

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Faculty Credentialing Policy
<b>FPU Policy Number:</b> FPU-5.0002
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> May 29, 2014
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Vice President of Academic Affairs

#### **A. APPLICABILITY/ACCOUNTABILITY:**

This Faculty Credentialing Policy and related procedures are applicable to all teaching faculty (instructors of record), adjuncts, and teaching assistants regardless of the campus location, discipline or teaching area, and method of course delivery (face-to-face or on-line).

#### **B. POLICY STATEMENT:**

Florida Polytechnic University (Florida Poly) Faculty Credentialing Policy reflects a two pronged approach that ensures that its teaching faculty are properly credentialed, qualified and fully competent to fulfill its mission. This Policy applies to all teaching faculty (instructors of record), adjuncts, and teaching assistants regardless of the campus location, discipline or teaching area, and method of course delivery (face-to-face or on-line). The first prong of the faculty credentialing process involves the review and approval of faculty credentials and qualifications that occurs during recruitment and hiring of new faculty members (instructors of record), adjuncts and teaching assistants. The Offices of Academic Affairs and the office responsible for Human Resources will conduct the review and approval of credentials and qualifications of new faculty members, adjuncts, and teaching assistants. The review and approval process requires the completion and submission of the Faculty Credentialing Verification and Certification Form (see Appendix A.). For exception procedure use the Verification of Work Experience Form (see Appendix B.), and the Faculty Credentialing Certification Form (see Appendix C.) This policy is designed to address the regulations and procedures related to faculty credentials for teaching as an instructor of record. The Policy provides a foundation for the execution of faculty credentialing aligned with best practices of higher education.

The second prong of the faculty credentialing process involves the credentialing of existing faculty members (instructors of record), adjuncts and teaching assistants for new course assignments as well as routine audits and assessments conducted by the Office of Academic Affairs: Institutional Effectiveness and Assessment. The credentialing, routine audits and assessments processes are completed in order to ensure that Florida Poly's

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faculty remains credentialed, qualified and fully competent. Routine audits and assessments also ensure that full-time and part-time teaching faculty members (instructors of record), adjuncts and teaching assistants remain fully qualified, with sufficient academic preparation, training, and experience to teach each course within each discipline, and that faculty members meet or exceed the minimum requirements of accrediting bodies and state agencies. Florida Poly's Faculty Credentialing Policy incorporates a standard Credentials Managing System (Xitracs) that is used for the purpose of documenting, managing and processing the faculty's credential and qualification information. The Office of Institutional Effectiveness completes the audits and assessments and Assessment using a secure database containing evidence of each faculty member's qualifications (i.e., transcripts, CV, course syllabi, etc.) These audits take place each semester and if necessary include exception reporting of identified qualification gaps.

- a. Florida Polytechnic University will maintain an adequate number of faculty members to support the institution's mission, ensuring the academic integrity and quality of each academic program. The Institution will adhere to its Faculty Credentialing Policy and Procedures thereby ensuring that the faculty maintains the highest level of competence, effectiveness, and qualification within each discipline. Faculty members teaching graduate and post-baccalaureate course work will possess a doctorate/terminal degree in the teaching discipline or a related discipline. In determining faculty members competence and qualification, the Institution will consider the highest earned degree of each discipline, graduate and undergraduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, documented history of excellence in teaching, and or other records of achievements that demonstrates effectiveness in teaching and relevance to the teaching assignment (including the course description, objectives, and student learning outcomes.)
- b. The Institution will maintain adequate number of faculty members to support the general education curriculum and courses at the undergraduate level. Faculty members holding the terminal degree (usually the earned doctorate) in the discipline will teach at least 25% of the discipline course hours in each undergraduate major. Faculty members teaching general education courses will possess a doctoral or master's degree in the teaching discipline and a minimum of 18 graduate semester hours in the subject matter. In order to ensure the academic integrity and quality of each academic program, graduate teaching assistants will also possess a master's in the teaching discipline, or 18 graduate semester hours in the teaching discipline, or be directly supervised by a faculty member who serves as the instructor of record, and is experienced in the teaching discipline, along with regular in-service training, and planned and periodic evaluations. For faculty members teaching courses at the undergraduate level that are not general education courses, the Institution will consider the highest earned degree of each discipline first. Otherwise, the Institution may consider a graduate and undergraduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, documented history of excellence in teaching, and/or records of achievements that demonstrates effectiveness in teaching and relevance to the teaching assignment (including the course description, objectives, and student learning outcomes.)

