



Item: AS: I-3

COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS
Thursday, April 19, 2012

SUBJECT: REAFFIRMATION: FACULTY CREDENTIALING

PROPOSED COMMITTEE ACTION

No action required. Information item.

BACKGROUND INFORMATION

A PowerPoint presentation will be provided at the Board of Trustees meeting.

IMPLEMENTATION PLAN/DATE

N/A

FISCAL IMPLICATIONS

N/A

Supporting Documentation:

Inactive Program Notification Form

Presented by: **Dr. Brenda J. Claiborne, Provost and Chief Academic Officer**

Phone: (561) 297-3061



FLORIDA ATLANTIC
UNIVERSITY

Board of Trustees
Committee on Academic and Student Affairs

Reaffirmation: Faculty Credentialing

April 19, 2012

Introduction

- I. Policy
- II. Verification for SACCS
- III. Credentialing Process



I. Policy

- Southern Association of Colleges and Schools (SACS) Standard 3.7:

“The institution employs competent faculty members qualified to accomplish the mission and goals of the institution...For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.”

I. Policy (cont.)

- FAU Policy is consistent with SACS guidelines:
 1. Undergraduate courses – taught by instructors with terminal degree or master's degree (at least 18 graduate credit hours in discipline) *or* by graduate teaching assistants with master's degree and/or 18 hours in discipline
 2. Graduate courses – taught by faculty with terminal degree in the discipline

I. Policy (cont.)

- Primary consideration given to highest degree earned
- Other relevant qualifications may include
 - Other graduate or undergraduate degrees
 - Coursework in subject area
 - Research or creative activity in subject area
 - Extensive professional experience

II. Verification for SACCS

- SACCS requires verification of faculty credentials for each course offered in Fall and Spring
- FAU offers approximately 5,000 courses in Fall, 5,000 courses in Spring
- Credentialing Task Force created to verify credentials

II. Verification for SACCS (cont.)

- Credentialing Task Force
 - Associate Provost Janet Cramer
 - Six faculty
 - Two staff members
- Task Force charged with verifying data entry and validity of documentation

II. Verification for SACCS (cont.)

- Task Force creating database of all courses and faculty as part of verification for SACCS
- Fall 2011 data already verified
- Spring 2012 data entry completed; in verification stage

III. Credentialing Process

- Credentialing is an ongoing process
- Database will match courses with instructors who are credentialed to teach
- Future hires, changes in assignment and new courses will require faculty to be credentialed and added to the database

III. Credentialing Process (cont.)

- For new hires and assignment of new or different courses:
 - Chair reviews and approves faculty credentials for specific course
 - 3-member Faculty Team reviews credentials
 - If approved, record is sent to Dean and then to Provost's office for approval
 - If not approved, Chair does not hire new faculty member or reassigns current faculty member