

MEMORANDUM

DATE: October 1, 2012

TO: Faculty

FROM: Diane Alperin, Associate Provost



Academic Personnel and Programs

SUBJECT: Call for Applications – Faculty Credentialing Review Team Members

In Fall 2011 and Spring 2012, FAU implemented the use of a database for faculty credentialing. A software program called “credentialing wizard” was created that allowed chairs and directors to enter credentialing documents into the database for further review by the deans and the Office of the Provost. As part of the process, a Provost’s Credentialing Task Force, consisting of five faculty members, was assigned to assist in the review of the instructor’s credentials as presented in the database.

Moving forward, the chairs, directors and deans will use the software and database to review the credentials of 1) instructors who are new to FAU, and 2) those instructors who will be teaching a course for which they have not yet been credentialed.

As part of FAU’s revised credentialing procedures, the Office of the Provost is creating a Faculty Credentialing Review Team composed of five tenured professors. The Team will be trained on the university’s standards for assuring that every course is taught by an appropriately credentialed instructor and on the use of the database. The Team will meet as a group to report on progress and will have access to a Team Leader and others in the Provost’s Office for information and support.

It is essential for faculty to be involved in this important process. If a faculty member is selected to be a member of the Team, their work would be considered an Additional Assignment for the period from the time of the appointment through August 6 2013, with \$2000.00 in compensation for the period.

Faculty interested in being considered for a position on the Team need to submit the attached application and a current curriculum vitae to the Associate Provost of Academic Personnel and Programs by no later than **October 19, 2012**. Faculty will be notified of the Faculty Credentialing Review Team appointments during the week of October 22, 2012.

Cc: Brenda Claiborne, Provost and Chief Academic Officer

College Deans

Florida Atlantic University
Faculty Credential Review Team Application

Name: _____

Rank: _____

Department/School: _____

Years at FAU: _____

Statement of Interest:

Approval of the Chair/Director for the Additional Assignment:

Chair/Director Signature

Date

Approval of the Dean for the Additional Assignment:

Dean Signature

Date