



Faculty Credentials and Qualifications Manual

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Introduction

The University of Kentucky *Faculty Credentials and Qualifications Manual* is designed to guide faculty and department chairs through the process of assessing the academic credentials and qualifications of the College's faculty. All of the University's instructional faculty (including part-time and adjunct) and teaching assistants are required to meet the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This manual identifies the academic credentials required (1) at the time of hire and (2) to teach specific courses within the disciplines.

The information in this manual is useful for new department chairs, directors and other administrators in explaining the University's faculty credentialing process. Further, this manual may be used in professional accreditation reports and in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation process as evidence of institutional compliance with the SACSCOC Faculty Standards.

This *Faculty Credentials and Qualifications Manual* is divided into two parts. The first part of the manual, The Credentialing Process, includes the standards related to faculty as identified by SACSCOC in the *Principles of Accreditation: Foundations for Quality Enhancement*. In this part, the process is described for establishing faculty credentialing requirements of disciplines, programs, and courses. In cases where an individual's credentials do not meet the minimum academic requirements expected for each discipline and program, a section on determining experiential qualifications of faculty is included. This part of the manual includes five sections:

- Credentialing Guidelines, Policies and Procedures
- Policies for Instructor Appointment
- Process for Evaluating Faculty Qualifications at time of Hiring
- Course Level Verification at time of Assigning Teaching Responsibility
- The Provost's Policy on TA Types and Teaching Credentials

The second part of this manual, Credentialing Requirements, describes the credentialing requirements for all degree programs, listed by college and academic unit.

Additions, deletions, and revisions may be made periodically to the *Faculty Credentials and Qualifications Manual* upon review by department chairs, program directors, staff, and Office of the Provost. Deans will be alerted of these changes in a timely and effective manner. This manual will be maintained by the Office of the Provost.

Credentialing Guidelines, Policies and Procedures

The University uses the following sources as its policy, guidelines, and procedures when determining acceptable qualifications for its faculty. The text below is quoted from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the *Principles of Accreditation: Foundations for Quality Enhancement*.

Comprehensive Standard 3.7.1

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Faculty Competence).

In addition, an excerpt from the [Faculty Credentials Guidelines](#) approved by the College Delegate Assembly of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 2006 states:

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: 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).
- 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).
- 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: 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).
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/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.

Policies for Instructor Appointment

The University of Kentucky utilizes full-time, part-time, and adjunct faculty, appropriately credentialed staff, and graduate students as instructors.

All instructors and course directors/coordinators of credit bearing courses must have a faculty appointment effective in the teaching assignment period, with the following exceptions:

Graduate Teaching Assistants (TA) must have a Graduate Student Academic Staff contract, and meet credential, training, TA orientation, and other requirements set forth in the [Provost's Policy on TA Teaching Credentials](#).

Non-TA graduate student instructors must meet credential, training, TA orientation, and other requirements set forth in the [Provost's Policy on TA Teaching Credentials](#), and have the teaching assignment approved by the Dean of the Graduate school. Students in this category either require teaching as part of the degree curriculum or are given a teaching assignment in addition to a graduate fellowship or a graduate research assistantship.

Non-faculty employees (staff) teaching a small set of credit bearing courses, primarily academic orientation and career exploration courses, do not require a faculty appointment.

All instructors in the exceptions list above must meet the SACSCOC credential requirements.

Links to policies:

[Provost Policy Statement- Contract Period and Appointment of Part-time Faculty Teaching Credit-bearing Courses](#)

[Provost Policy Statement- Academic Appointment Requirement for Teaching Credit-Bearing Courses](#)

[Provost's Policy on TA Teaching Credentials](#)

Process for Evaluating Faculty Qualifications at time of Hiring

When appointing faculty to the University, each department or college designee completes the new hire dossier, the required paperwork for each new individual. The dossier will include credential and teaching area information for "program level" credential review by the Office of the Provost:

Official transcripts are submitted at the time of hire as a condition of employment. Instructions for obtaining, evaluating and storing transcripts are found in [Appendix F: Transcript Handling SOPs for Faculty Employees, from Office of Faculty Advancement \(2022\)](#). Faculty with an international transcript will be asked to provide a translated version. For those cases in which a department needs to have an outside service complete the translation, a list of such services can be obtained from the Office of the Provost. The Office of the Provost requires using the services of 'certified translation' firms to ensure that a legal record with professional translators attesting to the accuracy of the translation is obtained including an appropriate seal of authenticity to diminish the possibility of fraud.

Departments or college designees enter the degree data from the transcripts into the Faculty Database (FDB). The degree disciplines are coded using a taxonomic scheme from the National Center for Education Statistics, known as the Classification of Instructional Programs or CIP codes. ***The CIP codes selected for the degree discipline should match the transcript information as closely as possible.*** If the individual's teaching assignment is based on a concentration of graduate work in a particular discipline, the concentration discipline is also entered and CIP-coded. Course work making up the concentration must be identified. [See Appendix A: FDB Degree Detail Screen example with a concentration entry.](#) Most fields of study have a doctorate as the highest or terminal degree, but in some fields a different degree is considered terminal. A list of these exceptions is included as [Appendix M: Fields with Non-doctoral Terminal Degrees.](#) If a faculty member has a degree that may be relevant to courses they teach, but might not be automatically associated with the program in which they are teaching, when entering the degree information mark the degree to always report on the SACS faculty roster using the instructions found in [Appendix N: Marking Degrees to Always Report on the SACS Faculty Roster.](#) An example of this could be a faculty member who has a degree in technical writing is teaching courses on writing within the Business Administration program. The degree is directly relevant to the course they are teaching, but is not a Business Administration degree, so it should be marked as "Always Report on the SACS Faculty Roster." Since the roster defaults to only reporting graduate degrees, if a bachelor's degree is important to justifying the faculty member's instruction, it should always be marked this way.

