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## ASUN Operating Procedure – 2004

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### Operating Procedure Synopsis

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**Title:** Faculty Credential Review Procedure

**Approval Date/Revision Date(s):**

**Review Date(s):** 10/2017, 9/2019, 8/2020, 8/2021, 9/2022

**Executive Cabinet Liaison:** Vice Chancellor for Academic Affairs

**Responsible Manager:** Academic Dean or Designee

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### A. Purpose and Scope

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In an effort to provide students with the highest quality education, ASUN has processes to ensure all faculty possess the appropriate credentials to teach in their prospective discipline area. All instructors are appropriately qualified, including those in dual credit, concurrent credit, contractual, and consortial programs. The Higher Learning Commission expects that ASUN will use credentials as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that experience also may be considered in determining faculty qualifications. In some situations, a combination of these may be appropriate. This procedure involves Human Resources, Vice Chancellor for Academic Affairs, Deans, Directors, and Faculty.

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### B. Definitions

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**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 and Occupational instruction
  - High School instruction (Concurrent Credit)
  - Prison instruction
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### C. Procedures

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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, certifications, and CV/resume 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.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

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 Human Resources, 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 in keeping with policies of the Higher Learning Commission and any external program accreditors.
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.

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#### **D. Related Information**

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##### **A. HIGHER LEARNING COMMISSION POLICY ON FACULTY QUALIFICATIONS**

Higher Learning Commission policy governs all policies and procedures related to faculty credential review and qualifications determination and is available for viewing at <https://www.hlcommission.org/Publications/determining-qualified-faculty.html>

##### **B. ASUN ACADEMIC RANK AND PROMOTION**

General qualifications and guidelines have been established in the Academic Affairs Standard Operating Procedures to aid in the determination of academic rank. This information can be found in the ASUN Faculty Handbook and is available for viewing at [https://www.asun.edu/faculty\\_handbook](https://www.asun.edu/faculty_handbook)



**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: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Degree 1 \_\_\_\_\_ Transcript Confirmed \_\_\_\_\_ CIP: \_\_\_\_\_

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

Degree 2 \_\_\_\_\_ Transcript Confirmed \_\_\_\_\_ CIP: \_\_\_\_\_

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

Degree 3 \_\_\_\_\_ Transcript Confirmed \_\_\_\_\_ CIP: \_\_\_\_\_

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

Degree 4 \_\_\_\_\_ Transcript Confirmed \_\_\_\_\_ CIP: \_\_\_\_\_

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

Profession License/Credentials 1 \_\_\_\_\_ Agency: \_\_\_\_\_ CIP: \_\_\_\_\_

Description: \_\_\_\_\_ License #: \_\_\_\_\_ Expires: \_\_\_\_\_

Profession License/Credentials 2 \_\_\_\_\_ Agency: \_\_\_\_\_ CIP: \_\_\_\_\_

Description: \_\_\_\_\_ License: \_\_\_\_\_ Expires: \_\_\_\_\_

Profession License/Credentials 3 \_\_\_\_\_ Agency: \_\_\_\_\_ CIP: \_\_\_\_\_

Description: \_\_\_\_\_ License: \_\_\_\_\_ Expires: \_\_\_\_\_

Profession License/Credentials 4 \_\_\_\_\_ Agency: \_\_\_\_\_ CIP: \_\_\_\_\_

Description: \_\_\_\_\_ License: \_\_\_\_\_ Expires: \_\_\_\_\_

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

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

Subject	Rationale (Attach additional documents as needed)

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

Subject	CIP

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?v=55>