



---

---

## ASUN Operating Procedure – 2004

---

---

---

### Operating Procedure Synopsis

---

**Title:** *Faculty Credential Review Procedure*

**Approval Date:**

**Revised:** 6/29/2016

**Responsible Officer:** *Vice Chancellor of Academic Affairs*

**Responsible Operating Procedure Manager:** *Academic Dean or Designee*

**Responsible Department:** *Academic Affairs*

---

#### A. Purpose

---

In an effort to provide students with the highest quality education, it is the policy of Arkansas State University-Newport that all faculty members possess, at the time of their appointment, a degree one step above the highest degree offered through the institution for non-transferrable courses. All faculty members teaching transferrable courses must possess, at the time of their appointment, a Master's Degree or higher in their assigned subject area.

---

#### B. Definitions

---

**New Applicant:** Any individual applying for a teaching position with ASU Newport.

**Faculty Member:** Any individual currently teaching courses for ASU Newport. Faculty member includes but is not limited to, Full-time (academic and technical), adjunct (academic and technical), or concurrent instructor.

**Transcripts:** An official record of all academic degrees obtained by the faculty member.

**Teaching Position:** These positions include:

- Campus classroom instruction
  - Laboratory instruction
  - Technical instruction
  - High School instruction (Concurrent Credit)
  - Prison environment
- 

#### C. Scope

---

This procedure involves Human Resources, Vice Chancellor of Academic Affairs, Deans, Assistant Dean, and Faculty.

---

#### D. Statement of Authority

---

Responsibility for development and enforcement of this operating procedure is the Vice Chancellor for Academic Affairs, and reviewed by the Chancellor and Executive Cabinet.

---

#### E. Procedures

---

1. Upon applying for any part-time faculty position, it is the responsibility of the applicant to submit official documentation of all credentials, degrees, licenses, and certifications with his or her application for the position. These items will be reviewed by the appropriate academic dean and/or designee to determine if the applicant's credentials meet the required qualifications and credentials for the position.

2. Upon applying for any full-time faculty position, it is the responsibility of the applicant to submit official documentation of all credentials, degrees, licenses, and certifications with his or her application for the position. These items will be reviewed by the designated hiring committee, academic dean, and VCAA to determine if the applicant's credentials meet the required qualifications and credentials of the position.
3. In order to maintain appropriate documentation, a Faculty Credential Review Form (Appendix A) will be completed and filed with the office of VCAA for each faculty member, with access provided to the appropriate Academic Deans as necessary. Documentation of credentials will be attached with this form.
4. Upon receiving additional credentials in the form of degrees, additional coursework, additional work experience, certifications, or licenses, it is the responsibility of the faculty member to submit this documentation to his or her academic dean. This additional documentation will then be attached to the faculty's credential review form and existing documentation and filed with the office of VCAA, with access provided to the appropriate Academic Deans as necessary.
5. Instruction outside of the faculty member's discipline may be considered and approved by the appropriate Academic Dean if:
  - An additional degree, certification, or license is obtained related to that discipline.
  - Additional coursework equivalent to 18 graduate level hours beyond the Master's Degree related to that discipline is completed.
  - Documentation is provided demonstrating additional and substantial work experience exemplifying expertise in the discipline. A statement of justification based upon additional work experience will be provided to the appropriate Academic Dean and the VCAA.
6. The VCAA, Academic Deans, and designees will coordinate with the office of Human Resources as necessary to assure the appropriate and necessary documentation required and requested by that office is provided and maintained concerning faculty credentials.

---

## **F. Responsible Officer**

---

Vice Chancellor of Academic Affairs

---

## **G. Related Information**

---

### **A. NON-TECHNICAL FACULTY RANK (MASTER'S AND ABOVE)**

- I. **Adjunct Instructor**  
This rank is assigned to faculty designated as part-time, instructing the equivalent of 9 hours in course assignments or less per semester. This rank requires a minimum of 18 graduate hours within the assigned discipline; however, a Master's Degree, with 18 hours of graduate level coursework in the assigned or related discipline, is preferred.
- II. **Instructor**  
This rank is the entry-level position and is the rank assigned to newly hired faculty unless determined otherwise by the VCAA in coordination and under the advisement of the appropriate academic dean based upon previous teaching and higher education experience. This rank requires a minimum of a Master's Degree with 18 hours of graduate level courses in the assigned or related discipline.
- III. **Assistant Professor**  
This rank requires two years of teaching experience plus completion of a Master's Degree with 18 hours of graduate level courses in the assigned or related discipline.
- IV. **Associate Professor**  
This rank requires a Doctorate or Specialist degree plus three years of experience at the rank of Assistant Professor.
- V. **Professor**  
This rank requires a Doctorate plus five years of experience as an Associate Professor.

### **B. TECHNICAL FACULTY RANK**

- I. **Adjunct Instructor**  
This rank is assigned to faculty designated as part-time, instructing the equivalent of 9 hours in course assignments or less per semester. This rank requires a minimum of the appropriate licensures or certifications and four years of experience.
- II. **Instructor**

This rank is the entry-level position and is the rank assigned to newly hired faculty unless determined otherwise by the VCAA in coordination and under the advisement of the appropriate academic dean based upon previous teaching and higher education experience. This rank requires a minimum of the appropriate licensures or certifications and four years of experience.

III. **Advanced Instructor**

This level requires two years of teaching experience plus the appropriate licensure or certification and an Associate's Degree in the appropriate discipline.

IV. **Senior Instructor**

This level requires a Bachelor's degree in the appropriate discipline plus three years as an Assistant Professor.

V. **Master Instructor**

This level requires a Doctorate degree or higher plus five years as an Associate Professor.



ASUN Faculty Credential Review Form

1. Select the proper response
2. List each degree separately, starting with most recent, even if awarded by the same college or university
3. CIP Code MUST be entered
4. Copies of transcripts, resumes/vita should be attached

Name	Last	First

Employment Type (Choose an Item)
Hire Date:
Campus (Choose an item.)

---

Certified Distance Learning Instructor: (Choose an item.)
Date of Completion: \_\_\_\_\_

Degree 1 (Choose an Item)
Transcript Confirmed (Choose an Item)
CIP:

University: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_

---

Degree 2 (Choose an Item)
Transcript Confirmed (Choose an Item)
CIP:

University: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_

---

Degree 3 (Choose an item.)
Transcript Confirmed (Choose an item.)
CIP:

University: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_

---

Degree 4 (Choose an item.)
Transcript Confirmed (Choose an item.)
CIP:

University: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the subjects/CIP codes in which the faculty member has 18 Graduate Hours:

Subject	CIP

Please list other subjects in which the faculty member is permitted teach:

Subject	Rationale (Attach addition documents as needed)

By signing this I certify I have reviewed the faculty member credentials and they are qualified to teach.

**Dean Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Officer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: Transcripts, justifications, and résumé files will be uploaded into the database.

Look up CIP codes here <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>