Faculty Credentials and Qualifications Manual

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Introduction

The Faculty Qualifications and Credentials Manual provides a comprehensive resource outlining the required qualifications and supporting documentation for all instructional faculty assigned teaching responsibility as an Instructor of Record (IoR) based on the content and the level of each credit-bearing course assigned. In addition, faculty serving in a program coordinator capacity must meet specified qualifications as well.

This manual clarifies expectations, procedures, and required documentation for the hiring and assignment of courses for all LSU instructional faculty (full-time, part-time, adjuncts, and graduate teaching assistants) assigned as an instructor of record for a credit-bearing course.

The Alternative Credentialing process combines the former SACSCOC exception process and the Graduate School administrative course approval process.

SACSCOC Requirements

In compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), LSU ensures that all instructional faculty, including graduate teaching assistants in alignment with LSU PS-85, have met the established standards to teach based on the content and the level of each credit-bearing course assigned as an Instructor of Record (IoR). LSU policy and procedure is guided by:

Standard 6.2: For each of its educational programs, the institution

a. Justifies and documents the qualifications of its faculty members. (*Faculty qualifications)*
b. Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. *(Program faculty)*
c. Assigns appropriate responsibility for program coordination. *(Program coordination).*

LSU Policies and Related Materials

The following institutional policies guide compliance for SACSCOC expectations regarding instructor of record qualifications:

- LSU PS-36 T: Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance
- LSU PS-36 NT: Faculty Other Than Tenure-Track and Tenured: Appointments, Reappointments, Promotions, and Annual Reviews
- LSU PS-21: Graduate Assistantships
- LSU PS-85: Preparation of Teaching Assistants

In addition, the Graduate School has compiled supplemental guidelines, available on the Graduate School website, for the following related areas:

- Graduate Faculty Status
- Administrative Course Approval Processes
- Graduate Teaching Assistantships

Faculty Credential Types: Academic and Alternative

Justification for assigning an Instructor of Record (IoR) to a course may be accomplished by (1) academic credentials or (2) alternative credentials.

1. **Academic credentials** are the most common form of justification for an IoR. Minimum appropriate academic credentials include:
   - Teaching an undergraduate course, the IoR holds a doctoral degree or master's degree in the teaching discipline
   - Teaching a graduate course, the IoR holds a doctoral or terminal degree in the teaching discipline.

   For instructors of record meeting the above criteria, the transcript(s) must be uploaded into Workday and the course assignments entered into the "Faculty Credentials" application via myLSU. (For more information, please see the "Faculty Credentials" Job Aid).

2. **Alternative credentials** provide compelling evidence of teaching qualifications and expertise when the minimum academic credential requirements are not met. Documentation must be submitted for review and approval via the "Alternative Credentials" process within Workday prior to hire or assignment of the course. (Note: Up to eight courses may be entered into Workday for consideration at a time. For more information, please see the "Alternative Credentials" Job Aid.) Once approved via the Alternative Credentialing process, information must be entered into the "Faculty Credentials" application via myLSU.)

   Examples of alternative credentials include:
   - Earned at least 18 graduate credit hours in the teaching discipline.
   - Professional licensure and certifications related to the teaching assignment.
   - Substantial professional, work-related experience in the field.
   - Relevant research, scholarship, and/or creative activities, such as peer-reviewed publications, performances, etc.
   - Related honors, awards and/or grants.
   - Other relevant qualifications or credentials, such as a terminal degree with a transcripted minor, concentration, certificate, or other related graduate level award in the teaching discipline. [Example: PhD Sociology; Minor Women & Gender Studies)

Note:

In adherence with SACSCOC expectations, LSU's credentialing process – academic and alternative - is per credit-bearing course. Once an IoR has been approved for a given course, no future reviews for that course are needed. However, verification of credentials is required when an established IoR is assigned to teach a course not previously taught by that IoR.

LSU Credentialing Guidelines: Faculty and Graduate Teaching Assistants

The following resources are provided to assist in determining whether academic credentials meet the required qualifications or if approval of alternative credentials will need to be sought prior to hire and/or assignment of a given course.

- Table 1: LSU Credentialing Guidelines for Faculty (full-time and part-time)
- Table 2: LSU Credentialing Guidelines for Graduate Teaching Assistants (TA3)

Table 1. Credentialing Guidelines for Faculty Assignment as Instructor of Record (IoR)

Highest Degree Earned*	Teaching Undergraduate Courses	Teaching Graduate Courses†
Doctorate or terminal degree in teaching discipline	Qualified	Qualified
Doctorate or terminal degree outside of teaching discipline	A Master's degree in the teaching discipline is sufficient. If not, complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course.	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course.
Non-terminal master's degree in teaching discipline	Qualified	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course.
Non-terminal master's degree outside of teaching discipline	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course.	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course.
Post-baccalaureate work with 18 graduate credit hours in the teaching discipline but graduate degree not conferred	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course. Must exhibit substantial evidence for teaching qualifications.	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course. Must exhibit substantial evidence for teaching qualifications.
Bachelor's degree or less	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course. Must exhibit substantial evidence for teaching qualifications.	Complete "Alternative Credentials" process providing justification of the qualifications to teach the assigned course. Must exhibit substantial evidence for teaching qualifications.

***** *Official transcripts for credentialing purposes must be uploaded into Workday, LSU's system of record, for all assigned as an Instructor of Record (IoR).*

† *The Graduate School will review those IoR's assigned to courses for graduate credit after the Office of Academic Affairs has approved qualifications in alignment with SACSCOC requirements.*

Table 2. Credentialing for Graduate Teaching Assistant (TA3) Assignment as Instructor of Record

Graduate Teaching Assistants	Undergraduate Courses Only: Credentials earned prior to assignment as an Instructor of Record (See also PS-85)	
	Master's degree conferred in the teaching discipline (official transcript if degree not earned at LSU; unofficial transcript or other record produced directly from the system of record by an administrative unit – not by the student - is acceptable for degrees earned at LSU).	Meet the following requirements via the "Alternative Credentials" process: 1) 18 or more earned graduate credit hours in the teaching discipline as evidenced by coursework on a transcript. (If earned at LSU, an unofficial transcript or other record produced directly from the system of record by an administrative unit - not by the student - is acceptable.) 2) Supervision/Faculty Mentorship and Evaluations (agreement of expectations attested via the "Alternative Credentials" process)

***** *Transcripts must be uploaded into Workday (LSU's system of record) for all graduate teaching assistants assigned as an Instructor of Record.*

Required Documentation

Documentation of IoR qualifications must be uploaded within Workday, LSU's human resource management system of record, to verify all teaching assignments for each credit-bearing course assigned. The "Alternative Credentials" process allows entry of up to eight courses for review and approval at a time.

Academic Credentials: Official Transcripts

Official transcripts of the highest degree attained and/or relevant degree for the teaching assignment must be submitted directly to the hiring or home department to verify academic credentials. The department representative will write on the top of the transcript "original viewed by" and initial and date the document then attach the document to the employee documents section within Workday.

International Degrees

For those candidates with international degrees, to ensure consistency and accuracy, a credential evaluation comparison must be conducted by a certified third-party agency (i.e. Global Credential Evaluators) to determine equivalency of a U.S. degree. This document must accompany the transcript as an attachment on the Workday appointment.

Limited Exceptions

- For recent graduates, a letter of conferment from the institution's Registrar's Office may serve as a temporary placeholder for official transcripts until an official transcript is available by the degree granting institution. A National Clearinghouse confirmation document may also serve as a temporary placeholder. The department representative must initial and date the letter of conferment or National Clearinghouse confirmation document and attach the document in Workday.
- For graduate teaching assistants with an earned master's degree and/or at least 18 graduate credit hours earned in the teaching discipline from LSU A&M, an unofficial transcript or other record as produced by an administrative department – not the student- directly from the system of record, may be substituted for an official transcript.

Alternative Credentials: Supporting Materials

If the prospective IoR is qualified to teach based on credentials other than academic degree(s) or if the academic credential is not in direct alignment with the course(s) (e.g., emerging fields of study, interdisciplinary), the "Alternative Credentials" process via Workday must be completed for review and approval prior to assignment of the course(s). The following supporting documentation must be uploaded into the application:

- Transcript(s)
- Current CV or resume demonstrating direct, related substantial professional work experience; relevant research, scholarship or other scholarly activities; and/or other notable qualifications related to the proposed teaching assignment.
- Licenses or certifications as related to the teaching assignment. Relevant information should be entered into the appropriate field plus any related documentation may be uploaded, as applicable.

In addition to the above documentation, a brief narrative providing a compelling justification of the relevant alternative credentials for a prospective IoR must be provided. A narrative justification should be included for all applicable alternative credential categories. The justification, if approved, must be re-entered into the "Faculty Credentials" application within myLSU, which populates the SACSCOC faculty rosters.

Examples of <u>acceptable</u> justification statements, by category, are provided below:

- 18 graduate credit hours:
    - Doctoral (or graduate) student with at least 18 graduate credit hours earned in the teaching discipline. *[Note: The 18 credits will need to be listed in the "Faculty Credentials" application.]*
- Professional licensure/certification
    - Louisiana Interior Design License #1223; NCIDQ Cert. #014918
    - Certified Professional Constructor #1087
    - Certified Internal Auditor, IIA
    - Instructor has a certificate of clinical competency in Speech Language Pathology. COMD XXXX is a clinical course. (Note: For this example, the instructor holds an MA in COMD and is assigned to teach COMD XXXX.)
- Substantial, professional, work-related experience in the field
    - Performed professionally in both chamber music and orchestral settings for more than 20 years. Additionally, the instructor has 15 years of experience coaching woodwind pedagogue at the college level.
    - Former CFO of five publicly held companies; More than 16 years of executive financial experience at top of corporations; Financial consultant to both private and public companies for the last eight years.
- Relevant research, scholarship, and/or creative activities, such as peer-reviewed publications, performances, etc.
    - More than 40 published papers in the field of microbiology over the past 30+ years. (List a few recent, representative examples.)
    - Research interests are in the teaching discipline, including dissertation (indicate title) and the following publications (list a few representative examples).

- Related honors, awards and/or grants.
    - Has been PI or Co-PI on several major related research grants from NSF, DoE, DoT. (List a few recent, representative examples.)
- Other relevant qualifications or credentials.
    - PhD Sociology; Minor Women & Gender Studies
    - Certification in African American Studies

Examples of unacceptable justifications, which will be denied, are provided below:

- The instructor is more than qualified
- The instructor has taught this course or a similar course previously
- The instructor's CV clearly indicates qualifications to teach

Terminal Degrees

For purposes of credentialing, in addition to the PhD (Doctor of Philosophy), the following doctoral-level degrees are considered the terminal degree:

- DBA – Doctor of Business Administration
- DM – Doctor of Music
- DMA – Doctor of Musical Arts
- DSc – Doctor of Science
- DVM, DVSc – Doctor of Veterinary Medicine, Doctor of Veterinary Science
- EdD – Doctor of Education
- JD – Juris Doctor
- PsyD – Doctor of Psychology

The following master's degrees are considered the terminal degree in their respective disciplines (given in parentheses):

- MArch - Master of Architecture (architecture)
- MFA - Master of Fine Arts (creative and dramatic writing, dance, and theatre – examples include actors, directors, designers, technicians, playwrights, administrators, dancers, choreographers and film makers)
- MIA - Master of Interior Architecture (interior architecture)
- MLA - Master of Landscape Architecture (landscape architecture, plant sciences)
- MLIS, MLS - Master of Library and Information Science, Master of Library Science
- MS - Master of Science in Graphic Design (art)
- MS - Master of Science in Industrial Design (interior design/architecture)
- MS - Master of Science in Interior Architecture (interior design/architecture)
- MSW - Master of Social Work

Course Exceptions (Alternative Credentialing Not Required)

Assignment of an IoR for one of the following categories does not require prior approval via the "Alternative Credentialing" process in Workday. However, the course(s) must be loaded into the Faculty Credentials application via mLSU for review and for inclusion on the SACSCOC faculty rosters, which are utilized to monitor credentials and qualifications on an ongoing basis. (Note: In situations wherein the review process of Faculty Credentials results in potential concerns regarding the qualifications of an IoR, the department will be notified.)

- Introduction to College/Student Success Courses (1000-level)
  LSU academic units offers several 1000-level "introduction to college" or "college-success" related courses for incoming students (e.g., LSU 1001, AGRI 1001, HSE 1000, HSS 100, SCI 1001). All faculty

assigned as an IoR must have attained a minimum of a master's degree to teach these introductory courses. The transcript must be uploaded into Workday.

- Introduction to Graduate School (7000-level)
  The LSU Graduate School offers a few 7000-level, one-credit courses to provide resources and information to help graduate students be successful in their endeavors (e.g., GRAD 7001: Navigating Graduate School; GRAD 7002: Graduate Assistant Teaching Training). All faculty assigned as an IoR for the GRAD courses must have graduate faculty status.

- MILS and ROTC
  Instructors for MILS and ROTC courses are provided to LSU through the military. Instructors may have related academic or military program experience and/or have accumulated substantial and relevant experience.

- Basic Activity Courses
  Instructors for the one-credit hour 1000-level basic activity courses, which are pass/fail, may be a graduate student in Kinesiology with experience and/or certification in the activity, but less than 18 graduate credit hours earned in the discipline. The department ensures that supervision and support is provided for the instructors of the basic activity courses. Representative examples of basic activity courses include: KIN 1124: Tennis, KIN 1125: Golf, KIN 1129: Badminton; KIN 1142: Conditioning Exercises; and KIN 1155: Jogging.

Qualified Program Coordinators

As required by SACSCOC Standard 6.2.c., for each of its educational programs, the institution assigns appropriate responsibility for program coordination. This requirement provides an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content and degree level of the program.

Program coordinators typically hold the terminal degree and/or possess additional qualifications (e.g., professional experience, training, certification/licensure) in the same field as the program(s) they oversee. Department chairs or directors must maintain a record of all program coordinator assignments in their academic unit and provide necessary documentation to the institution in a manner consistent with SACSCOC (Southern Association of Colleges and Schools Commission on College) expectations that the institution provide a list of all program coordinators, their area of responsibility, and their qualifications for coordinating the assigned academic program(s).

Job Aids

Job aids to assist with navigation of the "Alternative Credentialing" approval process and entries into the "Faculty Credentials" form are available on the HRM and OIE websites. Links are provided via the OIE website:

- Alternative Credentialing (WorkDay): Instructor of Record Approval Process
- Faculty Credentials (myLSU): Faculty Roster for all Instructor of Record assignments

Questions

Questions pertaining to any of the materials in this manual and/or related processes may be directed to Jane Cassidy, Senior Vice Provost, via email at jcassid@lsu.edu.