

OFFICIAL POLICY

Subject/Title: Faculty Credentialing Policy
Policy Number: FPU-5.0002AP
<input type="checkbox"/> _New <input checked="" type="checkbox"/> _Revised <input type="checkbox"/> _Technical Revision Only <input type="checkbox"/> _Emergency Policy
Date First Adopted: May 29, 2014
Date Revised: February 16, 2022
Responsible Division or Department: Academic Affairs
Initiating Authority: Provost & Executive Vice President of Academic Affairs

A. APPLICABILITY and PURPOSE:

Applies to all teaching faculty (instructors of record), regardless of discipline, rank, status, location, or mode of delivery.

It is the responsibility of all instructors of record to provide the university with the documentation needed to verify their credentials. Academic Department Chairs are responsible for faculty teaching assignments and must ensure that the faculty member's credentials are appropriate to the assignment. The Vice Provost of Academic Affairs is responsible for validating Department Chair decisions by review of credentialing forms at the time of hire and through periodic audits in accordance with this policy and Academic Affairs Guidelines.

B. DEFINITION:

Instructor of record: the individual designated by the academic unit as responsible for a course, including its delivery, assignments, and assessments, and who has the responsibility for assigning final grades.

C. POLICY STATEMENT:

Florida Polytechnic University employs competent faculty members qualified to accomplish the mission and goals of the University. When determining acceptable qualifications of its faculty, Florida Poly gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The University also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, Florida Poly is responsible for justifying and documenting the qualifications of its faculty.

Guidelines

Florida Polytechnic University's guidelines for faculty credentialing standards derives from that adopted by the SACSCOC College Delegate Assembly, December 2006. These guidelines specify the degrees and coursework qualifications that are appropriate to different kinds of instructional assignments:

- Faculty teaching general education courses at the undergraduate level: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline, or minimum of 15 graduate semester hours in the teaching discipline).

- Faculty teaching baccalaureate courses: doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 15 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline. Master’s degree plus professional designation or appropriate industry experience may be approved on a case-by-case basis.
- Graduate teaching assistants as instructors of record: master’s in the teaching discipline or 15 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Exceptions

The academic credential guidelines above should be used as the primary means of qualification for all instructors of record. Consideration of other teaching qualifications either in conjunction with or in lieu of academic credentials must be made on a case-by-case basis. Other qualifications may include, as appropriate, professional licensure and certifications; diplomas or certificates earned; publications and presentations in the field; honors and awards; relevant industry experience; and, other demonstrated competencies and achievements. Exceptions must be approved by the Provost.

Foreign Transcripts

Evaluation of foreign transcripts must be done through a certified external agency that provides credential evaluations. The transcript and other applicable academic records should be accompanied by a notarized translation if it is not in English. If a transcript is not available, an approved external evaluation agency may be used to evaluate foreign credentials for equivalence to a U.S. degree. It is the responsibility of the instructor of record to bear any and all costs associated with such verification.

D. DOCUMENTATION:

All documents relevant to faculty credentialing are housed in the Office of Academic Affairs. Official transcripts are retained by the Office of Human Resources.

POLICY APPROVAL	
Policy No.: FPU-5.0002AP	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President/Designee	
Approved by Florida Polytechnic University BOT, if required	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	