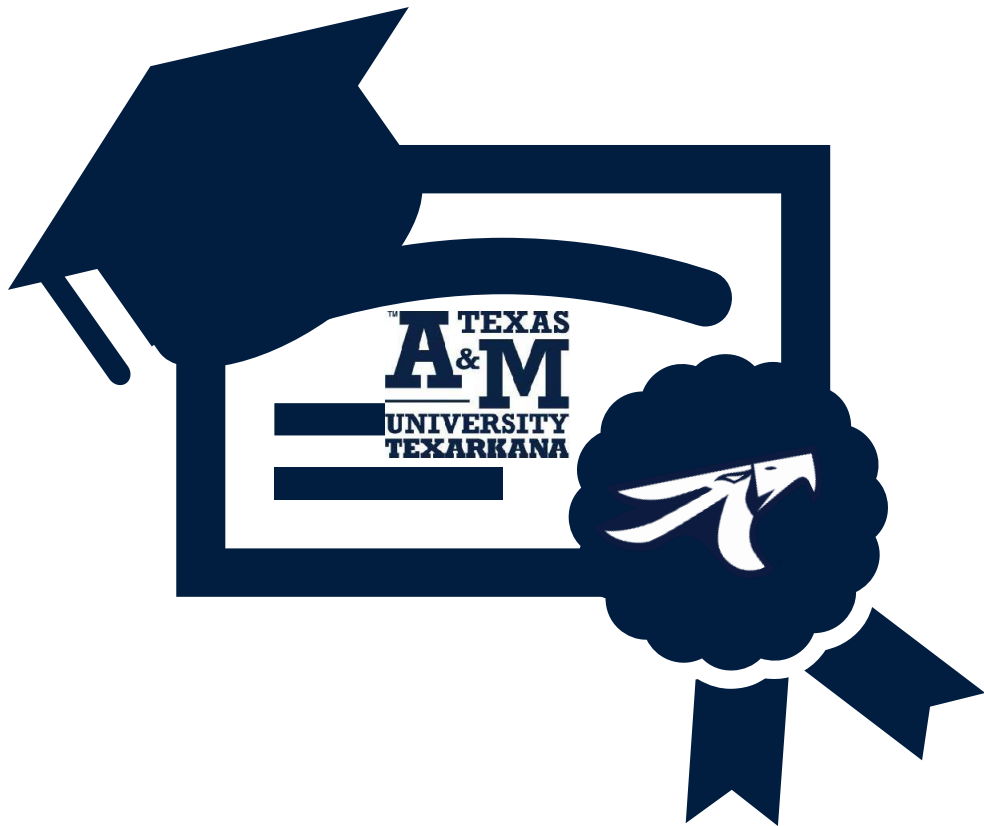


FACULTY CREDENTIALING ESSENTIALS



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What is credentialing?

Credentialing is the process of documenting the academic degrees earned and academic graduate hours completed. When necessary, the career experience, certifications, awards and honors, publications, presentations, and memberships are documented to affirm the additional qualification of the faculty member.

Why do we credential faculty?

Texas A&M University-Texarkana (A&M-Texarkana) is responsible for credentialing faculty through the establishment of acceptable qualifications, documentation, and affirmation of credentials and summary of experience (when necessary). We strive to hire experts in their respective academic fields identified through the academic degree(s) they have earned, coursework completed, research, presentations, publications, and/or career experience teaching our students.

Institutional Accreditation

Faculty teaching courses are required to meet the [guidelines](#) provided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Institutional Accreditor	Standard Referencing Credentialing
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	Section 6.2.a

Program Accreditation

Degree programs with program accreditation may have standards that speak to additional avenues for credentialing faculty members. When applicable, these standards are used to establish credentialing standards for the appropriate faculty category.

Accredited Degree Program	Accreditor	Standard Referencing Credentialing
MSW Social Work	Council on Social Work Education (CSWE)	
BS Electrical Engineering	Accreditation Board for Engineering and Technology (ABET)	Criterion 6. Faculty
BS Mechanical Engineering	Accreditation Board for Engineering and Technology (ABET)	
MS Counseling	Council for Accreditation of Counseling and Related Programs (CACREP)	
BBA Business Administration	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources

BBA Accounting	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources
MBA Business Administration	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources
MS Accounting	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources
MBA Supply Chain Management	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources
MBA Quantitative Finance	Association to Advance Collegiate Schools of Business (AACSB)	Standard 3: Faculty and Professional Staff Resources
BSN Nursing	Commission on Collegiate Nursing Education (CCNE)	
MSN Nursing Administration	Commission on Collegiate Nursing Education (CCNE)	
MSN Family Nurse Practitioner	Commission on Collegiate Nursing Education (CCNE)	
MSN Psychiatric Mental Health Nurse Practitioner	Commission on Collegiate Nursing Education (CCNE)	
Certificate in Family Nurse Practitioner	Commission on Collegiate Nursing Education (CCNE)	
Certificate in Psychiatric Mental Health Nurse Practitioner	Commission on Collegiate Nursing Education (CCNE)	
All Degrees with Texas Teacher Preparation Program	Texas Education Agency (TEA)	19 TAC §228.2(18) Field Supervision: Field Supervisor Qualifications

Institutional Affirmation of Credentials

Additional measures detailed in this document describe paths to credentialing through the Affirmation of Credentials. This university level justification option adds to the academic credentials presented, highlights existing achievements, and may be used to bridge the gap between hours earned and the required 18 graduate hours in a discipline.

What are the items used for credentialing?

The items used for credentialing include the Faculty Narrative, Curriculum Vitae (CV) or Resume, Transcripts, Certifications or Licensures, and/or Foreign Credential Evaluation.

Faculty Narrative

Each credentialing ticket provides the opportunity for the Search Committee Chair or Hiring Manager to complete a Faculty Narrative. This document is used to highlight specific coursework, experience, publications, presentations, or awards obtained by the candidate.

Curriculum Vitae (CV) or Resume

The CV or Resume submitted by the candidate with their application.

Transcripts

We accept transcripts from regionally (now institutionally) accredited institutions in the United States (US). Please send to the Executive Administrator for the Provost.

Unofficial transcripts can be used for credentialing if the name of the institution, candidate, and degree(s) awarded are available on the transcript.

Official transcripts are required by the census date of the second part of term of the semester where the candidate is hired.

Candidates with degrees earned outside of the US require a course-by-course foreign credential evaluation from a [NACES Accredited](#) vendor paid for by the candidate. The course-by-course evaluation provides the details needed to count the hours in disciplines and confirm the degree equivalency. An unofficial evaluation may be used for credentialing. The official evaluation is required by the census date of the second part of term of the semester where the candidate is hired.

What are the roles in the Credentialing Process?

The roles in the credentialing process include Search Committee Chair or Hiring Manager, IERP Representative, Program Coordinator, Division Chair, Dean, and Provost.

How does the Credentialing Process fit into the Hiring Process?

The Search Committee Chair or Hiring Manager provides a short list of candidates for review **BEFORE** the first set of interviews are scheduled. Reviews of credentials are provided within the TeamDynamix credentials for the candidate. Upon notice of final decision, IERP routes the credentialing forms through DocuSign copying Human Resources on the form.

What is the Credentialing Process?

Full-Time, Part-Time, and Adjuncts

Step 1: Search Committee or Hiring Manager submits TeamDynamix ticket and uploads the Faculty Narrative, CV, and Transcripts.

Step 2: IERP responds noting receipt of ticket and adds the Dean, Vice Provost, Executive Director of IERP, HR Generalist II, Division Chair, and Program Coordinator to the ticket. IERP saves the credentials provided to the faculty folder on the shared drive, reviews the credentials provided, and documents the credentials on the Certification of Credentials and Qualifications (CCQ) form.

- IERP lists the degree designation, major, emphasis/concentration/minor, institution, and year the degree(s) was/were earned.
- IERP counts the courses credit hours earned by the course prefix provided on the transcript. When applicable, IERP will confirm the name of the course prefix by extracting the course description from the catalog of the years the candidate attended. The same process is used for program description and degree plan. This provides an opportunity to understand the degree earned and identify any areas of emphasis not supplied on the transcript.
- IERP reviews the CV or Resume provided and documents employment, publications and presentations, certifications or licensures, and awards related to the teaching discipline obtained in the last five years.

Step 3: IERP provides the form for review in the TeamDynamix ticket and asks for notice of the candidate as the final choice.

Step 4: Search Committee or Hiring Manager confirms the candidate is the final choice. IERP submits the ticket in DocuSign with appropriate attached documents, signatures, and notifications.

- IERP signs as the reviewer.
- The Program Coordinator signs acknowledging the credentials presented as accurate for the position sought.
- The Division Chair signs acknowledging the credentials presented as accurate for the position sought.
- The Dean signs acknowledging the credentials presented as accurate for the position sought.
- The Provost signs acknowledging the credentials presented as accurate for the position sought as the Accreditation Liaison
- The Assistant Registrar, Budget Specialist I, Budget Analyst, Executive Administrator to the Dean (for Adjuncts Only), Executive Administrator to the Provost (for Full-Time and Part-Time Only), and HR Generalist II.

For Graduate Assistants – Teaching

Step 1: Search Committee or Hiring Manager submits TeamDynamix ticket and uploads the Faculty Narrative, CV, Transcripts, and Graduate Assistant Hiring Approval.

Step 2: IERP responds noting receipt of ticket and adds the Dean, Vice Provost, Executive Director of IERP, HR Generalist II, Division Chair, and Program Coordinator to the ticket. IERP saves the credentials provided to the faculty folder on the shared drive, reviews the credentials provided, and documents the credentials on the Certification of Credentials and Qualifications (CCQ) form.

Step 3: IERP provides the form for review in the TeamDynamix ticket and asks for notice of the candidate as the final choice.

Step 4: Search Committee or Hiring Manager confirms the candidate is the final choice. IERP updates the ticket to In Process and notes that the credentialing forms are routing. IERP submits the ticket in DocuSign with appropriate attached documents, signatures, and notifications.

- IERP signs as the reviewer.
- The Program Coordinator signs acknowledging the credentials presented as accurate for the position sought.
- The Division Chair signs acknowledging the credentials presented as accurate for the position sought.
- The Dean signs acknowledging the credentials presented as accurate for the position sought.
- The Provost signs acknowledging the credentials presented as accurate for the position sought as the Accreditation Liaison
- The Assistant Registrar, Budget Specialist I, Budget Analyst, Executive Administrator to the Dean (for Adjuncts Only), Executive Administrator to the Provost (for Full-Time and Part-Time Only), and HR Generalist II.

How do I update the credentials for a faculty member?

To update an existing faculty member, please submit a TeamDynamix ticket and upload the documents providing the additional credentials, if applicable. You may also submit a comment after the ticket is created to indicate what discipline(s) you are seeking review.

What if I don't agree with the credentialing review?

Please reach out to IERP with any concerns regarding the credentialing review. If appropriate, a meeting may be scheduled to discuss the review process and identify any correlations to teaching disciplines not identified in the initial review.

Retention of Records

Faculty credentials are stored on the Shared drive for the entire time they are employed with the university. The HR Office purges records saved in our Shared drive for faculty employed after a certain period. Please reach out to HR for details on this process.

Review of Procedure

IERP reviews this procedure on an annual basis. Emergent updates are provided in an addendum on the credentialing website.

Glossary

CCQ form: The CCQ form stands for Certification of Credentials and Qualifications. It documents the faculty information such as: qualifications, the courses and/or disciplines that they will be teaching, credentialing review, and signatures of acknowledgement and approval.

Credentialing: The review of an individual's CV, resume, transcripts, etc. to ensure they have the appropriate academic preparation, training, and experience to teach at the university level and meets or exceeds the minimum guidelines established by SACSCOC.

DocuSign: A program designed to allow signatures on documents to be acquired electronically.

Foreign Transcript: Transcript with academic credentials earned from an institution outside the US that will require a course-by-course foreign credential evaluation from a NACES accredited vendor before credential review.

Instructor of Record: Person who has overall responsibility for the development and implementation of the syllabus, for the day-to-day delivery of the course, for ensuring that course learning outcomes are covered and assessed, and for the issuing of grades.

Affirmation of Credentials: A written narrative and list used to acknowledge the qualifications of faculty member.

SACSCOC: Southern Association of Colleges and Schools Commission on Colleges is the body for accreditation of degree-granting higher education institutions in the Southern states.

Terminal Degree: The highest degree that can be awarded in a specific academic or professional track.

Transcript: An official document issued by an academic institution that lists the courses, grades, and awarded degrees.

Office Procedures

Initial Greeting

Copy and paste this into each ticket once it is assigned to you. See Step 2 in the credentialing process for the list of people to assign to the ticket.

Thank you for submitting your TeamDynamix ticket for the credentialing process. We appreciate the effort you've made in including the required unofficial transcripts and the candidate's curriculum vitae (CV) for our thorough review. Rest assured, we will leave no stone unturned in our assessment.

Our team is committed to providing you with a comprehensive feedback report within the next 72 hours. This report will include our assessment of the candidate's qualifications and any pertinent recommendations. If we require additional information or clarification to complete our evaluation, we will contact you directly.

While we strive to meet this 72-hour timeline, we appreciate your understanding that unforeseen circumstances—such as an unexpected surge in requests or technical difficulties—may potentially delay our response. We appreciate your patience and assure you that we will communicate any changes to the timeline as promptly as possible.

We are here to help and are committed to supporting you throughout the credentialing process, ensuring it runs smoothly and efficiently. If you have any questions or require further assistance in the meantime, please don't hesitate to contact us. We are always here to assist you.

Credentialing Response

We hope this message finds everyone well and in great spirits. We've attached the credentialing report that you requested for the candidates to this email. This report provides an in-depth analysis that covers all essential aspects, including qualifications, experience, and relevant certifications. If you need any additional information or would like to discuss specific areas of the report further, please do not hesitate to contact the IERP office.

If (*insert candidate name*) is your final candidate, please let us know so we can route the official credentialing forms. If this is not your final candidate, please let us know so we can close this ticket.

We are committed to supporting you throughout this process and ensuring that you have all the necessary information. We are here to help you!

Final Candidate Notice

Once we hear from the Search Committee Chair or Hiring Manager in the ticket confirming the final candidate, we will route the credentialing forms through DocuSign. Please update the ticket to In Process, copy and paste the statement below, and make sure you copy everyone identified in Step 4 the credentialing process.

The credential forms are routing through DocuSign for approval. We will update the ticket once all signatures are obtained.

Closing Ticket

Once the DocuSign envelope is complete, save a copy of the CCQ to the folder on the shared drive for the candidate. Update the ticket to closed in TeamDynamix and copy and paste the message below.

The credentialing forms have completed the routing process. A copy is attached to this ticket for your records. Thank you for your patience and assistance with this credentialing process. