JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: II:02:02 **DATE: May 1, 1987**

REVISION/REVIEW DATES: May 1997, January 2006, October 2011, June 2013, June2015, August 2016, April 2021, August 2023

SUBJECT: Faculty Approval, Validation and Documentation

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes guidelines and procedures for the recommendation, approval, validation and documentation of all faculty, regardless of faculty type or rank, mode of course delivery or location at which they teach. This policy also captures the formal definition for the phrase, faculty of record. A faculty of record is the person who provides direct instruction for a course.

POLICY

All faculty must be vetted appropriately to ensure they are credentialed to teach the courses assigned as the faculty of record. The ***Jacksonville State University Guide for Justifying and Documenting Faculty Qualifications*** (Guide) addresses the initial validation and documentation process of faculty at the time of hire, as well as a yearly validation and documentation process.

Faculty credentials must satisfy the requirements set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as well as those required by the programmatic accreditor.

The university recognizes that qualifications other than academic credentials (or a combination thereof) may be appropriate for teaching courses as outlined in the Guide. When this is the case, the justification must be included on the *Faculty Credential Validation Form* (Form #33).

PROCEDURE

Initial Validation and Documentation of Faculty Credentials at Time of Hire

The Guide outlines the steps required based on the specific type of faculty hire.

Faculty Teaching Courses in Secondary Disciplines

If faculty are teaching courses in secondary disciplines, the *Faculty Credential Validation Form,* Form #33, must be completed by the department head of the secondary discipline and submitted to the Office of the Provost at least 2 weeks before the beginning of the first term they will teach the course(s) in the secondary department. The department head of the secondary department must provide appropriate justification to indicate the faculty member is qualified to teach courses in the secondary discipline, just as they would for any other new hire. Additional official transcripts are not required unless their credentials cannot be validated by the transcripts already on file.

Yearly Validation and Documentation of Faculty Credentials

Each year, during the Accreditation Academy, in addition to the review of other SACSCOC academic requirements, department heads will review this Policy, the Guide and any new SACSCOC requirements related to Faculty. As addressed in the Guide, department heads will prepare new faculty rosters for the upcoming academic year, undergo a peer review of their rosters, and submit the rosters and the *Faculty Roster Validation Form* to the Office of the Provost by August 1st of each year.

Office of Record for Faculty Documentation

The Office of the Provost is the official office of record for official transcripts, validation forms, faculty credentials and yearly faculty roster reports.

The Office of the Dean for each college is the office of record for offer cards, verification of service credit, contracts, updated curricula vitae, graduate faculty status documentation, performance evaluations, disciplinary documentation, all other personnel documentation, and course syllabi.

RESPONSIBILITY

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.