

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Faculty Credentialing Policy
FPU Policy Number: FPU-5.0002AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: May 29, 2014
Date Revised: August 8, 2018
Responsible Division/Department: Academic Affairs
Initiating Authority: Terry Parker, Provost and Vice President of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This Faculty Credentialing Policy is applicable 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. The academic instructional units bear the responsibility for verification and validation of all faculty credential requirements in accordance with the guidelines and procedures set forth by the Office of Academic Affairs.

B. DEFINITIONS:

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 strives to follow the guidelines adopted by the SACSCOC's College Delegate Assembly, December 2006, which 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 (a minimum of 18 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 18 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.
- Graduate teaching assistants: master’s in the teaching discipline or 18 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.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: <u>5.0002AP</u>	
_____	_____
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 PAEGS ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	