



# ROLLINS COLLEGE POLICY

Title: Academic Faculty Credentialing	Type	Academic
No: AC 2001		Approval Date: Rev. 3; 5-6-2024; Rev. 2; 3-26-2018; Rev. 1, 10-7-2014; Original Approval, 3-27-2014
Responsible Office: VP for Academic Affairs Provost		Reviewed By: Dean of CLA, 4-26-2024; Dean of Holt, 4-29-2024; Assoc. Dean/COO of Crummer, 4-26-2024; VP Academic Affairs Provost, 4-29-2024; President’s Cabinet, 5-6-2024; Approved By: President, 5-6-2024
Next Review: 2028-2029		Revision No: 3; See <a href="#">Section VII</a> this document for revisioning history.

## 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, 2</sup> Rollins College gives primary consideration to a terminal degree in the teaching discipline, then graduate hours in the teaching discipline, and, finally, through documented 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>3</sup>

The Vice President for Academic Affairs|Provost (VPAA|Provost) of Rollins College has charged the Dean of the College of Liberal Arts (CLA), the Dean of the Hamilton Holt School (Holt), 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 College’s electronic credentialing 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). (2024). *Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement*, 4<sup>th</sup> ed., p. 45. Retrieved from: <https://sacscoc.org/app/uploads/2024/02/2024-POA-Resource-Manual.pdf>. The regional accrediting agency for Rollins College, SACSCOC, provides the following guidance on faculty credentialing.

“Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching.”

<sup>2</sup> Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (2018). *Faculty Credentials Guidelines*. Retrieved from: <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>.

<sup>3</sup>Rollins College. (2023). *Faculty Handbook Section II - All-Faculty Policies and Procedures - Updated 8/16/2017*, p. 9. Retrieved from: <http://scholarship.rollins.edu/handbooks/41/>.

**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 stationery; 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 degree requirements, 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 Crummer, 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>4</sup> Faculty may be scholarly academics (SA), practice academics (PA), scholarly practitioners (SP), or instructional practitioners (IP). 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>5</sup>

- SA faculty members have normally attained a terminal degree in a field related to the area of teaching and sustain currency and relevancy through scholarship and activities related to their field of teaching. These faculty are normally expected to produce some peer-or editorial-reviewed publications related to their field of teaching as part of their portfolio of scholarship. In addition to publications related to their field of teaching, SA faculty may produce other publications outside their field of teaching in support of other mission-related components of Crummer and reflective of the faculty member's role at Crummer.
- PA faculty have normally attained a terminal degree in a field related to their area of teaching and sustain currency and relevancy through professional engagement, interaction, and activities related to their field of teaching.

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<sup>4</sup> Rollins College. (2019.) *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/7/](https://scholarship.rollins.edu/crummer_bylaw/7/).

<sup>5</sup> The Association to Advance Collegiate Schools of Business (AACSB) International. (2020, updated 2023.) *2020 Guiding Principles and Standards for Business Accreditation*, pp. 30-31 Retrieved from: <https://www.aacsb.edu/-/media/documents/accreditation/2020-aacsb-business-accreditation-standards-june-2023.pdf?rev=d31cfbe864e54792816ff426fe913e65&hash=33A159779F107443A64BDACBBB7000C5>.

- SP faculty members have normally attained a master's degree related to their field of teaching, have professional experience substantial in duration and responsibility at the time of hire, and sustain currency and relevancy through scholarship related to their professional background and experience in their field of teaching.
- IP faculty members have normally attained a master's degree related to their field of teaching, have professional experience substantial in duration and responsibility at the time of hire, and sustain currency and relevancy through continued professional experience and engagement related to their professional background and experience in their field of teaching.

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

The VPAA|Provost of Rollins College has charged the Dean of CLA, the Dean of Holt, 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 documentation related to 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 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; any questions will be addressed to the College's SACSCOC Liaison. 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, 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, or the equivalent, 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 \(Updated 2017\)](#), Section II, Policies & Procedures, Faculty Credentialing.

[Bylaws of the Faculty of the College of Liberal Arts \(Updated 2023\)](#), Art. VIII. Faculty Appointments and Evaluations, Section A. Faculty Appointments.

[Bylaws, Faculty of the Crummer Graduate School of Business \(Updated 2019\)](#), Art. VI, Types of Faculty and Faculty Qualifications

SACSCOC. (April 2018). [Faculty Credentials Guidelines](#).

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

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

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

[Faculty Dossier/File Protocol](#)

## **VI. Effective Date**

This policy is effective May 6, 2024, and supersedes all previously issued versions.

## **VII. Rationale for Revision(s)**

Rev. 3: 5-6-2024, alignment to current SACSCOC Faculty Credentialing Guidelines, alignment to current AACSB Guiding Principles and Standards for Business Accreditation, non substantive changes to dean's title in CLA, updates to current versions of all links.

Rev. 2: 3-26-2018, added electronic record keeping and clarified alternate credentialing.

Rev. 1: 10-7-2014, added Faculty Dossier Appendix.

# 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	____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____

	critical review.	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>	<input type="checkbox"/> Copy of degree/awarding letter or institutional documentation. <input type="checkbox"/> Authorship: full citation in CV and title/author page, table of contents. <input type="checkbox"/> CPE: CV listing of conferences/workshops attended; transcripts of academic coursework beyond qualifying degree; <input type="checkbox"/> Grants: Official notification of award <input type="checkbox"/> Graduate Student Research: Letters of agreement, letters of reference, contracts, etc. <input type="checkbox"/> Industry Engagement: Letters of agreement or acknowledgement; copy of contracts, etc. <input type="checkbox"/> Student Achievement: Portfolio of graduates' accomplishments, performances, or achievements.	____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy ____/____/____ mm/dd/yyyy

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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: 6 May, 2024  
Form Version 3-2018





## Faculty Dossier/File Protocol

Revised May 2024

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, the Hamilton Holt School, and the Crummer Graduate School of Business. Best practice indicates that all programs, credit and non-credit, should maintain electronic faculty files 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 the College submit a faculty roster to demonstrate compliance, 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 that includes credentialing information required by regional/other external 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 the Office of Institutional Effectiveness and/or the College's SACSCOC Liaison.