## **C. PROCEDURES:**

### **Florida Poly's Faculty Credential Review and Approval Process**

The primary responsibility for reviewing and processing the request for approval of each faculty member (instructor of record), adjunct and teaching assistant credentials rest with the Vice President of Academic Affairs and the office responsible for Human Resources. The review and approval process requires the submission of the Faculty Credentialing Form and accompanying documentations (see Appendix A) by Department/College Heads. Once approved, faculty credentialing information and documents are kept on file and updated by Department/College Heads, and Vice President of Academic Affairs and office responsible Human Resources. The Florida Poly teaching faculty credential approval requests originate from the department/college level. The Faculty Credentialing Form is designed to

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assist Department/College Heads and Human Resources in documenting that the educational transcripts of faculty members are from accredited institutions and deemed acceptable by an appropriate evaluating agencies.

### **Initiation and Approval Process**

The first step in the Faculty Credentialing process involves determining whether a faculty member (instructor of record), adjunct and teaching assistant is qualified to teach a specific course requires that the Dept. /College Head of the originating course reviews the transcript, compares and match the Classification Instruction Program (CIP) of the degree program, course description(s), and student learning outcomes. During this step, the office responsible for Human Resources will assist in checking for verifying the accreditation status of all received college or university transcripts.

- a. The responsibility for collecting documentations on the credentials and qualifications of newly recruited teaching faculty members, adjuncts (instructors of record) and teaching assistants rests with the Department/College from which the course originates and the Office responsible for Human Resources.
- b. Department/College Head completes the Florida Poly Faculty Credentialing Form (see Appendix A) and submits it with all required documents to the Office of Academic Affairs. The process ends when an approval of the request is made and is communicated back (using the Credential Certification Form) to the Head of the Department/College from which the course originates (See Appendix C.)
- c. The responsibility for documenting and auditing credentials of all existing teaching faculty, adjuncts (instructors of record) and teaching assistants rests with the Head of the Department/College from which the newly assigned course originates, and the Office of Academic Affairs: Institutional Effectiveness and Assessment.
- d. The responsibility for auditing and assessing the faculty credentialing and approval process rests with the Office of Academic Affairs: Institutional Effectiveness and Assessment. Routine audits and reports are used by Institutional Effectiveness and Assessment to monitor the process and insure that the credentials and qualifications of Florida Poly faculty meet the standards of the Faculty Credentialing Policy, and that each teaching assignment are appropriate, and that all official documentation are in the faculty credentialing files with no distinctions in standards made between full-or part-time, online/distance education or fact-to-face classroom faculty.
- e. Each semester the Office of Institutional Effectiveness and Assessment develops a roster of every faculty of instruction from a secure database (Xitracs). A validation of credentials for each course is assessed. Any gaps or potential problems/questions are reported to Academic Affairs. All findings and actions taken to resolve problems are documented and maintained within the database.

### **Establishing Exceptions in Faculty Credentialing Process**

#### **Why might an exception be necessary?**

- a. Florida Poly recognizes that it might be possible to find a circumstance where it might be difficult to find the exact educational and/or experiential credentials to meet the policy for the specific type of faculty member and or teaching assignment. This might occur for various reasons including emerging disciplines, outstanding professional experience, and demonstrated contributions a faculty member might bring to the teaching discipline/program. Florida Poly has developed a rigorous approval process using the section of Faculty Credentialing Form (See Appendix A.) that also allows the Head of the Department/College to include a Statement of Justification of Exceptional Professional Experience and the Verification of Work Experience

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Form (See Appendix B.) whereby outstanding professional experience can be reviewed and approved if the Head of Department/College demonstrated how a candidate might contribute to the teaching discipline. Where there is for instance a shortage of educationally qualified faculty for a unique discipline, an exception may be made.