Up to three official UK teaching areas and teaching levels (undergraduate and/or graduate) are entered into the FDB. The official UK teaching areas are selected from CIP codes associated with the University's degree program inventory. The primary teaching area typically corresponds to the assignment for the primary academic appointment unit. Two additional areas are available to enter teaching disciplines associated with a joint appointment or with a less formal association with a secondary unit. [See Appendix B: FDB Program Level Qualifications Detail Screen, example with multiple teaching areas.](#)

The degree and teaching area information entered in the FDB is used to produce the Teaching Credentials Certification (TCC) form, which is included in the new hire dossier. The TCC form is printed from the FDB and signed by the appropriate academic administrator, usually the department chair. ***The information on the TCC form should be closely reviewed to ensure that appropriate CIP codes have been selected for the degree disciplines and teaching areas.*** [See Appendix C: TCC form.](#)

The degree disciplines, teaching area disciplines, and teaching level information entered in the FDB is used to evaluate whether the individual's credentials meet the SACSCOC guidelines, by matching the faculty member's degree discipline and level with the teaching area discipline and teaching level. The FDB issues a "validation status", indicating whether additional qualifying information is required. [See Appendix D: FDB Program Level List Screen example with validation messages.](#)

Because the teaching area disciplines are limited to those assigned to the University's degree programs, the instructor's degree discipline based on the transcript may not be an exact match. Therefore, related disciplines have been associated with the UK teaching areas to bridge the gaps where there is not an exact match. The related disciplines are listed in *Part II* of this manual.

When the degree credentials do not meet the SACSCOC guidelines, the department is prompted to document additional qualifications by completing the Teaching Credentials Justification (TCJ) form. The TCJ form is printed from the FDB and signed by the appropriate academic administrator, usually the department chair. [See Appendix E: Teaching Credentials Justification \(TCJ\) form.](#)

If the additional or alternative qualifications include licensure or certifications the applicants must submit the appropriate qualifying documents.

After the TCC and TCJ (if required) forms are reviewed and approved within the College verifying that the applicant new hire meets the credentialing requirements, these forms become part of the institution's official administrative records. These records are placed in the faculty person's Standard Personnel File as required by *Administrative Regulation 2:1*. Approval is noted by the department chair, director and college dean; then the paperwork is sent to the Office of the Provost for review.

Upon review by the Provost, the applicant is approved and appropriate details are submitted to the University Board of Trustees.

Official transcripts are scanned and linked to the official document repository system. [See Appendix F: Transcript Handling SOPs for Faculty Employees.](#)

Note that non-faculty employees (staff) teaching those courses which are exceptions to the faculty appointment policy are also entered into the FDB to capture the degree and other qualification data. However, these individuals do not go through an appointment process.

Course Level Verification at Time of Assigning Teaching Responsibility

Each semester, "course level" credential checks are performed, per the Associate Provost for Faculty Affairs annual calendar of FDB activities. This calendar is regularly distributed at the beginning of fall semester. Key contacts within each college will receive a monthly reminder from the Provost's Office, to make these credential checks. The process is as follows:

1. Official course descriptions approved by the faculty and housed in the Student Life Cycle Management (SLCM) system are imported into the FDB.

2. Instructor-course assignment data is imported into the FDB from SLCM. [See Appendix G: Faculty Course Level Qualifications List Screen.](#)
3. Using official course descriptions, the department chairs document the graduate degree discipline(s) required to teach the course, by assigning one or more CIP codes at the 2, 4, or 6-digit level. If the course content is of a particularly specific nature that cannot be classified exactly by the CIP taxonomy, the closest CIP code should be coded and the course flagged as always requiring a justification to describe the additional qualifications of the instructor. [See Appendix H: Faculty Course Level Detail Screen.](#)
4. Once associated with a course, in most cases the CIP code assignments are rolled forward each semester. Courses where sections have sub-titles and therefore potentially varied content require CIP assignments each semester.
5. Instructor degree/concentration disciplines and the degree level are evaluated per the SACSCOC guidelines for each course assignment. The degree is compared to the course level (graduate or undergraduate) and the course disciplines assigned by the chairs. The FDB issues “validation status” messages when the degree credentials do not meet the guidelines. The department is prompted within the FDB to document additional qualifications with a justification reflecting the judgment of the department chair. A good course level justification will include information from the faculty member’s CV that is directly linked to the content of the course, for instance, years of professional experience in the field, or peer-reviewed publications on the course topic. The most relevant of these additional qualifications should be noted in the justification summary with specifics such as the years of relevant employment and numbers or titles of publications included. It may on occasion also be necessary to add more detail about the course content to the justification summary to better establish the link between the course content and the instructor’s qualifications. Once documented for a particular instructor-course pairing, most additional qualification data is rolled forward each semester. For more information and examples of course level justifications see [Appendix O: Additional Guidance and Examples for Course Level Justifications.](#)
6. Instructor “appointment status” or the graduate teaching assistant “type” is assessed within the FDB, prompting departments when instructors do not have an academic appointment effective in the session, or when the apparent TA role per the SLCM system does not match the planned TA type on the Graduate Student Academic Staff hiring contract.

Process for Evaluating Teaching Assistant Qualifications at time of Hiring

The University of Kentucky maintains a comprehensive program to facilitate the effective use of graduate student teaching assistants (TAs) in helping to fulfill the University teaching mission. [The Provost's Policy on TA Types and Teaching Credentials](#) sets forth the teaching qualifications of TAs and other support requirements for departments using graduate students as TAs.

To support workflow and oversight activities associated with implementation of the Provost's TA policy, the Graduate School implemented the Teaching Assistant Credentials Database (TADB), a module within the Faculty Database (FDB). In the TADB, the Graduate School documents TA orientation attendance,

language screening scores and other requirements. The primary users of the TADB in the colleges are the directors of graduate studies and staff designees.

1. Each semester departments (or programs within the departments) enter the Graduate Student Academic Staff (GSAS) contract, into the Graduate School database. This is the hiring contract that indicates the TA's assignment, type (role in the classroom), duties, and performance expectations for the term. The contract data is imported daily into the TADB for credential review. [See Appendix I: GSAS Contract.](#)
2. Departments update the TADB each semester to enter the teaching area discipline CIP code for each GSAS contract and to enter the graduate degrees held by the TA. Only degrees earned from external institutions and required to support the teaching assignment are entered. UK degrees awarded and UK enrollment data are imported from the Student Life-Cycle Management (SLCM) system. [See Appendix J: TADB TA Assignment Detail Screen.](#)
3. For TAs in autonomous teaching roles, official transcripts are required for the completed graduate degree or for the successfully completed graduate credit hours supporting the teaching assignment. Transcripts for UK degrees are provided directly to the Graduate School by the Office of the Registrar. Similar to the faculty procedure, official transcripts are scanned and linked to the official document repository system. [See Appendix F: for additional information on scanning requirements and procedures.](#)
4. The TADB issues "validation messages" based on the GSAS contract data and the requirements of the TA Policy. When a TA does not meet the policy requirements, special approval of the Dean of the Graduate School is obtained by entering a justification into the TADB. The Dean routinely checks the TADB to review exception requests. If the exception is not approved, the department must assign a different qualified instructor or arrange for additional faculty supervision depending on the TA role. [See Appendix K: TADB TA Assignment Detail Screen with validation messages.](#)
5. The TADB also issues "validation messages" based on actual teaching assignments imported from SLCM. These validations insure that actual role of the TA matches the role specified on the GSAS contract. In addition, students without the GSAS contract are identified, for approval by the Dean of the Graduate School. [See Appendix L: TADB TA Assignments and Qualifications List Screen.](#)

Detailed information on how the TADB works to assist in managing and monitoring TA credentials and teaching assignments is available in the TA Database User Manual. (Contact the Faculty Coordinator for a PDF copy of the manual, which is not available by link.)

