

<b>Revised</b> New	<b>University of West Florida</b>	<b>Related Policy:</b> Competence and Qualifications of Instructional Personnel Policy
<b>Original</b> New	<b>Procedures and Guidelines for Competence and Qualifications of Instructional Personnel</b>	<b>Responsible Administrator:</b> Dr. George Ellenberg, Vice Provost  <b>Responsible Office:</b> Office of the Provost

This document includes procedures and guidelines for establishing and maintaining appropriate faculty credentials based upon the following:

Southern Association of Colleges and Schools Commission on College (SACSCOC)

[SACSCOC Faculty Credentials Guidelines](#)

[SACSCOC Faculty Roster](#)

[SACSCOC Principle 3.7.1](#)

[SACSCOC Principle 3.5.4](#)

[SACSCOC Principle 3.4.11](#)

University of West Florida (UWF)

[UWF Policy AC-39.01-03/15 Competence and Qualifications of Instructional Personnel](#)

[Memorandum from Provost and Executive Vice President Martha Saunders](#)

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# I. Faculty Qualifications

For accreditation purposes, UWF must document and justify that each faculty member is qualified to teach assigned courses. For every section, the institution is required to “make its case” for why the faculty member is qualified to teach courses assigned.

## **Faculty Credentials should (can) be demonstrated with:**

- Traditional academic credentials
- A combination of traditional academic credentials and “other” qualifications and reporting the other qualifications in the Faculty Nautical Roster
- Properly written and proved Justification

## **Traditional academic credentials**

- Master’s degree in the teaching discipline for undergraduate courses
- Ph.D. in the teaching discipline for graduate courses

When the qualifying academic credential aligns with the courses being taught e.g. Ph.D. in English teaching English, no justification is required. The credential speaks for itself. However, if the Ph.D. is in Business Administration and the faculty member is teaching Accounting, then a written justification is necessary.

## **Combination of traditional academic credentials and “other” qualifications**

If a combination of traditional credentials and “other” credentials is used, or if the “other” qualifications only approach is used, then a portfolio approach for qualifications is suggested. This approach normally requires a careful and thorough written justification that demonstrates the linkage between the various components of the portfolio of qualifications to the courses being taught.

## **Justifications**

In cases where the faculty member’s academic credentials are different from the teaching discipline of the course being taught, a justification must be prepared and entered into the FACS database so that it appears on the Faculty Nautical Roster. The justification is entered on the faculty member’s individual General Information page.

### Components of a justification in lieu of faculty credentials

- Professional experience that facilitates the student learning outcomes for the course
- Portfolio of work
- Publications in the field
- 18+ graduate credit hours in the teaching discipline (these must be enumerated)
- Licensure or special training in the teaching discipline
- Awards, honors, board membership, other special recognition as being an expert in the teaching discipline

Follow these guidelines for writing a justification.

- What are the SLOs for the course?
- How does the faculty member’s experience facilitate the SLOs for the course?
- SACS is very clear that prior teaching experience is not a justification.
- Awards, publications, and achievements that facilitate the specific SLOs are good justifications.

## **II. Departmental Responsibilities**

- Hire and assign faculty to teach course sections
- Assure the faculty hired to fill each course section is properly vetted and holds the appropriate credentials for each section that faculty is assigned to teach
- Obtain (at a minimum) the following paperwork by the end of the first week of each semester:
  - CV
  - Two letters of recommendation
  - Two original transcripts must be provided by the faculty
    - One transcript for Human Resources for payroll purposes
    - One transcript for the faculty's hard copy personnel file kept in the dean's office
- Deans may require additional paperwork, credentials, and procedures for their college's faculty

## **III. Dean's Office Responsibilities**

- Maintain the hard copy files for all faculty teaching in that college
- Enter the faculty credentials into the FACS university's electronic database
- Follow up with the departments to assure compliance with SACSCOC standards 3.7.1, 3.5.4, and 3.4.11
- Follow up with the departments to assure proper entry of faculty information
- Deans may require additional paperwork and procedures for their college's faculty credentialing

### **Minimum Contents of Faculty Files (hardcopy file)**

- Original transcript of highest degree held (at a minimum)
- Transcripts applicable to teaching discipline(s)
- Curriculum Vitae
- Two Letters of Recommendation
- Offer Letter
- SACS form signed by department chair
- Licensure or other credentials used to justify faculty credentials or for special courses

## IV. Faculty Nautical Roster (electronic database)

The University of West Florida uses the Faculty Nautical Roster (FACS system) to upload and store faculty credentials. As the official record of the university's faculty credentials, the Faculty Nautical Roster is sent to SACSCOC for reaccreditation and for reporting of Substantive Change and for other outside reports. The electronic Faculty Nautical Roster must be maintained and updated every semester.

For new faculty all fields on the Faculty Nautical Roster must be filled in no later than the second week of each semester. The data carries over from previous semesters and unless they are teaching in a new department, existing faculty entries should already contain the proper information.

Proper entry is accomplished by filling in all fields in the FACS system in the Tab labeled SACS Management. Improper entries will result in errors on the Faculty Nautical Roster and could result in incomplete/incorrect reports sent to SACSCOC.

