



Title:	Academic Faculty Credentialing	Type:	Academic
No: AC 2001			Approval Date: Rev. 1; 3-26-2018; 3-27-2014
Responsible Office: VP for Academic Affairs and Provost			Approved By: CLA Executive Committee; VPAA Provost
Next Review: 2018			Revised: 3-26-2018 for Electronic Record Keeping and Clarification of Alternate Credentialing; 10-7-2014 for Faculty Dossier Appendix

## I. Purpose/Introduction/Rationale

To ensure the highest levels of instructional quality for students, all full- and part-time (adjunct) faculty teaching undergraduate or graduate credit courses at Rollins College must possess the academic preparation, training, and/or experience to teach in an academic setting and meet or exceed the minimum requirements of the College’s accrediting agencies<sup>1</sup>. Rollins College gives primary consideration to a terminal degree in the teaching discipline, then graduate hours in the teaching discipline, and, finally, in rare cases only through documentation of outstanding professional experience and demonstrated contributions to the teaching discipline.

These standards are in keeping the College’s commitment to its primary mission – educating students for global citizenship and responsible leadership – and the interrelated roles that faculty teaching, scholarship and scholarly endeavors, play in service to that mission and to the College’s commitment to the liberal arts ethos, values, and ideals. Faculty members at Rollins must demonstrate not only mastery in their chosen disciplines(s), but also the ability to guide student learning and convey knowledge of their discipline(s) to students.<sup>2</sup>

The Vice President for Academic Affairs|Provost (VPAA|Provost) of Rollins College has charged the Dean of Faculty in the College of Liberal Arts (CLA) and the Dean of the Crummer Graduate School of Business (Crummer) with responsibility for verification and validation of all faculty credentials. To fulfill this responsibility, each Dean’s office shall maintain credentialing information required to verify that each faculty member meets or exceeds the qualifications required to teach each course to which s/he is assigned as instructor of record each semester. Original copies of each of these documents are to be verified by staff, scanned to *OnBase*, the College’s electronic document storage system, and stored electronically according to the [Faculty Dossier/File Protocol](#) (click link to access).

## II. Definitions

Full- or part-time (adjunct) faculty are defined as instructors of record for credit-bearing traditional classroom courses, laboratories, studios, internships/practica, independent study, thesis or dissertation research and writing, experiential learning, and blended or hybrid learning environments.

<sup>1</sup>Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (2012). *Faculty Credentials*. Retrieved from <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>. The regional accrediting agency for Rollins College, SACS|COC, provides the following guidance on faculty credentialing. “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, as well as 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 entire faculty.”

<sup>2</sup>Rollins College. (2017). *Faculty Handbook Section II - All-Faculty Policies and Procedures - Updated 8/16/2017*, p. 9. Retrieved from <http://scholarship.rollins.edu/handbooks/18/>.

A terminal degree is defined as the highest degree awarded in the academic discipline and is most often the earned doctorate, e.g., Doctor of Philosophy (Ph.D. or D.Phil.), Doctor of Education (Ed.D.), etc., but may also be a terminal master's degree, e.g., Master of Fine Arts (M.F.A.), Master of Library Science (M.L.S.), Master of Social Work (M.S.W.), etc., as recommended by departmental faculty and determined by the appropriate Dean, in consultation with the VPAA/Provost when required.

An official transcript is defined as an itemized listing of courses, credit, and grades attempted/earned or other academic record that includes appropriate institutional indicia or other security features establishing that it is an official document of the issuing institution. All official transcripts or academic records must meet the authenticity criteria established by the issuing institution. An official document must possess all of the following data points: the issuing institution's official seal; signature of the appropriate authorizing agent, preferably the institution's registrar; the institution's official letterhead or stationary; the institution's watermark or other identifier; and the date of issue.

### **III. Procedure or Application**

#### **A. Undergraduate Level Teaching**

Faculty teaching at the undergraduate level, including general education and all courses intended to satisfy baccalaureate or associate's degree requirements if transferred, will hold an earned doctorate or master's degree in the teaching or a related discipline, or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

At least 25-percent of the discipline course hours in each undergraduate major program must be taught by faculty members holding the terminal degree, usually the earned doctorate, in the discipline.