Appendices

Appendix A: FDB Degree Detail Screen with concentration entry.

UK Faculty Database - Production

File Module Data

Degree detail information entered by departments.

Education Detail -

Faculty Name Primary Dept: 81090 Forestry

FDB ID: Person ID: FDB Status: CURR Faculty Status Time: PT

Degree: 063 Pick PHD Level: Doctorate Terminal credential for discipline? (system computed)

Doctor of Philosophy

Earned/Expected Year: 2003 Month: Month not specified Degree Status: Awarded

Report this degree as faculty member's highest degree? Omit this degree from Teaching Cred Cert Form?

School: 1554 Pick Univ Of Kentucky

City: Lexington

School Name Override for TCC form:

Multiple disciplines can be specified per degree. The primary discipline reflects the overall discipline of the degree. The concentration discipline describes 18 hours or more of coursework in a particular area.

Degree Disciplines and Areas of Concentration

Discipline Type	Disc CIP	Disc CIP Suffix	Discipline	Grant Credit Hrs	Concentration Course List
Primary	010901	0000	Animal Sciences, General	NA	
Concentration	030601	0000	Wildlife, Fish and Wildlands Science and Management	18	FOR599 Independent Work in FOR: Restoration Ecology 3 hrs FOR609 Population and Community Ecology 2 hrs FOR630 Wildlife Habitat Analysis 3 hrs FOR791 Research in FOR 3 hrs FOR620 Special Tops: FOR Wildlife Field Biology 3 hrs FOR620 Special Tops: FOR Conserv Polc In theory and Practice 3 hrs FOR770 Carnivore Ecology and Conservation 1 hr FOR620 Special Tops: FOR Change Role Fire in Kv. For Ecosystem 1 hr

Appendix B: FDB Program Level Qualifications Detail Screen

UK Faculty Database - Production

File Module DataEdit Functions/Reports Window Help

Faculty Cred...

For program level check, the department indicates up to 3 teaching areas.

The department indicates the teaching level, and the FDB then determines if the instructor has the appropriate graduate degree by comparing degree CIPs with teaching area CIP (or related CIPs)

Faculty Name: [Redacted] IRIS Person: [Redacted] Entry Status: Okay CIP: 140801 Engineering, General

Program Level Qualifications:

Primary Area: Pick 140801 0000 Civil Engineering, General No Teaching Assignment

Undergraduate Level Teaching
 Doctorate or Master's in Area/Directly Rel. Area? Y If no, Grad Hrs in Area / Directly Rel Area: 0

Graduate or Professional Level Teaching
 Terminal Degree in Area or Related Area? Y

Justification Required? No Justification Status: NA

Secondary Area: Pick 000000 0000 Unspecified

Education / Degrees			Licensure / Certifications / Registrations			Specialties			Academic Appointments			Graduate Faculty Appts		
Year Ernd	Mon Ernd	Degr Status	Degree	School Name	High Degr?	Term Cred?	Omit TCC?	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Civil Engineering	Disc No.1 Conc Hrs	Disc No.2 Type	Disc No.2 CIP	
2004	00	Awarded	Doctor of Philosop	Univ Of Kentucky	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801	Civil Engineering	NA			
1979	00	Awarded	Master of Science	Univ Of Kentucky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801	Civil Engineering	NA			
1978	00	Awarded	Bachelor of Scienc	Univ Of Kentucky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801	Civil Engineering	NA			

Appendix C: Teaching Credential Certification (TCC) form

**UNIVERSITY OF KENTUCKY
TEACHING CREDENTIALS CERTIFICATION FORM - FACULTY**

NAME: _____ Dept: _____

PRIMARY TEACHING AREA:

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
--	---------------	--	---

SECONDARY TEACHING AREA:

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
--	---------------	--	---

TERTIARY TEACHING AREA:

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
--	---------------	--	---

For all faculty, part-time and temporary instructors, and lecturers, please supply the information requested below:

Relevant Degrees Earned	Is this terminal degree in the field	Institution Awarding Degree	Institution State	Year Degree Awarded	Discipline of Degree
----------------------------	--	--------------------------------	----------------------	---------------------------	----------------------

CERTIFICATION:

Does this individual meet the SACS credentials criteria for his/her teaching assignment(s)? Yes No If no, then complete the Teaching Credentials Justification Form and submit to the Provost for approval before the teaching assignment begins.

SIGNATURE OF THE DEPARTMENT OFFICIAL CERTIFYING CORRECT INFORMATION:

Signature: _____	Date: _____
Department: _____	Title: _____

**SACS Comprehensive Standards for faculty--
Credential Guidelines:**

- * *Faculty teaching general education courses at the undergraduate level:* a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
- * *Faculty teaching baccalaureate degree courses:* a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- * *Faculty teaching graduate and post-baccalaureate course work:* earned doctorate/ terminal degree in the teaching discipline or a related discipline.

