This document outlines the process used by East Carolina University (ECU) to ensure that all instructors of record (teaching faculty) possess the appropriate credentials in the respective teaching discipline and meet or exceed the minimum requirements of our regional accrediting body. These credentialing guidelines apply to all full-time and part-time instructors of record regardless of the location of the course offering or mode of delivery. The guidelines established in this document are used in the online process of credentialing faculty, a process conducted online via ECU’s OneStop. Once the OneStop application is complete, credentials are certified as outlined in this document.
Credentialing Policy and Guidelines

SACS Standard 3.7.1 (Appendix A)
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. Based on this standard, ECU has developed three pathways by which a faculty member is credentialed: 1) terminal degree in the teaching discipline/related discipline or 18 graduate semester hours of coursework in the teaching discipline, 2) equivalent alternate credentials, or 3) standard alternate credentials.

Responsibilities for Certification of Faculty Credentials
Faculty credentials are verified each semester on census day (10th day of the semester). The Faculty Credentials application in OneStop must be completed by the 15th day of the semester for new faculty and faculty with different course assignments. The following sections outline responsibilities for the certification of credentials.

I. Role of the Faculty Member or Applicant for a Faculty Position
Each faculty member or applicant for a faculty position is responsible for requesting official transcripts to be sent to the appropriate division personnel office (Academic Affairs or Health Sciences).

- If the applicant or faculty member is qualified to teach based on alternate credentials (see below), that individual must provide satisfactory documentation for all criteria used to meet the alternate credentialing requirements. A curriculum vitae or resume is not sufficient documentation.

- Faculty members teaching in disciplines that require licensure and/or certifications must acquire and maintain documentation of those credentials to be placed in the personnel files at the division and school/college level. It is the responsibility of the faculty member to not only maintain proper licensure or certification but also to provide documentation of such licensure and/or certification in a timely manner.

II. Role of the Department Chair or School Director
The department chair, or school director, is responsible for validating the credentials of the faculty member and verifying that the credentials are consistent with the university’s regional accreditation guidelines listed in Appendix A.

The department chair/school director will:

- Use the Faculty Certification application in OneStop (outlined below) to verify and validate each individual assigned as an instructor of record. The entire process must be completed by the 15th day of the semester for new faculty and faculty with different course assignments.
  1. Confirm that the Faculty Information is correct in Part I.
  2. Validate the degree information shown in Part II (Education Section) against the official transcript. Edit, if necessary.
  3. Compare the CIP codes assigned to each course in PART III to the CIP code assigned to the terminal degree in Part II.
  4. Identify CIP codes of related disciplines by using the approved Department Information Sheet (DIS) for each department/school. Department Information Sheets are maintained in each unit and information on revising a DIS is found in Appendix B.
  5. Indicate how the faculty member is credentialed to teach assigned courses in Part IV (Academic Qualifications) based on one of the following:
    - Academic Degree(s) – in the teaching discipline
    - Academic Degree(s) – in a related discipline (as documented on the unit’s Department Information Sheet)
    - 18 graduate semester hours in the teaching discipline or related discipline
    - Equivalent Alternate Credentials (EAC)
    - Standard Alternate Credentials (SAC)
6. Complete appropriate alternate credentials templates (if selected in Part IV) and provide original documentation to substantiate these alternate credentials to the division personnel office (outlined below). Copies are maintained in the college/school office.

7. Sign and date the Faculty Certification Application in OneStop

8. Submit for Dean’s approval.

Part V: Equivalent Alternate Credentials (EAC) – Appendix C:

- Five years of professional related work experience must be documented by the faculty member as well as compliance in two of the remaining six categories:
  1. **Degree(s) and Major within the Teaching Disciplines:** Bachelors or master’s degree in an appropriate teaching or related discipline.
  2. **Licenses and Certifications:** Current appropriate licensure(s) or certifications in the discipline.
  3. **Continuous Documented Excellence in the Teaching Discipline:** One teaching award (university/state/national) within the last five years, or above-average teaching evaluations/peer reviews from an institution of higher education for a two-year period or documented demand for providing master classes in the performing arts at widely recognized institutions.
  4. **Honors and Awards:** One state, national or international non-teaching honor and/or award related to the appropriate discipline within the last five years.
  5. **Publications, Presented Papers, and Visual and Performing Arts Activities:** A record within the last five years of peer-reviewed, refereed or invited publications; presented papers, exhibitions, performances or other juried creative activities at the state, national or international level; this record will display equivalence to the five year record of a tenure track faculty member (in the discipline).
  6. **Other Demonstrated Competencies and Achievements that Contribute to Effective Teaching and Student Learning Outcomes:**Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; or co-author of textbook and/or other pedagogical materials; or continued professional education (CPE) in the discipline; or PI or Co-PI for funded external grants; or supervision of graduate student research; or industry engagement related to the discipline (consulting, training, audit or external reviews); or a record of continuous significant student achievement in the discipline.

