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# Introduction

The Faculty Qualifications and Credentials Manual provides a comprehensive resource outlining the required qualifications and supporting documentation for all instructional faculty assigned teaching responsibility as an Instructor of Record (IoR) based on the content and the level of <u>each</u> credit-bearing course assigned. In addition, faculty serving in a program coordinator capacity

## Faculty Credential Types: Academic and Alternative

Justification for assigning an Instructor of Record (IoR) to a course may be accomplished by (1) academic credentials or (2) alternative credentials.

- 1. Academic credentials are the most common form of justification for an IoR. Minimum appropriate academic credentials include:
  - Teaching an undergraduate course, the loR holds a doctoral degree or master's degree in the teaching discipline
  - Teaching a graduate course, the IoR holds a doctoral or terminal degree in the teaching discipline.

For instructors of record meeting the above criteria, the transcript(s) must be uploaded into Workday and the course assignments entered into the "Faculty Credentials" application via myLSU. (For more information, please see the "Faculty Credentials" Job Aid).

2. Alternative credentialsprovide compelling evidence of teaching qualifications and expertise when the minimum academic credential requirements are not met. Documentation must be submitted for review and approval via the "Alternative Credentials" process within Workday <u>prior</u> to hire or assignment of the course. (Note: Up to eight courses may be entered into Workday for consideration at a time. For more information, please see the "Alternative Credentials" Job Aid.) Once approved via the Alternative Credentialing process, information must be entered into the "Faculty Credentials" application via myLSU.)

Examples of alternative credentials include:

- Earned at least 18 graduate credit hours in the teaching discipline.
- Professional licensure and certifications related to the teaching assignment.
- Substantial professional, work-related experience in the field.
- Relevant research, scholarship, and/or creative activities, such as peer-reviewed publications, performances, etc.
- Related honors, awards and/or grants.
- Other relevant qualifications or credentials, such as a terminal degree with a transcripted minor, concentration, certificate, or other related graduate level award in the teaching discipline. [Example: PhD Sociology; Minor Women & Gender Studies)

#### Note:

In adherence with SACSCOC expectations, LSU's credentialing process – academic and alternative - is per credit-bearing course. Once an IoR has been approved for a given course, no future reviews for that course are needed. However, verification of credentials is required when an established IoR is assigned to teach a course not previously taught by that IoR.

# LSU @dentialing Guideline Faculty an Graduate Teaching Assistants The following resources are provided to assist in determining

### Table 2.Credentialingfor Graduate TeachingAssistant(TA3)Assignment asnstructor of Record

Graduate Undergraduate Courses Only:

Teaching Assistants

### Alternative CredentialsSupporting Materials

If the prospective IoR is qualified to teach based on credentials other than academic degree(s) or if the academic credential is not in direct alignment with the course(s) (e.g., emerging fields of study, interdisciplinary), the "Alternative Credentials" process via Workday must be completed for review and approval prior to assignment of the course(s). The following supporting documentation must be uploaded into the application:

- Transcript(s)
- Current CV or resume demonstrating direct, related substantial professional work experience; relevant research, scholarship or other scholarly activities; and/or other notable qualifications related to the proposed teaching assignment.
- Licenses or certifications as related to the teaching assignment. Relevant information should be entered into the appropriate field plus any related documentation

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- Related honors, awards and/or grants.
  - **o** Has been PI or Co-PI on several major related research grants from NSF, DoE, DoT. (List a few recent, representative examples.)
- Other relevant qualifications or credentials.
  - o PhD Sociology; Minor Women & Gender Studies
  - o Certification in African American Studies

Examples of <u>unacceptable</u> justifications, which will be denied, are provided below:

- The instructor is more than qualified
- The instructor has taught this course or a similar course previously
- The instructor's CV clearly indicates qualifications to teach

## **Terminal Degrees**

For purposes of credentialing, in addition to the PhD (Doctor of Philosophy), the following doctoral-level degrees are considered the terminal degree:

- DBA Doctor of Business Administration
- DM Doctor of Music
- DMA Doctor of Musical Arts
- DSc Doctor of Science
- DVM, DVSc Doctor of Veterinary Medicine, Doctor of Veterinary Science
- EdD Doctor of Education
- JD Juris Doctor
- PsyD Doctor of Ps3 Tw 0.rg1 0 Td6Dr(I)5.7 (o)10.3 (wo31 0 T(n)-0.7I)5.51 dd@078¥t8y AMCPf0 Tc 0 T5 (p)-0.8 ris[