Appendix D: FDB Program Level Qualifications List Screen

Course Level Qualifications - Program Level Qualifications

Coll Dept

Record Type

- Current/Pending
- Past

Instructor Type

- Faculty Instructors
- FT/PT Faculty

Validation Status

- All
- Warning/Error

Coll	Dept	Dept Name
ALL	ALL	All departments
AG	ALL	All departments

Entry Status	Prim Coll	Prim Dept	Primary Dept Name	Name	Record Status	Fac Stat	No Tchg	Prim Area CIP Code	Prim Area CIP Name	Prim Area Term Degr
Note	ME	7H500	Obstetrics and		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	HP	7P170	Epidemiology		CURR	PT	<input checked="" type="checkbox"/>	51.2201 0000	Public Health, Gene	No
Okay	ME	7H350	Internal Medicin		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	AS	8E030	Chemistry		CURR	FT	<input type="checkbox"/>	40.0501 0000	Chemistry, General	Yes
Note	ME	7H350	Internal Medicin		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Note	ME	7H853	Neurosurgery		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Warning	HP	7P190	Gerontology		CURR	PT	<input type="checkbox"/>	30.1101 0000	Gerontology	No
Note	DE	7A800	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	Yes
Okay	DE	7A800	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	No
Okay	ME	7H500	Obstetrics and		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H400	Micro., Immuno		CURR	FT	<input type="checkbox"/>	26.0503 0000	Medical Microbiolog	Yes
Note	ME	7H460	Family and Con		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Note	DE	7A850	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	Yes
Okay	NU	7E100	Nursing Instruct		CURR	FT	<input type="checkbox"/>	51.3808 0000	Nursing Science	No
Okay	ME	7H300	Radiology		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H600	Pathology and L		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	HP	7P180	Biostatistics		CURR	PT	<input type="checkbox"/>	26.9999 0400	Epidemiology and B	Yes
Okay	ME	7H852	Neurology		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H750	Physiology		CURR	PT	<input type="checkbox"/>	26.0901 0000	Physiology, Genera	Yes

Warning entry status identifies instructors who need additional qualifications specified via justification form.

Appendix E: Teaching Credential Justification (TCJ) form

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UNIVERSITY OF KENTUCKY
TEACHING CREDENTIALS JUSTIFICATION FORM

IRIS Person ID:

Faculty Name :

Appointment Unit:

Teaching Discipline:

For employment as a faculty member at the University of Kentucky, it is necessary to demonstrate compliance with the SACS credentials requirements. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. When this occurs, it is the responsibility of the institution to justify the employment of such individuals by considering competence, effectiveness, and capacity, including work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Please supply the information below for each individual in your department who does not meet the SACS credentials requirements and attach it to the Teaching Credentials Certification Form.

1. Work Experience

2. Licensure and Certifications

3. Honors and Awards

4. Excellence in Teaching

5. Professional Activities

6. Publications

7. Additional Justifications

Appendix F: Transcript Handling SOPs for Faculty Employees (OFA, 2022)

OFA Policy link: <https://ofa.uky.edu/sites/default/files/2023-04/Transcript%20Handling%20SOPs.pdf>

Policy Summary: Under [AR 2:1-2](#), and the [University's Academic Appointment Requirement for Teaching Credit-Bearing Courses](#), Original, official transcripts of terminal degrees and any lower-level degrees used to justify instructional credentials should be collected by college personnel responsible for faculty personnel files at the time of hire and retained in Standard Personnel files for all faculty employees, part-time instructors, and staff with academic appointments to teach. Transcripts for Graduate Teaching Assistants are collected and maintained by the Graduate School as part of the admissions process. Scanned copies of the transcript should be stored in the shared central electronic storage location and named using the naming conventions detailed below.

Obtaining Transcripts from Institutions other than University of Kentucky

Each college will have a process to obtain transcripts, but should follow these general guidelines:

When appointing a new faculty member or instructor, typically, the college or department **requests the transcript directly from the credential granting institution**. The instructor typically does not directly provide the transcript.

There are exceptional circumstances when original transcripts may not be available such as from institutions experiencing war or political unrest, or when the institution no longer exists. In these instances, the college obtains a notarized document attesting to the circumstances and scans this along with the transcript for storage in the Standard Personnel File.

Colleges or department personnel may need to work with their new appointee to get the appropriate waiver or release form to request the transcripts from the institution. It is allowable under university purchasing policy for the college or department to pay expenses related to obtaining transcripts (such as printing and shipping fees).

Obtaining Original Official Transcripts from the University of Kentucky

Colleges or departments may request original, official transcripts from the University of Kentucky Registrar by first obtaining an [Authorization to Release Record](#) from the person whose transcript is being requested, and then completing this online request form from the Registrar's Office:

https://uky.az1.qualtrics.com/jfe/form/SV_9BOA5Tjgh3pzMZn.

The cost of each official transcript is \$10. The department requesting a transcript agrees to the cost of the transaction.

Obtaining Transcripts from Institutions Outside of the United States of America

For faculty who obtained their degree from a non-U.S. institution, transcripts should be evaluated by a certified external agency for U.S. equivalency. Transcripts issued in languages other than English must be translated into English as part of the certification process. In instances where an institution does not issue transcripts with course listings, a statement from the institution attesting to that and the appropriate documentation from the institution that a degree was awarded must be provided for evaluation. English language transcripts for which the U.S. equivalency is obvious may not need to be certified, at the discretion of the Associate Provost for Faculty Advancement. Applicants are responsible for contacting and obtaining the appropriate documentation. Evaluated transcripts should be sent

directly to the hiring official. The University does not recommend any one external agency. For convenience, the following list of external agencies is provided:

SpanTran (<https://spantran.com/>)

2655 Le Jeune Rd. Suite 903

Coral Gables, FL 33134

Educational Credential Evaluators, Inc., (<https://www.ece.org/>)

P.O. Box 514070

Milwaukee WI 53203-3470

Foreign Academic Credential Services, Inc. (<http://facusa.com/>)

105 West Vandalia Street

Suite 120

Edwardsville, IL 62025

International Education Research Foundation (<http://www.ierf.org/>)

P.O. Box 3665

Culver City, CA 90231-3665

Josef Silny & Associates, Inc. (<http://www.jsilny.com/>)

7101 SW 102 Avenue

Miami, FL 33173

World Education Services (<http://www.wes.org/>)

2 Carlton Street, Suite 1400

Toronto, Ontario M5B 1J3

Canada

Electronic Transcripts

Electronic transcripts are acceptable if they are original, official transcripts. This means they are born digital documents provided directly from their institution or the National Transcript Clearinghouse and they contain security language and or coding within the .pdf attesting to the authenticity and security of the transcript. Scanned copies of transcripts are not considered original, official documents.

Secure Storage of Original Official Transcripts in Personnel Files

Transcripts for faculty members and instructors are to be stored in the employee's Standard Personnel File maintained by their college or department. Transcripts must be stored in the original, official version in which they were received, i.e. born digital documents should be stored electronically, and paper originals should be stored in paper files, though duplicate copies may be made in instances where a college keeps both electronic and paper personnel files. As part of the Standard Personnel File, these transcripts fall under [section U0620](#) of the Kentucky Records Retention Schedule and should be retained by the college until termination of the employee, at which point the record should be transferred to University Archives and retained for 75 years after its creation, then destroyed. Redundant copies in departments or colleges should be kept for 5 years after termination and then destroyed.

Redaction of Transcripts

Sensitive personal information data, specifically Social Security Numbers and Birth dates should be redacted on all original and duplicate copies of transcripts both paper and electronic. Closely inspect student ID numbers as some institutions use Social Security Numbers for Student ID numbers. When in Doubt, redact the Student ID number.

Scanning and Central Storage of Transcripts for SACSCOC Reaffirmation Audits

For the purposes of SACSCOC Reaffirmation, the University keeps a central library of scanned copies of faculty transcripts, which is periodically audited for compliance.

The central storage location is: <\\sacsxitracs.uky.edu\InstructorTranscp\college name>.

Individuals must belong a security group to access this location. Access may be gained by contacting Diane Gagel at daine.gagel@uky.edu.

Upon receipt of a new transcript, college faculty records personnel should scan and upload the transcript as a .pdf to the central storage location. .pdf files should be stored with the following naming convention:

Condition 1: No difference in degree name and professional name

Last_First_Middle initial_8digitUK ID_ degree type.pdf

Example: Smith_Amy_J_12345678_PhD. pdf

Condition 2: If professional name is hyphenated

Maiden-Last_First_Middle initial_8digitUK ID_ degree type.pdf

Example: Brown-Smith_Amy_J_12345678_PhD. pdf

Condition 3: If degree in maiden name and professional name is married name

Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type.pdf

Example: Smith(Brown)_Amy_J_12345678_PhD. pdf

Condition 4: If more than 2 degrees with no difference in degree name & professional name

Last_First_Middle initial_8digitUK ID_ degree type1.pdf

Examples: Smith_Amy_J_12345678_MS1.pdf

Smith_Amy_J_12345678_MS2.pdf

Smith_Amy_J_12345678_PhD1.pdf

Condition 5: If more than 2 degrees with difference in degree name & professional name

Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type1.pdf

Examples: Smith(Brown)_Amy_J_12345678_MS1.pdf
 Smith(Brown)_Amy_J_12345678_MS2.pdf
 Smith(Brown)_Amy_J_12345678_PhD1.pdf

Condition 6: If more than 1 degree on same transcript, with no difference in professional name
Specify both degrees in the name

Last_First_Middle initial_8digitUK ID_ degree type_degree type.pdf

Examples: Smith_Amy_J_12345678_MS_PhD.pdf

Condition 7: If more than 1 degree on same transcript, and difference in degree name & professional name

Specify both degrees in the name
Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type_degree type.pdf

Examples: Smith(Brown)_Amy_J_12345678_MS_PhD.pdf

Condition 8: If No UKID (for instance adjuncts)

Use Faculty Database Placeholder ID in place of UK ID

Last_First_Middle initial_faculty databaseID_ degree type_degree type.pdf

Examples: Smith(Brown)_Amy_J_X0345678_MS_PhD.pdf

Appendix G: Faculty Course Level Qualifications List Screen

UK Faculty Database - Production

Module DataEdit Functions/Reports Window Help

Course Level Qualifications - Course Level Qualifications

Data View

Faculty Teaching Courses
 Faculty in Academic Unit

Coll
 Dept

Coll: AS, AS, AS
 Validation Status: All, Warning/Error

Instructor-course pairings are listed for department review.

The validation status identifies assignments where additional credential documentation may be required. Warnings indicate possible non-compliance; Errors indicate missing data.

Acad Year	Acad Term	Offrd By Coll	Crss List	Course	Course Title	Appt Coll	Name	Val Status	Instr Type	IRIS EmpGroup	IRIS Job
2011-2012	Spring	AS	<input type="checkbox"/>	PS 391 003	SP TOP IN PS:POLITICS, RELIG.	AS	Instructor Name	Okay	PT	Staff	Part Tim
2011-2012	Spring	AS	<input type="checkbox"/>	PS 439G 004	SPEC TOPS IN IR: GLOBALIZATI	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 433G	POL INTERNTNL ECON RELAT	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 210	INTRO COMPARATIVE POL	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input checked="" type="checkbox"/>	PS 735 001	DEMOCRACY AND INTERNATL A	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 372 003	INTRO POLITICAL ANALYSIS	na	Instructor Name	Warning	TA Type-1	Students	Student/f
2011-2012	Spring	AS	<input type="checkbox"/>	PS 436G	INTERNATNL ORGANIZATION	AS	Instructor Name	Okay	FT	Faculty	Visiting F
2011-2012	Spring	AS	<input type="checkbox"/>	PS 433G	POL INTERNTNL ECON RELAT	AS	Instructor Name	Okay	FT	Faculty	Visiting F
2011-2012	Spring	AS	<input type="checkbox"/>	PS 360	POLITICS OF LAW AND COURTS	AS	Instructor Name	Okay	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 465G	CONSTITUTIONAL LAW	AS	Instructor Name	Okay	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 492 001	SEM POL SCI:POL US NATL SEC	AS	Instructor Name	Error	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 212 001	LCULT/POL IN THIRD WORLD	na	Instructor Name	Okay	TA Type-1	Students	Student
2011-2012	Spring	AS	<input type="checkbox"/>	PS 235 401	LWORLD POLITICS	na		Okay	TA Type-1	Students	Student

Appendix H: Faculty Course Level Qualifications Detail Screen

UK Faculty Database - Production

File Module DataEdit Functions/Reports Window Help

Faculty Course Level Detail

Faculty Name Person ID: FDB Status: CURR FDBID:

Appt Type: FT Dept: Political Science IRIS Emp Group: Faculty

AAS 471 RACE, ETHNICITY, POLITIC 2011-2012 Fall Course Details

Offered By: AS Arts and Sciences
31000226 Arts and S

SLCM Module ID: 98011527 Sect ID: 00000000

SubTopic Course Sub-t... Only Spec/Advanced (Mand Just) Course Level: 300-400

An examination of the role that race... will explore the nature of race, racism, and ethnocentrism, as well as their impact on political institutions and public policy. Particular attention will be given to elections, public opinion, mass media and social movements in the United States.