- b. In such a case, an exceptionally knowledgeable professional may be chosen to teach however, the Florida Poly approval process insures that such decisions are institutional in nature, insuring that the faculty's related experience and qualifications clearly relate to the teaching assignment, including the course description, objectives, and student learning outcomes.
- All exceptions must be approved by the Office of Academic Affairs.
  - When faculty members are not credentialed by their advanced degree to teach a specific course within an approved CIP degree program or based on the course description they must be credentialed using the narrative justification section of the Florida Poly Faculty Credentialing Form, and using the course objective to explain the degree to which the Faculty member is qualified to teach this/these course(s). Such credentialing is based on the potential faculty member's academic and professional preparation; diplomas, certificates, or relevant licensures; publications and presentations in the field; honors, awards, and professional recognitions; and other demonstrated competencies, skills, and experiences that each faculty member offers. Those must be clearly linked to the specific courses to be taught and should establish beyond doubt that the faculty member is qualified and his or her background is appropriate to teach the specific courses he or she is to be assigned.
  - For each course that a faculty member is being credentialed to teach by justification, a clear justification must be provided using.
    - Three summaries of the most essential course objectives for the course, and
    - Three summaries of the instructor qualifications that bear *directly* on the objectives and *clearly establish the instructor's qualification to engage in instruction to facilitate accomplishment of those objectives.*
    - The qualifying descriptions are to be included in the Statement of Justification of Exceptional Professional Experience for the faculty member that will be assigned to the course.
    - The explanation of the faculty members exceptional professional experience should be presented, discussing how professional preparation; certificates, or licensures; other competencies, skills, and experiences of the faculty members supports specific objective identified.
    - The qualifying descriptions are limited to 60 words.
    - When more than one faculty member is credentialed by justification for a course, the "course objectives" must be the same for each faculty member. The qualifying attributes, of course, may vary, but they must relate to the common objectives.
    - The Verification of Work Experience Form must be completed and submitted along with the request for review and approval (see Appendix B.)

The Office of the Academic Affairs reviews all such justifications and where the justifications warrant the faculty member teaching the courses proposed then the approval decision is made. The Office of Academic Affairs will also make approve and exception decisions concerning the masters plus 18 graduate credit hours in the teaching discipline guideline.

#### **Resolution of Unqualified Faculty (Full-Time and Part-Time)**

If the situation arises during the credentialing auditing and assessment processes completed by the Office of

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Institutional Effectiveness and Assessment where courses under consideration do not match a faculty member ' s credential and it is found to be educationally and/or experientially unqualified according to Florida Poly Faculty Credentialing Policy then the situation is referred to the appropriate Dept. /College Head for review and resolution.

Resolution options may include, but are not limited to:

- a. Establishing an exception (i.e. qualified by portfolio) to show exceptional skill and knowledge according to Florida Poly's Faculty Credentialing Exception Guidelines.
- b. Reassigning the faculty member to classes he/she is credentialed and qualified to teach and or determining the status of future contracts.

**ACADEMIC POLICY APPROVAL**

Academic Policy No.: 5.0002AP

\_\_\_\_\_  
Initiating Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Policies Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Designee

\_\_\_\_\_  
Date

Approved by FPU BOT, if required

\_\_\_\_\_  
Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**

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**DATE:** \_ \_ \_ \_ \_

**TO:** \_ \_ \_ \_ \_ Division/Department/College of \_ \_ \_ \_ \_

**FROM:** Office of Academic Affairs

**RE: Faculty Credentialing Verification Request**

(Select one using X)

Credentialing Request for \_ \_ \_ \_ \_ ( \_\_\_ Fulltime or \_\_\_ Part-time Faculty)

Florida Polytechnic University is committed to providing and ensuring the highest quality of education. Thus, it is important to verify that all members of the teaching faculty meets or exceed the minimum level for credential established by the institution. The credentialing of all new full-time and part-time faculty member s teaching courses for Florida Polytechnic University is coordinated through the Office of Academic Affairs: Institutional Effectiveness and Assessment.

**Please complete the Credentialing Verification Form and attach a curriculum vita and transcript for each fulltime faculty member or Adjunct.** Once the form and documentation have been completed and signed by the Division/Department reviewers, return the completed form and attachments to Dr. Valarie Albertini, Academic Program Coordinator in the Office of Academic Affairs for review and approval by the VP of Academic Affairs. All Approved credentialing information will be kept in the faculty member's credentialing file and updated into the Xitracs Credentialing Management System.

If you have any questions, please feel free to contact Dr. Velmarie Albertini at 583-9097 or [valbertini@floridapolytechnic.org](mailto:valbertini@floridapolytechnic.org).

Thank you for your assistance.

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**CREDENTIALING VERIFICATION AND CERTIFICATION FORM**

**Faculty Member's Name:** \_ \_ \_ \_ \_ **Date:** \_ \_ \_ \_ \_

**(Please mark the Job Code/Title and Salary Plan that apply)**

<b>Job Code/Title:</b> 9001 - Professor	<b>Salary Plan:</b> 05 - Graduate Assistant
9002 - Associate Professor	06 - Adjunct
9003 - Assistant Professor	22 - Faculty
9185 - Graduate Assistant	01- Extra State Comp
9004 - Instructor	21 - Administrative

(Administrative Staff Teaching in Load)

