Standards for Faculty Credentials
Effective September 1, 2019

Florida Institute of Technology is committed to hiring qualified, effective faculty members to carry out the goals of the institutional mission and to ensure the quality and integrity of its academic programs. In doing so the institution meets, and strives to exceed, the minimum requirements set forth by regional accreditation. Academic credentials are the primary and standard qualification for faculty members; however other types of qualifications may prove to be appropriate. Documentation and justification of qualifications for each person who teaches a course, regardless of faculty status, including both full-time and part-time, are the responsibility of the entire institution.

SACSCOC Standard 6.2.a (2018 version): For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

SACS Faculty Credential Guidelines. Faculty credential guidelines to demonstrate faculty qualifications are provided by SACS Commission on Colleges. These are:

"When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- 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 associate degree courses designed for transfer to a baccalaureate degree: 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 associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies 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 doctoral/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.

Faculty Credential Records Requirements: Florida Tech maintains a record of faculty credentials for every faculty member in the Office of Institutional Research and Effectiveness. Each file must include: (1) an official transcript for the highest degree earned, as well as those for any other relevant degrees, such as master's and bachelor's degrees; (2) official transcripts or official versions of certificates and licensures, if applicable; (3) a curriculum vitae, and (4) a statement of alternative qualifications (SOAQ) specific to each course being taught for any faculty member not meeting the Faculty Credentials guidelines as articulated by SACSCOC.

If required, SOAQs must address how the candidate's alternative qualifications relate to each specific course to be taught and should include as many of the following as apply to a particular situation:

1. competence and effectiveness
2. as appropriate, undergraduate and graduate degrees
3. non-teaching work related experience in the field
4. professional licensure and certifications
5. honors and awards
6. continuous documented excellence in teaching
7. other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes

The current curriculum vita must include the following sections, if applicable:

1. Education: include all Bachelor's, Master's, Ph.D., and/or terminal degrees
2. Academic appointments with dates: including current position
3. Other credentials: any professional licensures, certificates, honors and/or awards that relate to courses to be taught
4. Related professional experience: list additional work-related experiences that relate to courses to be taught
5. Grants, publications, presentations: as they relate to courses to be taught
6. Membership in professional organizations

For purposes of accreditation, transcripts/certificates/licensures are considered official only if they are sent directly from or on behalf of the granting institution to Office of Institutional Research and Effectiveness.

No faculty member will be allowed to teach until faculty credential records are complete.

<u>Procedure Prior to Teaching A Course – Beginning Summer 2020 (Workday Implementation)</u>

1. When a candidate is initially hired as a faculty member of the faculty at Florida Tech through the Office of Human Resources, Workday will notify the Office of Institutional Research and Effectiveness (OIRE).
2. The OIRE will email each new faculty hire to request their curriculum vitae and will provide them with an "Official Transcript Request" to submit to each previously attended academic institution. Transcripts must be sent directly from or on behalf of the issuing institution to the OIRE

    Requirements: Transcripts/certificates/licensures must be requested, and paid for, by the prospective faculty member. Transcripts from international institutions that are not in English must be accompanied by an original translation and evaluation from a credential evaluation service agency recognized by the National Association of Credential Evaluation Services (NACES). Transcripts from non-regional accredited institutions in the United States will be considered on a case-by-case basis.
3. If the faculty member's academic credentials do not meet the SACSCOC guidelines for faculty credentials, the academic department is required to submit a Statement of Alternative Qualifications (SOAQ) addressing each course the faculty member will teach to the OIRE. Should the courses to be taught change at some future date, a new SOAQ must be submitted for each new course and provided to the OIRE.
4. Paper copies of faculty credential records (CV, transcripts, and SOAQs) will be stored in the OIRE.
5. Electric copies of faculty credential records (CV, transcripts, and SOAQs) will be scanned by the OIRE and stored in Workday.

<u>Annual Procedure After Hire – Beginning Summer 2020 (Workday Implementation)</u>

6. Annually, the Office of Human Resources, through Workday, will prompt all faculty to submit an updated CV.
7. SOAQs will be updated by a faculty member's academic department if the courses they are teaching change.

*No faculty member will be allowed to teach until faculty credential records are complete.

Procedure Prior to Teaching A Course – Fall 2019 & Spring 2020 Melbourne Campus

1. Colleges were asked to email each new fall 2019 and spring 2020 Main Campus faculty hire to request their curriculum vitae and will provide them with an "Official Transcript Request" to submit to each previously attended academic institution.

   Requirements: Transcripts/certificates/licensures must be requested, and paid for, by the prospective faculty member. Transcripts from international institutions that are not in English must be accompanied by an original translation and evaluation from a credential evaluation service agency recognized by the National Association of Credential Evaluation Services (NACES). Transcripts from non-regional accredited institutions in the United States will be considered on a case-by-case basis.

   Transcripts must be sent directly from the issuing institution to the OIRE.

2. If the faculty member's academic credentials do not meet the SACSCOC guidelines for faculty credentials, the academic department is required to submit a Statement of Alternative Qualifications (SOAQ) addressing each course the faculty member will teach to the OIRE. Should the courses to be taught change at some future date, the SOAQ must be updated to include these new courses and provided to the OIRE.

3. Paper copies of faculty credential records (CV, transcripts, and SOAQs) will be stored in the OIRE.

4. Electric copies of faculty credential records (CV, transcripts, and SOAQs) will be scanned by the OIRE and stored in SharePoint.

Procedure Prior to Teaching A Course – Fall 2019 & Spring 2020 Online and Education Centers

5. Online Learning and Education Centers coordinators email each new fall 2019 and spring 2020 online learning or education centers faculty hire to request their curriculum vitae and will provide them with an "Official Transcript Request" to submit to each previously attended academic institution.

   Requirements: Transcripts/certificates/licensures must be requested, and paid for, by the prospective faculty member. Transcripts from international institutions that are not in English must be accompanied by an original translation and evaluation from a credential evaluation service agency recognized by the National Association of Credential Evaluation Services (NACES). Transcripts from non-regional accredited institutions in the United States will be considered on a case-by-case basis.

   Transcripts must be sent directly from the issuing institution to the respective Online Learning or Education Centers Coordinator.

6. If the faculty member's academic credentials do not meet the SACSCOC guidelines for faculty credentials, the academic department is required to submit a Statement of Alternative Qualifications (SOAQ) addressing each course the faculty member will teach

to the OIRE. Should the courses to be taught change at some future date, the SOAQ must be updated to include these new courses and provided to the coordinator.

7. Paper copies of faculty credential records (CV, transcripts, and SOAQs) will be stored in the Online Learning and Education Centers Office.

8. Electric copies of faculty credential records (CV, transcripts, and SOAQs) will be scanned and sent to OIRE and stored in SharePoint.