



Office of  
Analytics & Planning  
JACKSONVILLE UNIVERSITY

## 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.a](#) of the Principles of Accreditation.

### ASSIGNMENT OF INSTRUCTORS

Department chairs and/or program directors are responsible for ensuring that at least one Instructor of Record (IR) is assigned to each credit-bearing course section in their departments and/or programs by the start date of the academic term and that all individuals contributing to instruction for each course are listed on each credit-bearing course section.

This requirement, together with the guidelines outlined below, ensures the integrity of our institutional data by accurately reflecting the instructional responsibility in all course sections and allowing for:

- Reporting of accurate and complete institutional data at local, state, and national levels;
- Consistency in internal data for comparative analysis across programs, departments, and schools;
- The ability to account for the instructional activity of adjunct and roster faculty and graduate teaching assistants;
- Accountability in the assignment of midterm and final grades, attendance verifications, and academic dishonesty and grade appeal processes; and
- 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—with the 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.

The total percentage of responsibility for a course must equal 100%. These guidelines on instructor assignments are applicable to all JU credit-bearing courses, including contract, joint program, online, concurrent enrollment, and study abroad courses. These guidelines do not impose requirements on visiting lecturers who are speaking in a small number of meetings of the course.

#### *Assignment of Multiple Instructors of Record*

In the case of multiple instructors, assignment of the percentage of responsibility, percentage of session, and assignment type, when applicable, must be determined in each academic unit in accordance with the following guidelines.

- All instructors for a course providing day-to-day instruction must be coded with a percentage of session coverage and responsibility. The total percentage of responsibility for a course, divided among the instructors assigned to the course, must equal 100%.
  - For team-taught courses, the percentage of responsibility must be adjusted to reflect the percent of effort each IR provides to the course. Typically for courses with two instructors, each is assigned 50% of responsibility.
  - For mid-term replacements, the percentage of responsibility must be adjusted to reflect the percent of session time each IR provides to the course. Typically, this calculation is based on the number of class sessions the replacement instructor teaches.

#### FACULTY CREDENTIALS

When making hiring decisions and instructional assignments, JU gives primary consideration to the highest earned degree(s) in the faculty member's teaching discipline(s) in accordance with the credential guidelines outlined below. The University also considers competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes in the teaching discipline. Additionally, where the highest earned degrees are not sufficient to warrant credentialing, JU considers relevant undergraduate degrees, additional graduate degrees outside the teaching discipline, related work experiences in the field, professional licensure and certifications, continuous documented excellence in teaching within the assigned discipline, or other demonstrated competencies and achievements (including honors and awards) that contribute to effective teaching and student learning outcomes in the discipline.

There are two means by which an individual may be qualified to serve as an instructor of record for credit-bearing courses or a program director at Jacksonville University:

- by academic credentials (degrees and/or coursework) alone, or
- by alternative qualifications other than (or in addition to) academic credentials that are appropriate for teaching particular courses.

These guidelines apply to all Instructors of Record for credit-bearing courses that count towards any Jacksonville University program, degree, or certificate. They apply to all full-time and part-time instructors of record regardless of rank or pay status, location of the program or course offering, or mode of delivery.

For faculty members teaching courses that are cross-listed across disciplines or programs, the faculty member must be credentialed for both versions of cross-listed courses. 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 cross-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:

- Faculty teaching **general education or baccalaureate** courses should hold a doctoral or other terminal degree in the teaching discipline or a closely-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.
- 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's designee, in consultation with the Office of Analytics & Planning.
- Faculty teaching **graduate and post-baccalaureate** coursework should have an earned doctorate or terminal degree in the teaching discipline or a closely-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.

In considering alternative qualifications, JU considers competence, effectiveness, and capacity to contribute to effective teaching and student learning outcomes in the teaching discipline—including, as appropriate, relevant undergraduate degrees; additional graduate degrees beyond the teaching discipline; a documented scholarly record in the teaching discipline or a closely related discipline; related work experiences in the field (including successfully securing and executing grants or professional contracts); professional licensure and certifications; continuous documented excellence in teaching within the discipline; or other demonstrated competencies and achievements (including honors and awards) that contribute to effective teaching and student learning outcomes in the discipline.