Part VI: 18 graduate semester hours of coursework in the teaching discipline,

- Master’s Degree with a concentration of 18 graduate semester hours in the teaching discipline documented on the official transcript.
- Graduate Teaching Assistants assigned as the instructor of record must have completed 18 graduate semester hours of coursework in the teaching discipline, have direct supervision by a faculty member experienced in the teaching discipline, receive regular in-service training and have planned and periodic evaluations.

Part VII: Standard Alternate Credentials (SAC) – Appendix D:

- Includes a written narrative describing alternate qualifications as well as the completion of a Course Outcome Qualifying Matrix for each course. Faculty credentialed by this method must provide original documentation to validate these alternate credentials.
  - Written narrative must identify highest earned degree and indicate additional credentials that qualify the faculty member to teach the course.
  - Course Outcome Qualifying Matrix includes three course objectives that are align to the instructor qualifications identified in the narrative and clearly credential the faculty to teach the course.

III. Role of the Dean

The dean or assigned designee is responsible for approving the credentials of the faculty member to teach each course assigned in the school or college and for verifying that the credentials are consistent with the university’s
regional accreditation guidelines listed in Appendix A. The entire process must be completed by the 15th day of the semester for new faculty and faculty with different course assignments.

The dean or designee is responsible for verifying that originals of all credentialing documents such as transcripts, alternate credentialing documents and/or evaluation statements have been sent to the division personnel office and that copies are properly maintained in the personnel records of the faculty member in the school or college personnel files.

If questions and/or concerns arise regarding credentials, the certification record can be rejected and returned with notes regarding the rejection made in the application. It is returned to the department chair for review and re-certification.

Once credentials are verified and approved, the Faculty Certification Application in OneStop is signed and dated and submitted for Division Level review.

IV. Role of the Divisional Personnel Offices – Division Level Review

The Divisional Personnel Offices are responsible for reviewing and approving the credentials of the faculty member to teach each course assigned by the school or college. Approval shall be based upon the criteria specified in the university’s regional accreditation guidelines and submitted in the Faculty Certification Application. If any of the information or documentation is not sufficient or available in the personnel file, an appropriate notation is made in the record, and it is returned to the department chair or dean for review and re-certification. The entire process must be completed by the 15th day of the semester for new faculty and faculty with different course assignments.

- Part I: Personal Data
- Part II: Education
  1. Verify that an official transcript of the degree qualifying the faculty member to teach is in the personnel file
  2. Verify that there is an equivalency statement issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for all foreign degrees. Official standard operating procedure (SOP) for the university is found in Appendix E
  3. Validate that edits or additions to the degree information in the online application are consistent with the official transcript
- Part III: Courses Taught
  1. Compare the CIP codes assigned to each course in Part III to the CIP code assigned to the terminal degree in Part II
  2. Related disciplines are listed on the approved Department Information Sheet (DIS) for each department/school.
- Part IV: Academic Qualifications
  1. Verify that academic qualifications are appropriately selected
- Part V: Graduate Credit Hours
  1. Verify that the 18 graduate semester hours in the teaching discipline are documented on an official transcript.
- Part VI: Equivalent Alternate Credentials (EAC)
  1. Verify that information in the EAC form supports the assignment of the CIP code selected
  2. Verify that valid documents for the alternate credentials identified in the EAC form are in the personnel file
- Part VII: Standard Alternate Credentials (SAC)
  1. Verify that information in the narrative is linked to objectives in the qualifying matrix
  2. Verify that information in the SAC form supports the assignment of each course and clearly credentials the faculty to teach the course
  3. Verify that valid documents for the alternate credentials identified in the SAC narrative are in the personnel file
- Once credentials are verified and approved, the Faculty Certification Application in OneStop is signed and dated.
• Submit for Provost’s/Vice Chancellor for Health Science’s Approval.

