



Faculty Credentialing Policy

PURPOSE

Jacksonville University, to ensure employment of competent faculty members qualified to accomplish the mission and goals of the University, subscribes to the principles established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as presented in [Standard 6.2](#) of the Principles of Accreditation.

ASSIGNMENT OF INSTRUCTORS

institutional data accurately reflecting the instructional responsibility in all course sections and allowing for:

- x Reporting of accurate and complete institutional data at local, state, and national levels;
- x Consistency in internal data for comparative analysis across programs, departments, and schools;
- x The ability to account for the instructional activity of adjunct and roster faculty and graduate teaching assistants;
- x Accountability in the assignment of midterm and final grades, attendance verifications, and academic dishonesty and grade appeals processes; and
- x Integrity in faculty credentialing and auditing of faculty credentials data, as expected by SACSCOC.

Assignment of Instructors of Record

The Instructor(s) of Record are defined as the faculty members responsible for the development and implementation of the syllabus, including course content, coverage, and quality of instruction, as well as the achievement of student learning outcomes and assignment of final grades. A possible exception that the faculty responsible for managing an academic program may agree to certain uniform features of course syllabi in an academic program. All IRs must be appropriately credentialed to teach at the University in accordance with the guidelines outlined below. Each course section must be assigned to at least one Instructor of Record. All instructors for a course providing day-to-day instruction must be coded with a percentage of session and responsibility.

For faculty members teaching courses that are listed across disciplines or programs, the faculty member must be credentialed for both versions of the course. In many cases, the credentials may be met by academic qualifications for the course in the faculty member's usual teaching discipline and by course-specific alternative qualifications for the listed course.

Teaching Qualification by Academic Credentials

When determining acceptable qualifications for faculty to teach their assigned courses, our primary considerations are the teaching discipline and the faculty member's highest earned degree. JU further considers other qualifications and employs the following credential guidelines:

- x Faculty teaching **general education baccalaureate** courses should hold a doctoral or other terminal degree in the teaching discipline or a related discipline, a master's degree in the teaching discipline, or a master's degree or higher with a concentration in the teaching discipline, including a minimum of eighteen graduate semester hours in the teaching discipline. In the absence of a completed master's degree, a concentration may be established through official documentation confirming that (1) as part of the instructor's doctoral or terminal degree program, the equivalent of a master's degree was achieved, and (2) at least eighteen graduate hours in the teaching or a related discipline have been successfully completed.
- x At least twenty-five percent (25%) of the discipline courses in each **baccalaureate** major should be taught by faculty members holding the terminal degree, usually the earned doctorate, in the teaching discipline. The method for calculating the 25% threshold in each major program shall be approved by the Provost or the Provost in consultation with the Office of Analytics & Planning.
- x Faculty teaching **graduate and postbaccalaureate** coursework should have an earned doctorate or terminal degree in the teaching discipline or a related discipline.

Certification by Alternative Qualifications

While primary consideration is given to academic credentials earned in the teaching or a related discipline, in exceptional situations, qualifications other than academic credentials may be suitable for teaching. Consideration of other non-academic teaching qualifications, either in conjunction with or in lieu of academic credentials, is made on a case-by-case basis. Such cases should be exceptional and compelling and should show substantial and significant evidence of professional progress and ability related to the faculty member's instructional assignment.

DOCUMENTATION AND CERTIFICATION OF CREDENTIALS

The chair or program director is responsible for collecting credentials documentation and initiating the certification of credentials process for each faculty member prior to his or her service as an Instructor of Record for any credit-bearing courses in the department or program. Guidelines for the documentation and certification process are outlined below.

Documentation for Faculty Credentials

Each faculty member shall submit or have submitted to the relevant department or program the appropriate credentials documentation prior to beginning his or her service as an instructor of record for any credit-bearing courses in the department or program. However, the department chair or program director shall be responsible for the timely preparation of all applicable forms, as listed below.

The following comprise a complete credentials package:

- x Certification of Credentials and Qualifications for a Faculty Appointment, as appropriate, for each anticipated teaching discipline,
- x official transcript(s) of the highest degree earned and/or transcript(s) pertinent for credentialing the faculty member in the teaching discipline(s),
- x a current curriculum vitae, and
- x if necessary, a Statement of Alternative Faculty Qualifications and any accompanying documentation.

U.S. Degrees

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Official Transcripts and Equivalency Documentation All transcripts and equivalency documents must be official, must be issued by Jackson State University, and must demonstrate that the degree has been awarded.

An official transcript is defined as a transcript or other academic record that includes notation that it is official. Each individual official transcript must meet the authentication criteria based on the issuing institution's standards. The transcripts must possess all of the following: a) the issuing institution's official seal; b) signature of the appropriate authorizing agent, preferably the institution's registrar; c) the institution's official letterhead or stationary; d) the institution's watermark or other identifier; and e) date of issue. The transcript should clearly indicate that it was issued directly to an employee of the University.

alternative qualifications shall be resolved by the Provost. The decision of the Provost in such matters is final.

All forms and associated documentation should be reviewed, fully approved, and on file in the Office of Academic Affairs prior to the beginning of the course(s) to be taught. When an existing faculty member is expanding or switching into a new teaching discipline, including teaching a course that is cross-