



**ADMINISTRATIVE POLICY #30-11 (2021) TEACHING (INSTRUCTIONAL) FACULTY CREDENTIALS CERTIFICATION POLICY**

**Policy Title:** Teaching (Instructional) Faculty Credentials Certification Policy

**Policy Type:** Administrative

**Policy Number:** Policy 30-11 (2021)

**Approval Date:** 11/04/2021

**Responsible Office:** Office of the Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Community

**POLICY STATEMENT**

This Teaching (Instructional) Faculty Credentials Certification Policy establishes the administrative procedures and responsibilities for certifying faculty within each academic department at the University. It also guides the effective implementation of the process needed for each academic unit (department, college/school, or Division of Academic Affairs) to certify the academic qualifications and preparedness of a faculty member to teach within a specified teaching discipline.

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### **DEFINITIONS**

There are no related definitions associated with this policy.

### **CONTACT(S)**

The Provost and Vice President for Academic Affairs officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Provost and Vice President for Academic Affairs.

### **STAKEHOLDER(S)**

University community, especially teaching faculty

### **POLICY CONTENTS: TEACHING FACULTY CREDENTIALING CERTIFICATION**

Norfolk State University employs competent faculty members who are well qualified to accomplish the mission and goals of the University. When hiring faculty to teach courses, the University gives primary consideration to the highest degree earned. The University also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees in the discipline (or related discipline), work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes that are in alignment with the mission of the University.

Academic Affairs is ultimately responsible for the verification and validation of all credentialing requirements for the Teaching (Instructional) Faculty of the University.

- A. The department chair is responsible for certifying, verifying, and validating faculty credentials for any assigned course that falls within the jurisdiction of that department. The certification process is completed by submitting the following documents to the Division of Academic Affairs.
  1. Current curriculum vita
  2. Official academic transcript(s) of highest degree earned and/or master's degree with a minimum of 18 graduate semester hours in the teaching discipline or related teaching discipline.
    - Degrees must have been conferred from regionally accredited colleges or universities. Additionally, degrees/credentials from international institutions must be evaluated to



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determine the U.S. equivalency.

- It is the responsibility of the prospective faculty member to provide the official transcript(s) or evaluation of credentials (by a credible company or organization) from international institutions.
- An official transcript must have the following: the University's official seal; the signature of the University's registrar or designee; the University's watermark or other official identifier; the date of issuance; and the date the degree was conferred, if listed on the Certification Form.
- Degree evaluations must have the following: the company's or organization's official seal, watermark, or letterhead; the signature of the company's designee or other official identifier; the date of issuance; and the date the degree was conferred, if listed on the Certification Form.

### **3. Certification of Credentials Form**

- The Teaching (Instructional) Faculty Credentials Certification form must be signed by both the prospective faculty member and the department chair. The affixed signature of the prospective faculty member certifies that all entries are true and complete and agreement to the condition that any falsification of information, regardless of time of discovery, may cause forfeiture of employment at the University.

### **4. Letter of application**

### **5. Official Commonwealth of Virginia Application Form**

### **6. Three letters of recommendation (signatures required) or documentation of three references checked by the hiring department**

### **7. Permission to verify previous employment**

### **8. Permission to conduct a criminal background check**

### **9. Official documentation of professional work experience, technical and performance competency, records of publications and certifications or other qualifications as reflected on the completed Teaching (Instructional) Faculty Credentials Certification Form prior to recommending the prospective faculty member (full-time or part-time) for employment; and a listing of the graduate courses (a minimum of 18 credits) in the teaching area(s)/discipline that qualify the faculty member to teach within the specified discipline. Faculty hired to teach graduate courses must have the terminal degree or the equivalent of the terminal degree in the teaching discipline or related teaching discipline.**

B. In extraordinary cases, teaching faculty appointments may be conferred on persons not



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holding the master's degree in the teaching discipline or related teaching discipline or the 18 graduate semester hours in the teaching discipline or related teaching discipline. These cases are not the norm. These appointments are only approved if such persons have demonstrated outstanding professional or creative accomplishments and are nationally or internationally renowned. Exceptions must have prior approval from the Division of Academic Affairs. The department chair will seek approval through the dean. If an exception is approved, the department chair will complete an Alternative Justification Form with supporting documentation:

<https://spartansnsu.sharepoint.com/SpartanNet/provost/Shared%20Documents/Alternative-Justification-Form.pdf>.

- C. The department chair forwards the Checklist and Certification Form for New Hire and the completed packet to the dean for approval. If approved, the dean signs the form or submits a Memorandum/Letter of Approval and forwards the completed packet to the Division of Academic Affairs.
- D. The Division of Academic Affairs reviews and certifies the academic credentials and notifies the dean and department head of hiring status. The academic credentials of the teaching (instructional) faculty member must be approved before employment.<sup>1</sup>

When defining faculty qualifications using faculty credentials, the following guidelines should be used:

1. Faculty teaching general education courses at the undergraduate level: doctorate 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).
2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate 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). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree, usually the earned

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<sup>1</sup> This policy supports the Southern Association of Colleges and Schools Commission on Colleges *The Principles of Accreditation: Foundations for Quality Enhancement*, 2018, Section 6: Faculty.

“1. The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty)

2. For each of its educational programs, the institution  
a. Justifies and documents the qualifications of its faculty members. (Faculty qualifications)”



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doctorate in the discipline.

3. 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.
4. Faculty teaching baccalaureate courses: doctorate 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).
5. Faculty teaching graduate and post-baccalaureate courses: earned doctorate/terminal degree in the teaching discipline or a related discipline.
6. 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.

### **EDUCATION AND COMPLIANCE**

The college/school deans shall be responsible for ensuring their respective department chairs, faculty, and staff verify the requirements of this policy every semester. Documentations will be maintained by the Office of the Dean of each college/school, and a copy of the training will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Violations of this policy will be reported to the Provost and Vice President for Academic Affairs as may be necessary. Noncompliance with this policy will contravene the SACSCOC standard on faculty credentials which could lead to a sanction.

### **PUBLICATION**

This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students within 14 days of approval;
2. Submit this policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the Division of Academic Affairs, Enrollment Management Office, and University Registrar webpages and any other related webpages; and



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4. Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

### **REVIEW SCHEDULE**

Next Scheduled Review: 11/04/2024

Approval by, date: President, 01/30/2015; 11/04/2021

Revision History: April 16, 2018; April 27, 2021

Supersedes:

### **RELATED DOCUMENTS**

Southern Association of Colleges and Schools Commission on College Principles of Accreditation for Quality Enhancement:

<https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf>

<https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>

### **FORMS**

- [Faculty Certification of Credentials Form](#)
- [Alternative Justification Form](#)