Validation: Status: **Warning** Justification Required? Yes Status: Needed Justification

Warning: Undergraduate level teaching requires doctorate or master's in course discipline or master's w/18 graduate credit hours in discipline. Level Used: UGRAD

Course CIP Code	CIP Name	Always Reqd	CIP Code Source	Effective From Year	Effective From Term	Effective To Year
05.0201	African-American/Black Studies	<input type="checkbox"/>	PREFIX	All Years	000 Term	9999
05.0299	Ethnic, Cultural Minority, Gender, and Group Studies, Other	<input type="checkbox"/>	SLCM	All Years	000 Term	9999

Education/Degrees				Licensure / Certification / Registration			Specialties			Academic Appointments			Graduate Faculty Appointments		
Year Ernd	Mon Ernd	Degr Status	Degree	School Name	High Degr?	Term Cred?	Omit TCC?	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc No.2 Type	Disc No.2 CIP			
2009	00	Awarded	Doctor of Philosop	Cornell University	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Primary	45.1001 Political Science	NA					
2007	00	Awarded	Master of Arts	Cornell University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	45.1001 Political Science	NA					
2002	00	Awarded	Bachelor of Arts	Univ Of San Diego	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	45.1001 Political Science	NA					

Compliance status indicator (the "Validation Status") indicating that a justification is required and

Appendix I: Teaching Assistant GSAS Contract

Notice Of Appointment of Graduate Student Academic Staff (GSAS)

UK Graduate School
UNIVERSITY OF KENTUCKY
Graduate Student Academic Staff Notice of Appointment (GSAS)
Note: This form supersedes any and all previous forms for this student.

Name _____ CMID _____
(Last) (First)

Academic Program _____ Hiring Department _____

Appointment Period _____ to _____ Stipend \$ _____
beginning date ending date (excluding fellowship amount)

Appointment type and tuition scholarship nomination (full-time requires no more than 20; half-time no more than 10 hours/week assignable duties):

TEACHING ASSISTANT Full-time (provides full tuition) Half-time _____ (provides half tuition)
TA TYPE TA1 Primary _____ TA2 Supervised _____ TA3 Supporting _____ TA4 Grader _____

RESEARCH ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
Full-time _____ (provides full tuition) Half-time _____ (provides half tuition) RCTF RA Stipend \$ _____

GRADUATE ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
Full-time _____ (provides full tuition) Half-time _____ (provides half tuition)

Please note the assigned duties and conditions of reappointment sections must be filled out.

Assigned Duties:

Conditions of Appointment/Renewal (in addition to those listed in the box to the right):

Approvals:

Director of Graduate Studies of Academic Program _____ Date _____ Hiring Official (or College Dean, if required) _____ Date _____

I accept this award on the basis of the conditions herein stated. I **do/do not** have additional assignments in another unit.
(circle one)

Appointee _____ Date _____
0505-a

Governing Regulations
Graduate Student Academic Staff appointments are governed by the University of Kentucky *Governing Regulations* and *Administrative Regulations*. Part X, B.9 of the *Governing Regulations* and A.R. II.1.0.7 of the *Administrative Regulations* contain specific provisions relative to this appointment. In addition, the appointee's graduate student status is governed by the rules of the University's Graduate Faculty, the rules of the University Senate and regulations adopted by the Board of Trustees. For details, see the Graduate School's pamphlet entitled *Teaching and Research Assistants at the University of Kentucky*, or go to www.rgs.uky.edu/gsfellowship/tarainfo.html.

Tuition Scholarships
Full or half-time graduate assistants at the University of Kentucky may be nominated by the Director of Graduate Studies in their academic program for tuition scholarships offered by the Graduate School. Students are recommended to the Graduate School for a tuition scholarship based on academic record, type of appointment, and residency status. Post-baccalaureate (non-degree) students and students on academic probation are not eligible for tuition scholarships. *Full-time students are required to pay the mandatory health fee and recreation fee.*

Teaching Assistant Orientation
University Regulations require that at the outset of the academic year all new teaching assistants attend orientation programs designed to inform them of their upcoming duties, rights, and responsibilities. In keeping with this requirement, new teaching assistants should plan to be in residence no later than mid-August prior to the beginning of the academic year. Information on University and Department orientation programs is available from your Director of Graduate Studies or Department Chair.

International Teaching Assistants
In keeping with KRS 164.297 and UK's *Administrative Regulations*, international teaching assistants (ITAs) for whom English is not the native language are required to participate in a training, screening, and evaluation orientation program prior to the beginning of the Fall Semester. This evaluation includes interviews and an assessment of the ITA's English-language competency relative to the teaching assignment. Information on this program is available from the Director of Graduate Studies or Department Chair.

Employment Requirements (I-9)
Federal regulations require that all new employees present proof of eligibility for employment in the United States before starting their assigned duties. Information on obtaining and completing the required I-9 form is available from the student's department.

Appendix J: TADB TA Assignment Detail Screen – Credential tab

TA Credentials Application - Production

File Module DataEdit Functions/Reports Window Help

TA Assignment Detail -

Employee name: _____ Acad Year: 2011-2012 Program: PHI Philosophy TAID: 3000
 IRIS Person ID: _____ Internat'l Student: Y Hiring College: AS Arts and Sciences TAAssgID: 6874
 Verified: Y By: Employee name Hiring Dept: PHI Philosophy
 "Highest" GSAS Contract Type: 1 - Primary Teaching F TA Source: GSAS Contract
 Entry Status: Okay Override: Override Comments: _____

Primary Teaching Area: 380101 0000 Philosophy
 TA Type 2 - 4 Enrolled as Grad Student in area / or related area?
 TA Type 1 Masters degree or higher in area?
 Unit Comments: _____

TA Credential information highlighted in yellow.
 * Enrollment information and hours imported from SLCM
 * Master's degrees entered by departments when required for type-1 to meet 18 graduate credit hours in the area

Enrollment History Degrees Earned				FDB Course Level SLCM Teaching Assignments		GSAS		IRIS HR Assignments			
Year Ernd	Mon Ernd	Degr Status	Degree	School Name	Term Cred?	Ofcl Tran	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc Type	
*	2011	Fall	In Progres Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	38.0101 Philosophy	0		
	2011	Spring	In Progres Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	38.0101 Philosophy	7		
	2010	Fall	In Progres Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	38.0101 Philosophy	4		
	2010	05	Awarded Master of Arts	Univ Of Guelph	<input type="checkbox"/>	<input type="checkbox"/>	Primary	38.0101 Philosophy	0		

Type	No.	Validation Message	Unit Action
		No Warnings or Errors found.	