**Credential Guidelines for Course Level Approval---** Please check which of the following conditions apply:

- Faculty member teaching general education courses at the undergraduate level possesses a doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (with a minimum of 18 graduate semester hours in the teaching discipline)
- Faculty member teaching discipline specific baccalaureate courses possesses a doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (with a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work has earned a doctorate/terminal degree in the teaching discipline or a related discipline.
- Graduate teaching assistants possesses a master's in the teaching discipline or has completed successfully 18 graduate semester hours in the teaching discipline, and has direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

**CREDENTIALS/QUALIFICATION SUBJECT TO VERIFICATION**

Credentialing Request Dept.: \_ \_ \_ \_ \_ College of: \_ \_ \_ \_ \_ CIP Code \_ \_ \_ \_ \_

Highest Qualifying Degree or Discipline, Including University/College Attended and Date Completed	Other Relevant Degrees and Academic Credits	Other Qualifications or Experiences

**COURSE(S) TO BE ASSIGNED TO FACULTY**

Based on the evidence attached, \_ \_ \_ \_ \_ is requesting to be credentialed to instruct this specific course listed below:

Course Title	Course Prefix and Number

As the Dept. /College Head, I have reviewed the faculty member's transcript, compared and matched the Classification Instruction Program (CIP) of the degree program, course description(s), and student learning outcomes. Base on this review, I confirm that the faculty member's degree and experience qualifies him/her to teach this specific course.

Department Head (Print Name): \_ \_ \_ \_ \_

Department Head (Signature): \_ \_ \_ \_ \_ Date of Request: \_\_\_\_\_

Signature: \_ \_ \_ \_ \_ Signature: \_ \_ \_ \_ \_

Print Name: \_ \_ \_ \_ \_ Print Name: \_ \_ \_ \_ \_

Date: \_ \_ \_ \_ \_ Date: \_ \_ \_ \_ \_

**OFFICE OF ACADEMIC AFFAIRS:**

Reviewed by: - - - - - Date Reviewed: \_ \_ \_ \_ \_

VP of Academic Affairs (Signature): \_ \_ \_ \_ \_ Date: \_ \_ \_ \_ \_

**Copies retained: The Office of Academic Affairs / Faculty Credentialing File/ Originating Dept. or College**

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*Request for Exception and Verification of Relevant Experiences and Credentials*

**Instructions:** When official verification of work experience is requested as part of the credentialing process for certifying faculty the Verification of Work Experience Form below is required to be utilized for documenting and qualifying the industry experience of each teaching faculty member with consideration of at least thirty-six months (3 years) of non-instructional industry experience related to the teaching assignment.

**Procedures:**

- a. The employee/applicant fills out the form, including the company's name and dates of employment, delineating the specific non-instructional skills, and competencies demonstrated in the workplace, which are relevant to the teaching assignment.
- b. The employee/applicant obtains a corroborating signature of someone who either observed or knew first hand of the specific skills and competencies that the employee demonstrated in the specified workplace.
- c. Finally, the employee/applicant signs the form declaring the truthfulness of his/her non-instructional work experience related to the University's teaching program, declaring the identity and the validity of the corroborating signature, and declaring that any false information (misinformation or omission of relevant information) is the basis for disqualification or dismissal according to the University's policies and procedures.

Please include this form with employee application paperwork.

**To the employee/applicant:** **1)** Please fill out this form documenting the basis of your work experience related to the teaching program in which you are applying. **2)** Have your employer review your documentation and verify your experience. **3)** Include this completed form with your employment paperwork.

Applicant's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Proposed Teaching Program Area: \_\_\_\_\_

For Industry Faculty Candidates (please attach pages to provide the following information):

1. Company name
2. Dates of employment at the company
3. Relevant positions held
4. Relevant technical knowledge and skills
5. Relevant professional licenses and certifications
6. Relevant training gained while employed there
7. Any additional information indicating what qualifies you to teach the assigned course

**Statement of Employer/Administrator:**

I, \_\_\_\_\_, acknowledge that the employee has provided correct information stating his/her work experience related to the Florida Polytechnic University's instructional program. I testify that all information provided is true to the best of my knowledge or I have made appropriate modifications.

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*Employer Signature*

*Title*

*Date*

**Statement of Employee:**

By my signature, I am stating that I, and I alone, have provided this information declaring my non-instructional work experience related to the Florida Polytechnic University's program referenced above. I have taken this form to my employer or administrator for verification, modification, and signature. All information given by me in this verification form is true. I understand that false information (misrepresentation or omission of information) is basis for disqualification or dismissal when discovered, according to Florida Polytechnic University's policies and procedures.

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*Applicant's Signature*

*Date*

**Copies retained: The Office of Academic Affairs/ Faculty Credentialing File/Originating Dept. or College**