V. Role of the Provost and Vice Chancellor for Health Sciences
Once the certification record is completed, approved and signed by the department chair, the Dean, and the Division Personnel Office, the Vice Chancellor for Health Sciences or the Provost signs and dates the Faculty Certification Application in OneStop, and the application is complete.

VI. Role of the Faculty Credentials Advisory Council (FCAC)
This council is responsible for the consideration and recommendation of standard operating procedures related to faculty credentialing, including review and revision of the University’s Faculty Credentials Guidelines and Department Information Sheets. Recommendations of the FCAC are submitted to the Academic Council for final approval.

Special Cases:

College of Business
The College of Business has determined that 18 hours of coursework leading to a PhD in Business Administration and a dissertation in the teaching discipline constitutes a major focus of study.

Honors College
Courses taught in the Honors College do not have a related discipline table associated with them. Faculty teaching courses with an HNRS prefix are credentialed through a standard alternate credential form for each course.

GRAD 6999 is assigned to either the Dean of the Graduate School or the Director of the Graduate Program. This course is open to graduate students who have completed all course work for the degree program and fulfills the Graduate School’s requirement that they be registered the semester they graduate.

GRAD 7004: Research Ethics for a Complex World is taught by a faculty member credentialed in the medical humanities.

COAD 1000: Student Development and Learning in Higher Education
Individuals are credentialed to teach COAD 1000 based on the following criteria:
1. Such individuals must first have masters (or at least 18 graduate hours in one of the competency areas) or doctoral degrees in a related discipline.
2. Recommendation or self-nomination must state three (3) related areas of competence.
3. Every new applicant must present a teaching philosophy and justification of both desire and expertise to teach the course.
4. Every new applicant must participate in a comprehensive, 12-hour professional development training on effective teaching and mentoring.
5. The Office of Student Transition and First Year Programs conducts the professional development training for new and returning instructors. Attendance rosters are maintained in that office.

ROTC
All instructors are selected and assigned by the military service area. The University provides them with Courtesy Appointments.
Appendix A

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

FACULTY CREDENTIALS
- Guidelines -

Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:
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.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following
as credential guidelines:

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.

Approved: College Delegate Assembly, December 2006
Appendix B

**Department Information**

and

Discipline-Specific Academic Degree and Qualifications¹

of faculty in the department of

Department or School

School or College

General Description:

*This section provides a brief general description of the department or school.*

Degrees Offered:

*The degrees offered by each program area in the department/school are listed in this section. (This should match those identified in the Academic Program Inventory)*

Terminal Degree² for each teaching discipline:

*This section identifies the terminal degree for each teaching discipline (teaching disciplines are established based on the degrees offered by the department/school).*

Related Disciplines³ for each teaching discipline:

*Strongly related disciplines are identified in this section. Someone with a degree in a strongly related discipline should be able to teach all or a majority of the courses in the actual teaching discipline. Related disciplines should be listed by teaching discipline.*

Related Disciplines for Specific Courses:

*When a related discipline is not considered a strongly related discipline, but is strongly related for specific courses within the teaching discipline, it is listed in this section. The related discipline is listed first, followed by ALL the courses in the department that someone with a degree in this related discipline is qualified to teach.*

Contact the Chair of the Faculty Credentials Advisory Council to request revisions to a Department Information Sheet.

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¹ The purpose of this form is to identify the academic credentials for faculty teaching courses in each department. Faculty who do not hold the stated credentials may be qualified through alternate credentialing procedures as described in the Faculty Credentialing Guidelines for East Carolina University.

² The recognized terminal degree in each discipline (e.g., PhD, MS, MFA).