Appendix K: TADB TA Assignment Detail Screen – Validation Messages

TA Assignment Detail -

TA Name Acad Year: 2011-2012 Program: GER German TAID: 3090
 IRIS Person ID: [] Internat'l Student: N Hiring College: AS Arts and Sciences TAAsgID: 6706
 Verified: Y By: Employee name Hiring Dept: CLA Classics
 "Highest" GSAS Contract Type: 1 - Primary Teaching R TA Source: GSAS Contract
 Entry Status: Warning Override: Override Comments: []

Primary Teaching Area: ~ 160501 0000 German Language and Literature [View Related CIPS](#)
 TA Type 2 - 4 Enrolled as Grad Student in area / or related area?
 TA Type 1 Masters degree or higher in area? If no, 18+ grad hours in area: No. of hours: 17
 Unit Comments: []

Enrollment History Degrees Earned

Year Ernd	Mon Ernd	Degr Status	Degree	School Name	Term	Cred?	Ofcl Tran	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc Type
*	2011	Fall	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501 German Langua	0	
	2011	Summ	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501 German Langua	0	
	2011	Spring	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501 German Langua	7	
	2010	Fall	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501 German Langua	10	

IRIS HR Assignments

Type	No.	Validation Message
Warning	053	GSAS Assignment Level: Type 1 requires graduate degree in area or 18+ graduate hours in teaching area (or approved DIRECTLY RELATED area).

Message from the TADB, alerting the department that the TA does not meet the Provost's TA Policy for type-1 assignment for the GSAS contract level, in German teaching area. Teaching area, TA-type and number of graduate hours are also highlighted in yellow.

Appendix L: TADB TA Assignments and Qualifications List Screen

TA Assignments and Qualifications


Access View: Acad Program Hiring Unit

Unit Selection By: College Program

Code	College
ALL	All colleges
AG	Agriculture
AH	Health Sciences

Academic Year: 2011-2012 (selected), 2010-2011

Validation Status: All (selected), Urgent Warning/Error

TAID	Entry Status	Name	Intl TA	TA Source	TA Type	Acad Year	Prog Coll	Prog Code	Program	Hire Coll	Hire Dept	Val Ovr	Va
2299	Okay	TA Name	N						ational & Couns	ED	EDP	<input type="checkbox"/>	Ne
2917	Okay	TA Name	N						Curriculum & Instruct	ED	EDC	<input type="checkbox"/>	Ne
3478	Okay	TA Name	N						Exercise Science	ED	EXS	<input checked="" type="checkbox"/>	Over
3845	Warning 	TA Name	N						Mining Engineering	EN	MIN	<input type="checkbox"/>	Warning
2923	Okay	TA Name	N						Computer Science	EN	CSC	<input type="checkbox"/>	Ne
3337	Okay	TA Name	N						Hospitality and Dietet	AG	HEH	<input type="checkbox"/>	Ne
2891	Okay	TA Name	N	GSAS	2	2011-2012	ED	EPE	Educational Policy S	ED	EPE	<input type="checkbox"/>	Ne
3926	Okay	TA Name	N	GSAS	1	2011-2012	FA	MUP	Music Performance	FA	MUS	<input checked="" type="checkbox"/>	Over

Warning entry status identifies TAs who do not meet the Provost's Policy and need permission of Dean of Graduate school. Additional qualifications or special circumstances explained via justification form.

Appendix M: Fields with Non-Doctoral Terminal Degrees

- Acting
- Architecture
- Art History, Criticism and Conservation
- Art/Arts Studies, General
- Arts Administration
- Arts, Entertainment, and Media Management, General
- Ceramic Arts and Ceramics
- Clinical Laboratory Science/ Medical Technology/ Technologist
- Commercial and Advertising Art
- Commercial Photography
- Costume Design
- Dance
- Design and Applied Arts, Other
- Design and Visual Communications
- Directing and Theatrical Production
- Dram and Dramatics/ Theatre Arts, General
- Drawing
- Fashion/Apparel Design
- Fiber, Textile, and Weaving Arts
- Film/Cinema/Video Studies
- Film/Video and Photographic Arts
- Fine and Studio Arts Management
- Fine Arts and Art Studies, Other
- Fine/Studio Arts, General
- Game and Interactive Media Design
- Graphic Design
- Illustration
- Industrial and Product Design
- Interior Design
- Interior Design, Merchandising and Textiles
- Intermedia/Multimedia
- Landscape Architecture
- Metal and Jewelry Arts
- Music Management
- Painting
- Photography
- Physical Therapy/ Therapist
- Physician Assistant
- Playwriting and Screenwriting
- Printmaking
- Sculpture
- Social Work
- Theatre Literature, History and Criticism
- Theatre/Theatre Arts Management
- Visual and Performing Arts
- Visual and Performing Arts, Other

Appendix N: Marking Degrees to Always Report on the SACS Faculty Roster

The SACSCOC Faculty Roster is generated from the Faculty Database (FDB). Only pertinent degrees are included under “Academic Degrees and Course Work” in order to produce a concise report. These degrees are selected by matching the degree discipline CIP code with the course content CIP code. The FDB selects only graduate level degrees for the roster, unless the bachelor’s is the only degree present. This selection algorithm sometimes omits degrees that would provide a more complete picture of the academic credentials.

Departments *should not* erroneously enter an inappropriate course CIP code in order to force inclusion of a degree on the roster.

To force inclusion of a degree in the roster, the degree is entered into the FDB in the usual manner. On the degree detail screen in the main degree area, in Other Description column, enter the phrase “ALWAYS INCLUDE ROSTER” as illustrated below. The phrase can occur anywhere in the field and can be appended to existing text in the field.

Primary Dept: 81060 Plant and Soil Sciences
 FDB Status: CURR Faculty Status Time: FT
 Degree: 018 Pick BS Level: Bachelor Degree Terminal credential for discipline? (system computed)
 Bachelor of Science
 Earned/Expected Year: 1987 Month: Month not specified Degree Status: Awarded
 Report this degree as faculty member's highest degree? Omit this degree from Teaching Cred Cert Form?
 School: BMBN Pick State University Of Ghent
 City: State: Country: BE Belgium
 School Name Override for TCC form:
 Other Description: ALWAYS INCLUDE ROSTER
 Optional Verification: Verified Date: Verified Source:

Degree Disciplines and Areas of Concentration:

Discipline Type	Disc CIP	Disc CIP Suff	Discipline	Grad Cred Hrs	Concentration Course List	Add By
Primary	260301	0000	Botany/Plant Biology	NA		

Appendix O: Additional Guidance and Examples for Course Level Justifications

GUIDELINES RELATED TO 6.2.a (Faculty Qualifications)

The University of Kentucky recognized that qualified faculty members are essential to carrying at the mission of the university and ensuring the quality and integrity of its academic programs.

SACSCOC provides the following guidelines for defining faculty qualifications:

- a. 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).
- b. 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).
- c. 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.
- d. 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).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. 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 ([SACSCOC FACULTY QUALIFICATIONS GUIDELINES](#)).

