Wizard for Adjuncts and Graduate Teaching Assistants

**Purpose:** Review of the credentialing process for adjuncts and GTA’s from the departmental level until completion.

**Important Information:** The Wizard credentials IOR’s (instructors on record) for specific courses and not as a whole. Every course being taught will need to be added separately. Once the IOR has been credentialled to teach a particular course there is no further action to take.

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**Credentialing Calendar**

The credentialing calendar has been created to keep processes streamlined with clear deadlines. The goal is to have all required documents and process **22 days** before the start of a semester as shown below:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Spring 2024</th>
<th>Summer 2024</th>
<th>Fall 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to Request Transcripts</td>
<td>Dec 13, 2023</td>
<td>Apr 17, 2024</td>
<td>July 24, 2024</td>
</tr>
<tr>
<td>Deadline to Guarantee Credentialing*</td>
<td>Dec 15, 2023</td>
<td>Apr 19, 2024</td>
<td>July 26, 2024</td>
</tr>
<tr>
<td>Last day of labor (campus closed)</td>
<td>Dec 22, 2023</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*After deadline credentialing cannot be guaranteed pending review.

**What do you need?**

The credentialing process starts at the departmental level, as the hire belongs to the department. It is also the department’s responsibility to obtain documents and request access to the Wizard. If you need access please email fvargas@fau.edu

You will need the following items to get started:

- Wizard Access
- Official Transcript
- Curriculum Vitae
- Sample Course Syllabus
- Signed Offer Letter

Created by Felipe Vargas 10/20/23
OVERVIEW OF CREDENTIALING PROCESS

The credentialing process starts at the department, as this is their hire. The department will start by selecting their candidate, gathering the aforementioned documents and Wizard access.

1. Adding the Hire into the Wizard

![Add a New Hire | Awaiting my action | Show All](image1.png)

The department will have to enter the information for this hire by entering the Full Name and Department. Please make sure to select the proper department, as this routes the approval process based on the department.

2. Selecting the **Course Name, Course Prefix, and Brief Description of the Course**.

![Instructor Credentialed to Teach Based On](image2.png)

3. The department will have to enter the following items:

- **Instructor Credentialed to Teach Based On** – Basis for the credentialing of the course (Terminal degree in discipline, Master’s Degree, etc.). All fields must be entered accordingly.

![The instructor is credentialed to teach based on](image3.png)

Created by Felipe Vargas 10/20/23
• **Relevant Coursework** – All instructors without a Terminal Degree in Teaching discipline must have at least 18 relevant credits listed in this section.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Year Taken</th>
<th>Institution</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5110</td>
<td>Theories in Nsg</td>
<td>2014</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>NGR 5810</td>
<td>Res Meth in Nsg</td>
<td>2014</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>NGR 6172</td>
<td>Pharm Concept ANP</td>
<td>2014</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>NGR 5141</td>
<td>Patho ANP</td>
<td>2015</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>NGR 6910C</td>
<td>Research Project</td>
<td>2015</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>NGR 6301C</td>
<td>Adv-Child Hth Nsg 1</td>
<td>2015</td>
<td>FLORIDA INTERNATIONAL UNIV</td>
<td>3</td>
<td>semester</td>
<td></td>
</tr>
</tbody>
</table>

If the name of the school is not listed in the Wizard please email favrgas@fau.edu to have it add. It is imperative that the correct institution is added for accreditation.

• **Documents to be submitted to the Provost.**

The department must attach a CV, signed offer letter, and a sample syllabus for the course. Please send the Official transcript via email or physical mail. Do not attach into the Wizard. You can send the transcripts to the following:

**Office of The Provost – AD 10 Room 309**
fvargas@fau.edu

4. **Sign Off**

This section allows the instructor to move down the approval line. The approval process traditionally moved from department to the Dean, and ultimately to the Provost. It works in the same manner as WorkDay as it travels down the line as it is being approved.

5. **Credential Review** – The IOR can only be reviewed with an Official Transcript, and the Instructor must be assigned to the Provost. If the review is satisfactory, it will take 24 hours for the IOR to populate into the schedule. If the entry needs correction, it will be sent back to the department. To avoid items being sent back please follow instructions accordingly.