

Process Summary for Chairs Prospective Faculty Credentials

Office of Accountability, Accreditation, Planning, and Assessment (AAPA)

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This document summarizes the typical process for providing all the necessary faculty credentials materials needed to employ a prospective faculty member. Individual and departmental situations will vary. Please consult the SACS liaison for further information.

This document is *not* a statement of institutional policy. Rather, it summarizes for the convenience of department chairs the steps to be taken in completing the faculty credentialing process, as understood by the Office of Accountability, Accreditation, Planning, and Assessment.

Complete policies on faculty hiring are stated in materials available in the *Faculty/Administration Manual* and on the Web sites of the Office of Academic Affairs; the Office of Accountability, Accreditation, Planning, and Assessment; and the Office of Human Resources.

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1. The academic department determines that a prospective faculty member should be offered a faculty position. The hiring process is described in materials available on the Web site of the Office of Academic Affairs (OAA).
 2. The academic department representative, usually the department chair, reviews the *Guidelines on Faculty Files and Credentials Documentation*, which can be found on the Web site of the Office of Accountability, Accreditation, Planning, and Assessment (AAPA).
 3. The academic department compiles the required faculty credentials materials and puts those materials together in a single packet.¹
 - a. A *Certification of Credentials Form* is completed and signed by the department chair.
 - b. The *curriculum vitae* provided by the prospective faculty member should be added to the packet.
 - c. If possible, an official and original *graduate transcript* for the highest degree is included in the packet. A transcript copy must be supplied if an original transcript is not available.²

¹ Prior to receiving approval for on-campus interviews in the faculty-recruitment process, copies of some faculty credentials are submitted to OAA along with the EEO-3. To minimize the risk of staff error, these copies of faculty credentials are *not* sent forward or transferred to AAPA and *cannot* be used as part of the credentialing process.

² If an official and original transcript meeting institutional standards is not included in the packet, one must be requested by the prospective faculty member and sent directly to the academic department or other responsible unit as soon as possible after the letter of initial appointment has been signed by the prospective faculty member and returned to OAA. In cases involving faculty who are hired prior to completion of the doctoral degree, such a faculty member usually will have to request an official and original transcript be sent to the College of Charleston on two separate occasions: One transcript will be ordered immediately after the faculty member signs the letter of initial appointment, while the second transcript will be ordered after the doctoral degree has been posted. Unless an exception is approved by the SACS liaison or provost,

- d. If a *statement of alternative qualifications* is required, the department chair completes the statement and adds it to the packet, along with any materials necessary to support the statement.
- e. If the prospective faculty member will be joining the adjunct faculty, an *adjunct faculty contract* should be completed and signed by the department chair.
4. The complete credentials packet is copied by the academic department, which must retain a copy of all credentials materials submitted to the Office of Accountability, Accreditation, Planning, and Assessment.
5. A representative of the academic department delivers the complete faculty credentials packet to the relevant school for the dean's review and signature. Because these original materials often are difficult to replace if lost, the packet should be carried by hand to the school office.
6. The school dean reviews the packet. If all materials have been supplied and are in order, the school dean signs the Certification of Credentials Form.
7. A representative of the department or school delivers the complete faculty credentials packet to the Office of Accountability, Accreditation, Planning, and Assessment. Because these original materials often are difficult to replace if lost, the packet should be carried by hand to AAPA.
8. The Office of Accountability, Accreditation, Planning, and Assessment reviews the materials in the credentials packet. If all materials have been supplied and are in order, the SACS liaison signs the Certification of Credentials Form. The packet is then placed in the faculty file in the Office of Academic Affairs.
9. Once the credentials packet and signed Certification of Credentials Form have been received by the Office of Academic Affairs, the adjunct faculty contract will be signed (for adjunct faculty) or the final, signed letter of initial appointment will be generated (for roster faculty).
10. If an official and original transcript is not submitted in the original packet, the department and school are responsible for submitting such a transcript to AAPA within 60 days of the receipt of the faculty member's written acceptance of the offer of employment by OAA or prior to the first day of instructional duties, whichever comes first. *Faculty will not be paid if an official and original transcript is not in the OAA faculty file.*

no faculty member should ever begin her or his instructional duties at the College of Charleston if an official and original transcript has not been received by AAPA.