ALTERNATIVE JUSTIFICATION

For individuals that do not meet the academic qualifications listed above, SACSCOC recognizes that alternative qualifications may be justified, particularly in professional, technical, and technology-dependent fields. These include:

- Related work experience in the field;
- professional licensure and certification related to teaching assignments;
- honors and awards;
- continuing professional development;
- peer-reviewed publications; and,
- documented excellence in teaching
- SACSCOC expects that universities and reviewers use professional judgement when making these determinations ([SACSCOC RESOURCE MANUAL](#)).

When alternative qualifications are necessary the following guidelines should be used when completing the justification:

Alternative Qualification*	Expected information. **
Employment history	List company, position, dates of employment so that it is clearly connected to the course objectives.
Course work	List only coursework related to the course, list total number of credit hours
Significant Publications/Presentations/Creative Works	List title and location/source. List up to six items

Honors and awards	List the titles of any honors, awards, and grants and the date they were received that are related to the course
Academic Appointments	List academic institution, dates of employment, and title
Professional Membership & Community Service	List organization, membership type, dates of participation that are clearly connected to the course.
Professional Development & Continuing Education Course	List professional development activities such as meetings, conferences, continuing education courses, for the past five years that are connected to the course.
Licenses and Certifications	List current licenses and/or certifications and the year they were received
<p>* Only list alternative qualification that are specific to the course being taught. **Details should be concise and clearly support the faculty member’s qualification to teach the specific course. Provide additional explanation if the linkage is not clear.</p>	

FACULTY ROSTER

During reaffirmation, SACSCOC requires all institutions to prepare a standardized faculty roster with the following columns:

NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
-------------	---	--	---

The summary field in the Faculty Database is used to populate the faculty roster with alternative qualifications when necessary. Due to space limitations the summary field needs to succinctly summarize the Faculty Database Credential Justification Form described above.

REMEMBER summaries need to be:

- * SUCCINCT,
- * VERIFIABLE,
- * DIRECTLY RELATED TO THE COURSE

The faculty members credentials should directly relate to the subject of the course.

If the faculty member’s graduate degree is unequivocally in that discipline of the course than a single credential may suffice. However, as a faculty member’s interest change and disciplines evolve it may be necessary to provide additional supporting evidence that supports a faculty member teaching outside their discipline and at an advanced level for graduate courses.

Justification should also be clear, concise, and directly related to the course.

Justification should match the faculty member’s CV and supporting evidence so that there are no issues raised if a SACSCOC reviewer requests to review supporting documents. It is important that consider the course outcome when considering what supporting evidence should be included.

Carefully enter degrees

A major and a concentration are not the same. A Ph.D. in Business Administration with a concentration in Marketing is distinct from a Ph.D. in Marketing. Credentials should match faculty member's transcripts.

QUESTIONS

Is there any guidance for determining whether a faculty's credentials are within a discipline?

When in doubt it is best to provide some additional justification. The department chair will need to determine whether a course is so specialized that additional information is needed. For example, a course in Appalachian History may be so specialized that additional course work or qualifications should be listed for a faculty member with a Ph.D. in history.

What type of documentation is needed for faculty teaching interdisciplinary courses?

SACSCOC expects that the institution will provide information that justifies and documents the faculty member's qualifications relevant to the disciplines that are components of the course.

Are faculty expected to have expertise in both disciplines of a cross-listed course?

Yes, SACSCOC views cross-listed courses as two separate courses and instructors should be qualified to provide instruction in both areas?

Is it necessary to include each of the faculty member's credentials? No, only those directly relevant to the course being taught need to be included. If the faculty member is not clearly teaching in the discipline of their degree, additional course work or alternative qualifications are required. For example, a faculty member with a Ph.D. in higher education is not adequate for the faculty member to teach courses in counseling education. The faculty member may have additional coursework that would qualify them to teach counseling education.

EXAMPLES

Name, F/P	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	INADEQUATE SUMMARY STATEMENT	BETTER SUMMARY STATEMENT
John Doe (F)	Fall 2020 ACC 202: Introduction to Accounting (UT)	MBA (Business, General) University of Texas BBA (Accounting) University of Oklahoma MGMT 600	Dr. Doe has 20 years of experience in the field.	Current CPA licensure (2014-present); Senior Accountant for Community Center of State Island (2017-2019) 1 yr Auditing

		Accounting Ethics (3) MGMT 765 Advanced Accounting Theory and Practice (3) MGMT 766 Advanced Accounting Theory and Practice (3) Total: 9 credits		experience ; Accountant for HLW (2014-2017) 3 yrs Tax experience.
Additional qualification (Bachelor's degree in accounting; graduate coursework in finance; professional work experience with details; and licensure) included because faculty member is teaching outside of their direct discipline.				
Lee Harper (F)	Spring 2021 HIS 500: Early Appalachian History	Ph.D. (History) UCLA	Dr. Harper has been teaching this course for 3 years and is an expert in Appalachian history	Published 12 articles in the Journal of Appalachian Studies; Received the Presidential Teaching Award at the University of Mississippi (2018); Taught HIS 500 at UK (2019-2021); Volunteer for the Appalachia–Science in the Public Interest (2017-current); Received the Wilma Dykeman Post-Doctoral Research Fellowship from the Appalachian Studies Association (2010)
Excellence in teaching is demonstrated; Published articles demonstrate verifiable evidence of expertise; Awards and volunteer experience directly related to course content.				
Yolanda Bing (P)	Fall 2020: HIS 101, Western Civilization 3 HIS 110, American Society	MA (History), Good University GEO 512, Hist. of Cartography		Black belt; First alternate to US Olympic team in Karate

	and Culture GEO 222, Latin America Spring 2021: HIS 102 Western Civilization KIN 103, Karate	GEO 518, Latin American Geography GEO 640, GEO info Sys GEO 651 Migration GEO 670 Europe GEO 680 20 th Century US Total: 18 hours		
Additional a Masters and 18 hours in discipline qualifies the instructor to teach GEO 222; Black belt and Olympic experiences qualifies faculty to teach Karate				
Steig Cederholm (P)	Spring 2018 MUS 120 Music Composition	BM (Music Composition), University of Louisville	Steig is a professionally recognized composer.	Published composer, including four produced symphonies and one opera, which debuted at the Houston Metropolitan Opera (Winter 2019) Composer in residence for the Atlanta Symphony Orchestra (2015- 2017)
Verifiable evidence of professional experience that is directly connected to course content				