



Title:	Academic Faculty Credentialing	Type:	Academic
No:	AC 2001	Approval Date:	3-27-2014
Responsible Office:	VP for Academic Affairs and Provost	Approved By:	Fac Exec Council
Next Review:	2018	Revised:	10-7-2014 for 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 agencies¹. 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.²

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.

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 Deans, in consultation with the VPAA and 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

¹Southern 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."

²Rollins College. (2013). *Faculty of Arts & Sciences Bylaws* (Article VIII, Part B, Section 1 General Criteria). Retrieved from <http://www.rollins.edu/provost/documents/AandSBylaws.pdf>.

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 may be either academically qualified, professionally qualified or both. It is assumed that most Crummer supporting faculty will be chosen for their professional qualifications.

- Academically Qualified Supporting (Adjunct) Faculty are considered academically qualified if they hold an appropriate doctoral degree and have made intellectual contributions during the past five years as defined in Article VII of the Bylaws of the Faculty of the Crummer Graduate School of Business.
- Professionally Qualified Supporting (Adjunct) Faculty are those whose terminal degree is at least at the master's level and related to the area of teaching assignment and they are professionally current in their teaching area. Currency is defined as complying with at least one of the following: (1) current, significant and relevant business position and/or completion of significant business consulting projects; or (2) recent involvement in relevant professional development activities such as membership on corporate boards; publishing in a professional or trade journal, or presenting at a professional conferencing; attending workshops at professional association meetings; and meeting the requirements for maintaining a certification (CPA, CMA, etc.).

C. Role of the Deans

The Vice President for Academic Affairs and Provost of Rollins College has charged the Deans of the Arts & Sciences, College of Professional Studies, Hamilton Holt School, and Crummer Graduate School of Business 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 placed in the faculty member's file and held in the Dean's Offices. 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

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. 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 completed Faculty Credentials Exception Report (attached) noting outstanding professional experience and/or demonstrated contributions to the teaching field. The following information justifying the applicant's qualifications must be included:

- 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 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.

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

IV. Related Policies or Applicable Publications

Handbook of the Faculty of the College of Arts & Sciences, Sect. IV, Part C, Personal Record
Faculty of Arts & Sciences, Bylaws, Art. VIII., Part B., Sect. 3 Specific Criteria for Reappointment and Promotion

Faculty of the College of Professional Studies, Bylaws, Art. III, Part 1 Dean

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

V. Appendices/Supplemental Materials

Faculty Credentials Exception Report

Faculty Dossier/File Protocol (October 7, 2014)

VI. Rationale for Revision

October 7, 2014: Process clarification and documentation requirements.



FACULTY CREDENTIALS EXCEPTION REPORT

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

Discipline Full-Time/Part-Time Name of Faculty Member	Teaching Responsibilities <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>	Formal Academic Preparation <i>Include most advanced degree, discipline, institution awarding degree, and graduate semester hours [g.s.h.] in teaching field.</i>	Outstanding Professional Experience and/or Demonstrated Contributions to the Field

Date Prepared: 7 October, 2014

Form Version 9-2013

Faculty Dossier/File Protocol**October 7, 2014**

The purpose of this Protocol is to provide additional details for contents, organization, and timelines for preparation of 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 Arts and Sciences, the College of Professional Studies, the Hamilton Holt School, and the Crummer Graduate School of Business. Best practice indicates that all programs, credit and non-credit, should maintain faculty files with appropriate academic credentials. Moreover, our regional accreditor requires that we submit a faculty roster, and maintaining appropriate academic credentials facilitates collecting this data.

As noted in KI 2001, each Dean's office is to create/maintain a faculty file 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:

- **Original transcripts** for **all relevant** degrees³
- Hiring CV/Resume
- Current CV/Resume (within last five years)
- If required, a Faculty Credentials Exception Report (see Policy KI 2001) approved by dean/designee
- If required, copies of all certifications/ documents referred to in Faculty Credentials Exception Report

Other Contents:

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

Organization:**Left Side** of File (regional accreditation required documents):

- Current CV/Resume
- Original transcript(s)*
- Exception statement (if required) and related certifications/supporting documents

Right Side (all other 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 scanned to rShare per instructions from Office of Institutional Research

³ Faculty teaching in multiple programs of the College should have original documents on file in the primary program of responsibility. Copies marked with location of original documents should be on file for dossiers held by all other programs.