

ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES

EAST GEORGIA STATE COLLEGE

NAME OF POLICY/ PROPOSAL: EGSC Faculty Credentials Policy

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | | <input type="checkbox"/> Statutes Revision |
| <input checked="" type="checkbox"/> Policy Proposal. | <input type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Carlos Cunha
Signature

7/31/2020
Date

Dean Approval:

Carlos Cunha
Signature

7/31/2020
Date

APCC Action: Approved Denied Returned Tabled

Samuel A. Johnson, III
Signature of Vice President for Academic and Student Affairs, Chair

07/31/20
Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: [Signature]

Approved Denied Returned Tabled

Signature of Faculty Senate President

7/31/2020
Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

President's (or designee's) Action: Approved Denied Returned Tabled

[Signature]
Signature
Comments: _____

Jul 31, 2020
Date

Distribution By: [Signature]
Signature

08/03/20
Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:

- Faculty Senate—President
- Academic Policies & Curriculum Committee—Chair/VPASA
- Chief of Staff/Legal Counsel

Date 08/03/20
Date 08/03/20
Date 08/03/20

East Georgia State College

Faculty Credentials Policy

Part I.

Each semester, prior to building the course schedule, the Vice President of Academic and Student Affairs will send a packet of information, entitled *EGSC Expectations for Teaching Qualifications*, to the schedule builders. This packet will contain the following items:

1. A copy of the SACSCOC Guidelines on Faculty Credentials,
2. A copy of the Commission's Resource Manual's Rational for compliance with Standard 6.2.a on Faculty Qualifications, and
3. A listing of specific potential noncompliance practices at EGSC that should be avoided when making teaching assignments. These include:
 - a. Teaching assignments outside EGSC's Faculty Qualifications Profile and Authorized Course Assignment Parameters,
 - b. Teaching assignments in discipline areas where faculty with degrees in education (e.g., MEd and EdD) may not have enough graduate semester hours in the teaching discipline or other offsetting credentials,
 - c. Teaching assignments in a discipline area different from the discipline area of the degree held which cannot be adequately justified,
 - d. Teaching assignments in a discipline/specialty area that might be somewhat related to the faculty member's discipline/specialty area but are commonly considered substantively different (e.g., sociology and social work, political science and public administration, speech and mass communication, management and marketing, elementary education and educational administration, painting and sculpture, voice performance and piano performance, etc.) and cannot be adequately justified, and
 - e. Teaching assignments where the instructor's academic credentials are deficient and cannot be offset by other qualifications because those other experiences and accomplishments are not documented with evidence that is extensive, substantive, and compelling.

Part II.

The Vice President of Academic and Student Affairs will manage a recordkeeping procedure in which a form entitled, "Faculty Qualifications Profile and Authorized Course Assignment Parameters" (hereafter referenced as Profile), will be kept for all full-time and part-time faculty members. The Profile will include the following:

1. All reported earned degrees are identified by specific type (e.g., PhD, EdD, DBA, MA, MBA, MPA, etc.),
2. Degree program name,

3. Awarding Institution as verified by official transcripts received and on file from the awarding institution, and
4. All graduate and undergraduate degrees.

Based on an analysis of the graduate transcripts and degree programs completed, course assignment parameters are identified for the EGSC discipline listings and levels of instruction in which the faculty member is judged to be qualified to teach according to SACSCOC standards and guidelines. If specific restrictions on course teaching assignments exist for an individual within their discipline or in others, they are identified in the Profile. Faculty who are expected to teach courses under other discipline listings and levels of instruction have those expectations also identified in the Profile along with the appropriate 18+ graduate semester hours of completed coursework (identified by course number, title, and credits in that teaching discipline) and/or citations of substantive and detailed evidence of other related professional experience, scholarship, certifications, and accomplishments justifying their qualifications to teach such courses.

These Profiles will be available to the schedule builders at the VPASA office. Each faculty member is sent and expected to review and suggest updates and corrections to his/her profile early in the fall semester each year.

Part III.

Every two years, beginning in 2022-2023, internal audits are scheduled to be conducted by the SACSCOC Accreditation Liaison with a 10% sample of all instructors of record to assess the extent to which continuing compliance with Standard 6.2.a is being achieved. Individual faculty who are found to be unqualified for certain teaching assignments in the previous audit will be included in each 2-year follow-up audit to ensure the continuance of corrective action taken previously. Results from the audit will be shared with all academic administrators, some of whom may need to take corrective action. Results will also be used to update the listing of specific potential noncompliance practices at EGSC that should be avoided when making teaching assignments as presented in the packet of information regularly distributed entitled, *EGSC Expectations for Teaching Qualifications*.






EGSC Faculty Credentials Policy

Final Audit Report

2020-07-31

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By:	Megan Scruggs (kmscruggs@ega.edu)
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