³ All strongly-related degree(s) and/or equivalent names for each discipline (include undergraduate and graduate level)
Appendix C

Equivalent Alternate Credentials Criteria

<table>
<thead>
<tr>
<th>Equivalent Alternate Credential Category and Criteria</th>
<th>Appropriate Documentation</th>
<th>Dates and/or Timeframes (Must Be Provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related Work Experience: At least five years of professional experience related to the teaching discipline.</td>
<td>□ Supervisor, administrator, or owner confirmation on agency letterhead; □ human resources documentation; □ references from clients (mandatory if self-supervised); □ commendations; etc. □ IRS documentation</td>
<td><em><strong>/</strong></em> - <em><strong>/</strong></em> mm/dd/yyyy</td>
</tr>
</tbody>
</table>

Indicate at least one from two of the following categories:

<table>
<thead>
<tr>
<th>Degree(s) and Major Within the Teaching Disciplines: Bachelor’s or master’s degree in an appropriate teaching or related discipline.</th>
<th>□ Official transcripts for qualifying degree.</th>
<th><em><strong>/</strong></em> mm/dd/yyyy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses and Certifications: Current appropriate licensure(s) or certifications in the discipline.</td>
<td>□ Copy of license/certificate, including expiration date and issuing agency.</td>
<td><em><strong>/</strong></em> mm/dd/yyyy</td>
</tr>
<tr>
<td>Continuous Documented Excellence in Teaching: One teaching award (university/state/national) within the last five years, or above-average teaching evaluations/peer reviews from an institution of higher education for a two-year period or documented demand for providing master classes in the performing arts at widely recognized institutions.</td>
<td>□ Copy of teaching award with date and awarding agency or institution; □ Copy of evaluation/peer reviews or supervisor’s summative reporting of evaluation/review scores; □ Demand: portfolio of requests, contracts, etc.</td>
<td><em><strong>/</strong></em> mm/dd/yyyy</td>
</tr>
<tr>
<td><strong>Honors and Awards:</strong> One state, national or international non-teaching honor and/or award related to the appropriate discipline within the last five years.</td>
<td>□ Copy of award or honor with date and awarding agency or institution, and if necessary, an explanation.</td>
<td>mm/dd/yyyy</td>
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<tr>
<td><strong>Publications, Presented Papers, and Visual and Performing Arts Activities:</strong> A record within the last five years of peer-reviewed, refereed or invited publications, presented papers, exhibitions, performances or other juried creative activities at the state, national or international level equivalent to the five year record of a tenure track faculty member.</td>
<td>□ Publications; full citation in CV and publication tables of contents or first/title page.</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>□ Presented Papers: full citation in CV and copy of agenda/program with name and topic title or confirmation by host entity of completed presentation.</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>□ Visual and Performing Arts: Copy of published catalog, program, and/or critical review.</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td><strong>Other Demonstrated Competencies and Achievements that Contribute to Effective Teaching and Student Learning Outcomes:</strong> Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; or co-author of textbook and/or other pedagogical materials; or continued professional education (CPE) in the discipline; or PI or Co-PI for funded external grants; or supervision of graduate student research; or industry engagement related to the discipline (consulting, training, audit or external reviews); or a record of continuous significant student achievement in the discipline.</td>
<td>□ Copy of degree/awarding letter or institutional documentation.</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>□ Authorship: full citation in CV and title/author page, table of contents.</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>□ CPE: CV listing of conferences/workshops attended; transcripts of academic coursework beyond qualifying degree;</td>
<td>mm/dd/yyyy</td>
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<tr>
<td></td>
<td>□ Grants: Official notification of award</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>□ Graduate Student Research: Letters of agreement, letters of reference, contracts, etc.</td>
<td>mm/dd/yyyy</td>
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<tr>
<td></td>
<td>□ Industry Engagement: Letters of agreement or acknowledgement; copy of contracts, etc.</td>
<td>mm/dd/yyyy</td>
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<tr>
<td></td>
<td>□ Student Achievement: Portfolio of graduates’ accomplishments, performances, or achievements.</td>
<td>mm/dd/yyyy</td>
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</table>

- Note: This credentialing is in effect as long as the individual continues to meet the above documented activities.

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Department Chair Signature  
Date

Dean Signature  
Date
Appendix D

Faculty Credentials
Standard Alternate Credentials - Written Narrative

Name: Last, First, MI
Course Information: Course prefix, Course #, Course Long Title
Degree(s): Degree Type in Degree Discipline
Degree Awarding Institution

Indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates of these additional qualifications. Use the Qualifying Course Objectives Matrix to clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course assigned to the faculty member.

Directions for Completing the Course Objective Qualifying Matrices

For each course an instructor is credentialed to teach by justification, SACS reviewers will be able to view a “Course Objective Qualifying Matrix” which provides six “reference points:”

- Three summarizing essential course objectives, and
- Three summarizing instructor qualifications which bear directly on the objectives and clearly establish the instructor’s qualification to engage in instruction to facilitate accomplishment of those objectives.

The qualifying attributes should be drawn from the narrative justification approved for the instructor for the course in question. Since the instructor’s academic preparation does not immediately qualify instruction in these cases, the qualifying points should discuss professional preparation; certificates, or licensures; other competencies, skills and experiences which the instructor brings to the teaching of the course (these should be clearly tied to the specific objective identified).

Qualifying attribute points are limited to thirty words.

Note that where more than one individual is credentialed by justification for a course, the “course objective points” must be the same for each instructor. The qualifying attributes, of course, may vary, but they must relate to the common objective points.

Qualifying Matrix

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Instructor’s Qualifications</th>
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</table>
Appendix E

Standard Operating Procedure for Foreign Credentials

1. The University selected the American Association of Collegiate Registrars and Admissions Officers (AACRAO) as the official vendor for the evaluation of all relevant foreign credentials.

2. These credentials will include all academic records such as, but not limited to, official transcripts (including course listings when available), certificates, and diplomas. All documents must be originals from the institution conferring the educational credential or official copies certified by an official deemed acceptable to the appropriate vice chancellor.

3. Designated personnel in Academic Affairs Office of Personnel Administration (AAOPA) and Health Sciences Personnel Administration (HSPA) will submit all foreign credentials to the selected vendor for a basic (degree-to-degree) evaluation. The hiring unit administrator may submit a written request for a course-by-course evaluation in lieu of the basic evaluation. Requests must include a compelling justification for a course-by-course evaluation.

4. The completed evaluation application and copies of all foreign credentials will be submitted in PDF format by designated personnel to the vendor for evaluation via secured email.

5. AAOPA and HSPA will each maintain an electronic record of all submissions to the vendor. This record will include faculty name, hiring unit, vendor ID, date submitted, date evaluation is received, date of invoice, and invoice number.

6. The vendor will supply the completed basic evaluation to designated personnel in AAOPA and HSPA by secure email.

7. Designated personnel in AAOPA and HSPA will review the evaluation results.

8. When the vendor deems that the foreign credentials are equivalent to degrees conferred by a regionally-accredited institution in the United States, two copies of the evaluation are printed (one copy for inclusion in the division personnel file and one copy for inclusion in the department/unit personnel file).

9. Should the evaluation of foreign credentials be inconclusive, the Associate Provost for Personnel and Resource Administration or the Assistant Vice Chancellor for HSPA (or their designee) will contact the hiring unit to request any available additional documentation for resubmission to the vendor.

10. If additional information is not available for resubmission, the respective faculty member must be SACS Credentialed utilizing Standard Alternate Credentials or Equivalent Alternate Credentials in accordance with the approved Department Information Sheets (DIS).

11. Should the vendor’s second evaluation of foreign credentials determine that the faculty member’s degree is not equivalent to a degree conferred by a regionally accredited institution in the United States; the respective faculty member must be SACS
Credentialed utilizing *Standard Alternate Credentials* or *Equivalent Alternate Credentials* in accordance with the approved Department Information Sheets (DIS).

Should the initial evaluation and a second (final) evaluation determine that the level of the faculty member’s degree is not equivalent to the degree level indicated on the evaluation application, the Associate Provost for Personnel and Resource Administration and the Assistant Vice Chancellor for HSPA (or their designee) will contact the hiring unit and advise the unit of the evaluation results. The evaluation of the vendor is final and the degree level will be revised in Internet Native Banner (PPAGENL) as appropriate. The respective faculty member must be SACS Credentialed utilizing *Standard Alternate Credentials* or *Equivalent Alternate Credentials* in accordance with the approved Department Information Sheets (DIS). If the vendor’s final evaluation is inconclusive, the appropriate Vice Chancellor will ask the hiring unit to provide statements from experts in the field; these statements will inform a decision about the degree designation.