## 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 packet:

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

**U.S. Degrees:** Degrees earned in the United States must be from an institution regionally accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation.

**Non-U.S. Degrees:** For foreign degrees, a U.S. equivalency evaluation must be provided by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or is approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), such as World Education Services (WES) or Global Credential Evaluators (GCE). A document equivalency is typically sufficient for faculty with a terminal degree in the teaching discipline, although the University can require a course-by-course evaluation, at our sole discretion, when deemed necessary to review a faculty member's qualifications. A course-by-course evaluation is typically necessary to credential a faculty member without a terminal degree. Additionally, any documentation that was originally issued in a foreign language must be translated by an appropriate external agency. In cases where the degree-granting institution provides only one official copy of the document, as is sometimes the case with foreign diplomas, the faculty member may choose to use an evaluation agency that prepares the evaluation report using copies of the documents. If the evaluation is prepared using copies of the documents, the faculty must present the original(s) to the chair or program director, who may make a copy or copies, and attach a statement certifying that s/he viewed the original(s).

**Official Transcripts and Equivalency Documentation:** All transcripts and equivalency documents must be official, must be issued to Jacksonville 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 working in a leadership or administrative capacity for the academic program or department. When that is not the case, prior to submission of the transcript to the Office of Academic Affairs, the JU recipient should sign and date the transcript and include the envelope to validate that it was received sealed directly from the granting institution.

*Electronic transcripts* are acceptable as long as these are received from the university granting the degree or through a third party authorized by the degree-granting university to broker such transactions and that expressly takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. The JU recipient should print the transcript and sign, date, and note that the official transcript was received electronically. A record of this electronic transaction shall be provided and kept in the faculty credentials file to prove that the transcript was received directly from the issuing institution or through an appropriate third party.

*Unacceptable documents* include: 1) copies of paper transcripts, 2) transcripts faxed, scanned, or marked "COPY" or unofficial, 3) transcripts issued to students (which is discernable by "issued to student" printed on transcript or by student's address printed on transcript, unless presented with evidence that the JU recipient received it in a sealed envelope from the granting institution), and 3) copies of foreign transcripts (as discussed above) that have not been duly notarized.

**Statements of Alternative Qualifications:** In cases where additional/alternative qualifications are required, the Statement of Alternative Qualifications presented on the *Statement of Alternative Faculty Qualifications* form must address how the candidate's alternative qualifications relate to the specific course(s) to be taught, by linking the demonstrated qualifications of the faculty member to the course description(s) and learning outcomes, and must provide dates for all qualifying activities. The form must be accompanied by a vita, official transcripts, and other pertinent documentation (e.g., licensure or certification documents). At any time, should the courses to be taught change, this statement and the associated documentation must be updated.

#### *Certification of Credentials for Faculty*

The chair or program director is responsible for 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. Credentials forms and associated documentation are then reviewed by the college dean, and if approved, forwarded to the Office of Academic Affairs for review by the SACSCOC Institutional Liaison. Any dispute regarding the acceptability of

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-listed in a discipline for which the faculty member has not previously been approved, the chair or program director should submit new credentials forms and an updated curricular vitae prior to the onset of the teaching in the new discipline. Additionally, and near the beginning of each academic semester during the regular academic year, the Office of Analytics & Planning shall review a listing of faculty with their full instructional assignments and credentials information.

#### TERMINAL DEGREES

For purposes of credentialing, besides the PhD (Doctor of Philosophy), the following doctoral-level degrees are considered the terminal degree:

- DBA – Doctor of Business Administration
- DM – Doctor of Music
- DMA – Doctor of Musical Arts
- DNP – Doctor of Nursing Practice
- DPH, DrPH – Doctor of Public Health
- DSc – Doctor of Science
- EdD – Doctor of Education
- JD – Juris Doctor
- PsyD – Doctor of Psychology

The following master's degrees are considered the terminal degree in their respective disciplines (given in parentheses):

- MFA - Master of Fine Arts (art, music, theatre, creative writing)

#### COURSES EXCLUDED FROM CREDENTIALING

All JU-prefixed courses (101, 103, 159, 169, 201, 203, and 397) are part of the University experience. Instructors of Record for these courses may be faculty or staff so long as they have at least a master's degree from a regionally-accredited institution.