*Below is an example of correctly entered faculty information appearing on the Faculty Nautical Roster in compliance with SACSCOC credentialing standards*

Biology		(instructor's home department)										
Name and FTE	Courses Taught Prefix Number Title U/G Credit Hours Enrollment (College - Dept)	List of Academic Credentials, Qualifications, and Competencies	Other Qualifications or Experience (if not qualified based on academic credentials)		Vitae Uploaded							
Status: Regular Faculty	PCB4905 Fly Genetics Ugrad Hrs: 1 Enr: 1 (CAS- BY)	Meets Academic Requirements: Yes (CAS - HON) Yes (CAS - BY)	Meets Other Requirements: N/A (CAS - HON)		Yes							
Primary Position (CAS - BY) 102560-00 FTE: 1.00	PCB6971 Thesis Grad Hrs: 1 Enr: 1 (CAS- BY)	<table border="1"> <tr> <td>T</td> <td>Institution: Columbia University in the City of New York</td> <td>Level: D</td> <td>Year: 1994</td> </tr> <tr> <td></td> <td>Degree/Specialization: Ph.D. / Genetics &amp; Development</td> <td colspan="2">Transcript: Yes</td> </tr> </table>	T	Institution: Columbia University in the City of New York	Level: D	Year: 1994		Degree/Specialization: Ph.D. / Genetics & Development	Transcript: Yes		Description: None Justification: N/A Meets Other Requirements: N/A (CAS - BY)	
T	Institution: Columbia University in the City of New York	Level: D	Year: 1994									
	Degree/Specialization: Ph.D. / Genetics & Development	Transcript: Yes										
Secondary Position (CAS - BY) 102560-01 FTE: 0.50		<table border="1"> <tr> <td></td> <td>Institution: Columbia University in the City of New York</td> <td>Level: M</td> <td>Year: 1992</td> </tr> <tr> <td></td> <td>Degree/Specialization: M.A. / Genetics &amp; Development</td> <td colspan="2">Transcript: Yes</td> </tr> </table>		Institution: Columbia University in the City of New York	Level: M	Year: 1992		Degree/Specialization: M.A. / Genetics & Development	Transcript: Yes		Description: None Justification: N/A	
	Institution: Columbia University in the City of New York	Level: M	Year: 1992									
	Degree/Specialization: M.A. / Genetics & Development	Transcript: Yes										
Overload Position (CAS - BY) 102560-02 FTE: 0.25		<table border="1"> <tr> <td></td> <td>Institution: National Taiwan University</td> <td>Level: B</td> <td>Year: 1982</td> </tr> <tr> <td></td> <td>Degree/Specialization: B.S. / Agricultural Chemistry</td> <td colspan="2">Transcript: Yes</td> </tr> </table>		Institution: National Taiwan University	Level: B	Year: 1982		Degree/Specialization: B.S. / Agricultural Chemistry	Transcript: Yes			
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	Degree/Specialization: B.S. / Agricultural Chemistry	Transcript: Yes										

### Degree Information

Proper degree information entry is accomplished by filling in all fields in the FACS system in the Tab labeled SACS Management. Improper entries will result in errors on the Faculty Nautical Roster and could result in incomplete/incorrect reports sent to SACSCOC.

- Enter only the initials for the degree. Example Ph.D. or Ed.D. NEVER spell out the degree name.
- Spell out the Institution name. Example: University of Southern California or University of South Carolina (do not abbreviate USC).
- Using only numbers for ex: 2012, enter the year the degree was awarded. Do not leave this box blank and NEVER enter an unearned degree in progress such as GTA or ABD.
- Be sure to fill in the degree specialization. For ex: Marine Studies/Oceanography or Accounting. Do not leave that box empty
- Be sure to select either "Yes" or "No" for Transcript - We must have an official transcript in the dean's office for the terminal degree and for the degree that qualifies the faculty to teach that subject, if it is not in the same field as the terminal degree.

Below is an example of correctly entered degree information in the FACS database. Information entered on this page populates the Faculty Nautical Roster. Missing or incomplete information can result in a well-qualified faculty member appearing to be unqualified.

## SACS Management

**General Information** | **Degree Information** | **Documentation Information**

[Add new Degree](#)

**Agricultural Chemistry B.S., 1982** [-]

Terminal:  No  Yes    Transcript:  Yes  No    Degree:  Bachelor  B.S.

Year:     Institution:

Specialization:

**Genetics & Development M.A., 1992** [-]

Terminal:  No  Yes    Transcript:  Yes  No    Degree:  Masters  M.A.

Year:     Institution:

Specialization:

**Genetics & Development Ph.D., 1994** [-]

Terminal:  Yes  No    Transcript:  Yes  No    Degree:  Doctorate  Ph.D.

Year:     Institution:

Specialization:

**View SACS Data**

**SACS Documents**

## V. Degree Abbreviations Commonly Used at UWF

(NEVER spell out the degree name)

### Terminal Degrees

Doctor of Philosophy	Ph.D.
Doctor of Education	Ed.D.
Medical Doctor	M.D.
Doctor of Psychology	Psy.D. or Ph.D. or M.D. depending on the type
Doctor of Physical Therapy	D.Pt.
Doctor of Business Administration	D.B.A.
Doctor of Musical Arts	D.M.A.
Doctor of Ministry	D.Min.

### Masters Degrees considered terminal (partial list)

Master of Fine Arts	M.F.A.
Juris Doctorate	J.D.
Master of Social Work	M.S.W.
Master of Architecture	M.Arch.

### Masters Degrees (these degrees are not terminal)

Ed Specialist	Ed.S.
Master of Education	M.Ed.
Master of Arts Degree	M.A.
Master of Science	M.S.
Master of Public Administration	M.P.A.
Master of Business Administration	M.B.A.
Master of Accountancy	M.Acc.
Master of Laws	L.L.M.

### Bachelor's Degrees

Bachelor of Science	B.S.
Bachelor of Arts	B.A. (some schools award A.B.)
Bachelor of Fine Arts	B.F.A.
Bachelor of Music	B.M.
Bachelor of Science in Business Administration	B.S.B.A.