the Office of Academic Administration of a "Pending" status of any documentation of faculty credentials. The Dean's office will notify the Chair and the Office of Academic Administration if there are any credentialing discrepancies.

Chair - The Chair is responsible for the examination of a prospective faculty member's credentials to verify that he/she meets the requirements of a position prior to an appointment with UTHSCT. If transcript materials require clarification, the Chair will ensure contact with the institution producing the transcript and request that the institution provide information regarding the transcript or courses



in question. In the event the institution ceases to exist or that there are no records or methods of verification, the faculty member will be required to provide references to support his/her engagement with academic course work. If the credentials meet or exceed those required, and a decision is made to hire the faculty member pursuant to the UTHSCT Recruitment Policy for Faculty Teaching Credit Courses Offered by UTHSCT [Cite policy], the Chair will prepare a "Faculty Credentials" folder in accordance with the current UTHSCT standards. The Chair will forward the completed "Faculty Credential" folder to the Dean for verification and signature.

Faculty member - The prospective faculty member is responsible for the collection and initial verification of his/her documents and credentials, including, but not limited to, a curriculum vita, official transcripts of degrees earned in the U.S. or the verification of equivalency of degrees earned outside the U.S., appropriate licenses or certifications, and verification of teaching experience. The cost to obtain official transcripts, translations and evaluations of foreign transcripts, licenses and certifications will be borne by the prospective faculty member. It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials and to provide documentation of licensure and certification, as needed, for inclusion in the Faculty Credentials folder. The faculty member will provide the Chair with all required documentation for review. Any faculty member who has a teaching appointment in a credit class offered by the UTHSCT will be required to meet and comply with the credentialing guidelines of this policy. If, by the tenth (10th) day of class, the instructor has not provided all required documentation, he/she will be subject to nonrenewal of teaching appointment until he/she is in compliance with the Faculty Credentials Policy.

"All but Dissertation" (ABD) faculty members have one (1) year to acquire official transcripts of their newly-acquired terminal degrees or their teaching appointments and/or contracts are subject to nonrenewal until in compliance with the Faculty Credentials Policy.

Faculty Credentials Folder - a folder maintained on each faculty member by the Office of Academic Administration (original documents folder) and the Dean's office (a copy of official documents folder) that includes official copies of all higher education transcripts; evaluations of foreign degrees; curriculum vita (CV); resume or biographical sketch, as applicable; letter of appointment; current student and peer evaluations; evaluation from supervisor; evaluations of teaching (if applicable); copy of professional licensure (if applicable); and a completed Institutional Verification of Credentials of Faculty Teaching in Credit Programs form signed by the faculty member, Chair, Dean, and Executive Vice President and Chief of Staff. Biographical sketches should include a list of educational activities, thesis or dissertation committees served on, mentoring experiences, small group facilitation, lectures provided, etc.



Faculty credentials outlined in this policy are required to align with SACS Faculty Credentials as outlined below:

- a. Faculty teaching general education courses at the undergraduate level: doctorate 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 related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline, direct supervision by a faculty member, experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Pending Credentials Folder - a folder established to collect outstanding documentation until all required documents are acquired.

Official Transcripts - an official transcript is defined by all of the following criteria:

- The degree granting institution's official seal
- Signature of the appropriate authorizing agent, preferably the university registrar
- University letterhead, stationary, University watermark or other identifier
- Date of issue

Transcripts that are classified as unofficial will not be accepted as official.



Policy

UTHSCT requires all permanent and temporary salaried faculty members to possess the academic preparation, training, and experience to teach in an academic setting and to meet or exceed the minimum requirements of accrediting bodies and state agencies.

Each salaried faculty member teaching credit courses must meet the requirements outlined above to align with SACS Faculty Credentials Guidelines for Comprehensive Standard 3.7.1.

Additionally, the Faculty Credentials Folder will contain current versions of all information required by UTHSCT for each faculty member.

UTHSCT reserves the right to immediately remove a faculty member from his or her assignment in the event of academic fraud.

Foreign Transcripts

All transcripts submitted by a potential faculty member from foreign universities or schools must be evaluated for equivalency to United States accredited course work by a UTHSCT approved agency. All costs for these services (after January 1, 2012) will be borne by the prospective faculty member. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees, will be accepted for credentialing. The Office of Academic Administration maintains and distributes information regarding the processing of foreign transcripts.

Late Receipt of Documentation

In cases when it is necessary for a faculty member to begin teaching prior to the receipt of an official transcript or evaluation of foreign degree, a pending folder prepared by the Department Chair will contain all available information. A copy of the request for an official transcript or evaluation of foreign degree must be included in the Faculty Credentials Folder.

Alternative Credentialing

The Faculty Credentials Folder will contain copies of professional licensure, current curriculum vita, and official transcripts of all degrees earned in the U.S. or a letter from a University-approved agency that conducts evaluation of foreign course work and degrees verifying equivalency of the highest degree earned.

When the credentials of the prospective faculty member do not meet the stated standards, but he/she possesses outstanding professional experience and demonstrated contributions to the teaching discipline, the individual may be alternatively credentialed on recommendation of the Chair and the Dean, with the



approval of the Executive Vice President and Chief of Staff. Sufficient objective documentation to support outstanding experience and demonstrated contributions are required to warrant consideration. The candidate for alternative credentialing must provide to the Dean the following documents:

- a. current resume or curriculum vita
- b. copy of official transcripts from each U.S. institution which granted a degree or letter of equivalency of highest foreign degree earned
- c. three (3) letters of recommendation
- d. a completed verification of credentials form

The Dean will maintain a copy and forward the original Faculty Credentials to the Office of Academic Administration.

When a faculty member is basing his/her qualification for teaching specific content upon course work not in the discipline of his/her terminal degree, a confirmation and assessment of the number of graduate hours completed and an official transcript from each institution that awarded the graduate credit are required.

The hiring of individuals whose qualifying degrees are from non-regionally accredited institutions in the United States will be considered on a case-by-case basis. When hiring such individuals, additional criteria must be considered. If such a hire is deemed desirable, the Chair must fully evaluate the prospective faculty member's educational academic preparation and experience and provide a written justification for the hire to the Dean. If the Dean agrees that the individual possesses appropriate credentials, the Dean will submit an Institutional Verification of Credentials of Faculty Teaching in Credit Programs form to the Director of Academic Administration with a letter explaining the decision to hire even though the highest degree is from a non-regionally accredited institution.