#### **B. Graduate or Post-Baccalaureate Level Teaching**

Faculty teaching at the graduate and post-baccalaureate level will hold an earned doctorate or other terminal degree in the teaching or a related discipline.

In the Crummer Graduate School of Business, full- and part-time (adjunct) faculty are appointed as either participating faculty members, those actively and deeply engaged in the activities of Crummer beyond direct teaching, or supporting faculty members, those who do not as a rule participate in Crummer's operational or intellectual life beyond instructional responsibilities.<sup>3</sup> Faculty may be scholarly academics (SA), practice academics (PA), instructional practitioners (IP), or scholarly practitioners (SP). It is assumed that most Crummer supporting faculty will be chosen for their professional qualifications. Standards cited in this section are aligned to The Association to Advance Collegiate Schools of Business (AACSB) International criteria.<sup>4</sup>

- SA faculty members sustain currency and relevance through a significant level of professional engagement, interaction, and relevant activities. SA faculty normally hold research doctorates or other appropriate terminal degrees in the field and demonstrate sustained scholarly activities over each five year rolling period. Minimum activity necessary to be granted SA status is publication of two peer reviewed journal articles or other substantial scholarly contributions such as scholarly books, chapters in edited volumes and invited book chapters, published by reputable publishers, within the five-year rolling period. In addition, faculty members may undertake a variety of academic engagement activities linked to the theory of business and management to support maintenance of SA status.

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<sup>3</sup> Rollins College. (2017.) *Bylaws Faculty of The Roy E. Crummer Graduate School of Business, Article VII Faculty Evaluations and Performance Expectations, Section 7.3 Professional Criteria*, pp. 8-14. Retrieved from [https://scholarship.rollins.edu/crummer\\_bylaw/4/](https://scholarship.rollins.edu/crummer_bylaw/4/).

<sup>4</sup> The Association to Advance Collegiate Schools of Business (AACSB) International. (2013, updated 2017.) *Eligibility Procedures and Accreditation Standards for Business Accreditation*. Retrieved from <http://www.aacsb.edu/-/media/aacsb/docs/accreditation/standards/business-accreditation-2017-update.ashx?la=en>.

- PA faculty sustain currency and relevance through a significant level of professional engagement, interaction, and relevant activities and augment their initial preparation as academic scholars with activities that demonstrate an on-going engagement with the business and/or non-profit community, including social entrepreneurial organizations, and other community related agencies. They sustain currency and relevance through a significant level of professional engagement, interaction, and relevant activities, or some combination of academic (as included in the definition of SA) and professional engagement. Significant administrative service to the college or university (e.g. department chair, dean, associate dean, center director) may be considered as evidence of professional qualification.
- IP faculty members sustain currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience. Normally, IP status is granted to faculty members who join the faculty with significant and substantive professional experience.
- SP faculty members sustain currency and relevance through continued professional experience, engagement, or interaction and scholarship related to their professional background and experience. SP status applies to practitioner faculty members who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching.

#### C. **Role of the Deans**

The VPAA|Provost of Rollins College has charged the Dean of CLA and the Dean Crummer with responsibility for verification and validation of all faculty credentials. To fulfill this responsibility, each Dean's office shall maintain in faculty files credentialing information required to verify that each faculty member meets or exceeds the qualifications required to teach each course to which s/he is assigned as instructor of record each semester. Such credentialing information will generally comprise a combination of documents including the original terminal degree transcript, curriculum vita, and any exception statements demonstrating outstanding contributions to the teaching field (see item D. Procedure for Teaching without the Terminal Degree, below).

Prior to any full- or part-time faculty appointment at the College, the appropriate Dean shall collect all documents needed to demonstrate that an individual is qualified to teach each of the courses to which s/he will be assigned as instructor of record. Original copies of each of these documents are to be verified by staff, scanned to *OnBase*, the College's electronic document storage system, and stored electronically according to the [Faculty Dossier/File Protocol](#) (click link to access). Deans will work with the department/program chair/coordinator/director, or others (as appropriate), to acquire the documents required for this credentialing process. Transcripts from universities outside the United States must receive: (1) certified English translation and/or (2) evaluation by a recognized, independent, external reviewer, prior to issuance of teaching agreements.

#### D. **Responsibilities of Faculty**

All prospective full- and part-time instructors of record are required to provide Rollins College with original documentation needed to verify teaching credentials at the time of hire. Such documentation includes, but may not be limited to, original transcripts, curriculum vita, supplemental resume materials, all appropriate licenses or certifications, and other verifications of professional experiences needed to establish teaching experience as required. Any cost associated with providing proof of academic credentials, translation, or verification shall be borne by the prospective instructor.

#### E. **Procedure for Teaching without the Terminal Degree**

Rollins gives primary consideration to a terminal degree in the teaching discipline, then graduate hours in the teaching discipline, and, finally, in rare cases only, through documentation of outstanding professional experience and demonstrated contributions to the teaching discipline.

In cases where an instructor of record does not hold eighteen (18) graduate semester hours in the teaching discipline, exceptional alternative qualifications may be documented to justify a teaching appointment. The

appropriate Dean is charged with determining adequacy of exceptional contributions to the teaching discipline when alternate qualifications are used to establish faculty qualifications.

Departments or programs wishing to appoint as instructional staff an individual who does not hold eighteen (18) graduate semester hours in the teaching discipline must submit to the appropriate Dean a recommendation and an Equivalent Faculty Credentials Worksheet ([Appendix I](#)). If equivalent credentials are approved by the Dean, the requesting Department completes a Faculty Credentials Equivalency Report ([Appendix II](#)) noting outstanding professional experience and/or demonstrated contributions to the teaching field. The Worksheet and Equivalency Report must be approved and on-file with the appropriate Dean's Office prior to scheduling for the term of intended teaching service.

**Faculty Credentials Worksheet.** As outlined on the Equivalent Faculty Credentials Worksheet ([Appendix I](#)), to establish credential equivalency, instructor candidates must hold a minimum of five (5) documented years of discipline-related work experience and meet at least two (2) of the following criteria. Graduate program directors, in collaboration with academic deans, may establish more rigorous credentialing standards than the minimum requirements noted below.

- Bachelor's or Master's degree and major within an appropriate or related teaching discipline.
- Current, appropriate professional licensure or certification in the teaching discipline.
- One (1) teaching award (institutional, state, regional, or national) within the last five (5) years or two years of above-average teaching evaluations from a regionally-accredited institution of higher education.
- One non-teaching award (institutional, state, regional, or national) related to the teaching discipline within the last five (5) years.
- A five-year record of peer-reviewed, refereed, or invited publications; presented papers, exhibitions, performances or other juried creative activities at the state, national or international level providing equivalence to the five-year record of a tenure track faculty member (in the discipline).
- Other competencies, achievements, or contributions to the teaching discipline including Honorary degree(s) based upon substantial accomplishments within the appropriate discipline, such as author or co-author of textbook and/or other pedagogical materials; continued professional education (CPE) in the discipline; principal or co-principle of funded external grants; supervision of graduate student research; private sector consulting, training, audits, or external reviews related to the discipline; or a record of continuous significant student achievement in the discipline.

**Faculty Credentials Equivalency Report.** The following information justifying the applicant's qualifications must be included on the Faculty Credentials Equivalency Report ([Appendix II](#)).

- Discipline, employment status (full- or part-time), and name of instructor.
- Courses to be taught, level of instruction (undergraduate or graduate), and number of sections to be taught.
- List of degrees earned and, using graduate transcripts, the number of semester hours that are relevant to the course(s) assigned.
- Detailed alternative qualifications including other degrees and concentrations, certificates and diplomas, professional licensure or certification, special training, documented teaching excellence in the field, honors, awards, special recognitions, publications or presented papers, related work experience, and other documented teaching competencies and achievements that contribute to effective teaching and student learning outcomes as shown on the Faculty Credentials Worksheet.

#### **IV. Related Policies or Applicable Publications**

*Rollins College Faculty Handbook, Section II, Policies & Procedures, Faculty Credentialing.*

*Bylaws of the Faculty of the College of Liberal Arts*, Art. VIII. Faculty Appointments and Evaluations, Section A.  
Faculty Appointments.

*Faculty of the Crummer Graduate School of Business Bylaws*, Art. IV. Types of Faculty and Faculty Qualifications

## **V. Appendices/Supplemental Materials**

[Appendix I](#): Equivalent Faculty Credentials Worksheet

[Appendix II](#): Faculty Credentials Equivalency Report

[Faculty Dossier/File Protocol](#)

## **VI. Rationale for Revision**

October 7, 2014: Process clarification and documentation requirements.

January 1, 2018: Updated for Electronic Record Keeping and Clarification of Alternate Credentialing Procedures.

# APPENDIX I



## EQUIVALENT FACULTY CREDENTIALS WORKSHEET

Faculty Member: \_\_\_\_\_ Department: \_\_\_\_\_

Teaching Discipline(s): \_\_\_\_\_ College/School: \_\_\_\_\_

The information below establishes that the individual meeting these criteria is credentialed to teach in the specified teaching discipline under the premise that **the entirety of the equivalent criteria is "equivalent" to possession of a terminal degree in the teaching discipline.** An individual must hold BOTH Related Work Experience AND fulfill at least two of the six additional criteria shown. Check the block indicating Acceptable Documentation and then enter the date/dates of that activity. Print this form; have it signed by the Department Chair, and forward with the original documents checked off in the Acceptable Documentation column to the appropriate Dean. A copy is filed in the College's *OnBase* electronic Faculty Dossier. Equivalent credentialing is in effect while the individual continues to meet the criteria documented below. Graduate program directors, in collaboration with academic deans, may establish more rigorous credentialing standards than the minimum requirements noted below.

Equivalent Credential Category/Criteria	Acceptable Documentation	Dates/Timeframes (Required)
<b>Related Work Experience:</b> Not less than five (5) years of professional work experience in the teaching discipline or a closely related field.	<input type="checkbox"/> Supervisor, administrator, or owner confirmation on agency letterhead; <input type="checkbox"/> human resources documentation; <input type="checkbox"/> references from clients (mandatory if self-supervised) or commendations; <input type="checkbox"/> IRS documentation.	____/____/____ - ____/____/____ mm/dd/yyyy      mm/dd/yyyy

**At least one qualification from at least two of the following categories.**

<b>Degree(s) or Major(s) in the Teaching Discipline:</b> master's degree in the teaching or closely related discipline. (Minimum of 18 graduate semester hours.)	<input type="checkbox"/> Official transcripts for qualifying degree.	____/____/____ mm/dd/yyyy
<b>Licenses or Certifications:</b> Current appropriate licensure(s) or certification(s) in the teaching or a closely related discipline.	<input type="checkbox"/> Copy of license/certificate, including expiration date and issuing agency.	____/____/____ mm/dd/yyyy
<b>Excellence in Teaching:</b> Teaching award (local/state/national) within the last five years, OR above-average teaching evaluations from a regionally-accredited institution of higher education for a two-year period, OR documented demand for master classes in the performing arts at regionally or nationally recognized institutions.	<input type="checkbox"/> Copy of teaching award with date and awarding agency or institution; <input type="checkbox"/> Copy of evaluations or supervisor's summative reporting of scores; <input type="checkbox"/> Demand: portfolio of requests, contracts, etc.	____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy
<b>Honors or Awards:</b> State, national, or international non-teaching honor or award related to the teaching discipline within the last five years.	<input type="checkbox"/> Copy of award or honor with date and awarding agency or institution, and, if necessary, an explanation.	____/____/____ mm/dd/yyyy
<b>Publications, Presentations, or Visual and Performing Arts Activities:</b> A five-year record of peer-reviewed, refereed, or invited publications, presented papers, exhibitions, performances, or other juried creative activities at the state, national or international level equivalent to the five year record of a tenure track faculty member.	<input type="checkbox"/> Publications: CV citation and publication title page. <input type="checkbox"/> Presentations: CV citation and copy of agenda/program with name and topic title or confirmation of completed presentation by host entity. <input type="checkbox"/> Visual and Performing Arts: Copy of published catalog, program, and/or critical review.	____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy

<p><b>Other Demonstrated Competencies and Achievements Contributing to Effective Teaching and Student Learning:</b> Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; author/co-author of textbook and/or other pedagogical materials; continued professional education (CPE) in the discipline; PI/Co-PI for funded external grants; supervision of graduate student research; industry engagement related to the discipline (consulting, training, audit or external reviews); or a record of continuous significant student achievement in the discipline.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of degree/awarding letter or institutional documentation.</li> <li><input type="checkbox"/> Authorship: full citation in CV and title/author page, table of contents.</li> <li><input type="checkbox"/> CPE: CV listing of conferences/workshops attended; transcripts of academic coursework beyond qualifying degree;</li> <li><input type="checkbox"/> Grants: Official notification of award</li> <li><input type="checkbox"/> Graduate Student Research: Letters of agreement, letters of reference, contracts, etc.</li> <li><input type="checkbox"/> Industry Engagement: Letters of agreement or acknowledgement; copy of contracts, etc.</li> <li><input type="checkbox"/> Student Achievement: Portfolio of graduates' accomplishments, performances, or achievements.</li> </ul>	<p style="text-align: center;">       ____/____/____        mm/dd/yyyy        ____/____/____        mm/dd/yyyy        ____/____/____        mm/dd/yyyy        ____/____/____        mm/dd/yyyy        ____/____/____        mm/dd/yyyy     </p>
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Department Chair Name/Signature

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Date

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Dean Name/Signature

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Date



**FACULTY CREDENTIALS EQUIVALENCY REPORT**

Teaching Qualifications Compliance Based on Outstanding Professional Experience/Demonstrated Contributions to the Field

<b>Discipline Full-Time/Part-Time Name of Faculty Member</b>	<b>Teaching Responsibilities</b> <i>List catalog title and course number for all courses taught during the most recent academic term. Indicate whether graduate (G) or undergraduate (U) and the number of times taught during the period.</i>	<b>Formal Academic Preparation</b> <i>Include most advanced degree, discipline, institution awarding degree, and graduate semester hours [g.s.h.] in teaching field.</i>	<b>Outstanding Professional Experience and/or Demonstrated Contributions to the Field</b>

Date Prepared: 30 March, 2018  
Form Version 3-2018

## Faculty Dossier/File Protocol

Revised November 2017

The purpose of this Protocol is to provide additional details for contents, organization, and timelines for preparation of electronic faculty credentialing files. College Policy KI 2001 *Faculty Credentialing* places responsibility for verification and validation of academic credentials for instructional faculty with the deans of the College of Liberal Arts and the Crummer Graduate School of Business. Best practice indicates that all programs, credit and non-credit, should maintain electronic faculty files in *OnBase* containing electronic versions of verified, original credentialing documents bearing the signature of the staff member authenticating the documents. Moreover, the College's regional accreditor, SACSCOC, requires that we submit a faculty roster, and maintaining current, appropriate academic credentials facilitates collecting this data.

As noted in KI 2001, each Dean's office is to create/maintain an electronic faculty file in *OnBase* that includes credentialing information required by our regional/other accreditor(s) to verify that each faculty member meets or exceeds the qualifications required to teach courses to which s/he is assigned as instructor of record each semester. Credentialing information comprises documents including the original terminal degree transcript or exception statements demonstrating outstanding contributions to the teaching field, and curriculum vita/resume.

### Required Contents:

- **Verified Original Transcripts** for **All Relevant** Academic Degrees Held
- Hiring CV/Resume
- Current CV/Resume (within last five years)
- If required, Equivalent Faculty Credentials Worksheet/Report (see Policy KI 2001) approved by dean/designee
- If required, copies of all certifications/ documents referred to in Equivalent Faculty Credentials Worksheet/Report

### Other Contents:

- **Appointment Letters/Contracts**
- **Evaluation Notifications/Materials**
- **Grants/Awards**
- **Sabbatical Information (Full-Time Faculty)**
- **Correspondence**

### Organization of Documents:

- Current CV/Resume
- Verified Original Transcript(s)
- Equivalent Faculty Credentials Worksheet/Report (if required) and supporting documents
- Hiring CV/Resume
- Appointment Letters/Contracts
- Evaluation Materials including notifications, committee reports, faculty assessments, etc.
- Other correspondence and materials

### Timing:

- Required contents/documents on file not later than ten (10) days prior to commencing teaching
- Payroll may be withheld for faculty who do not have completed dossiers
- Copies of all original transcripts, curriculum vitae, and any credential exception reports should be certified by Dean or designee and scanned per instructions from Offices of Institutional Research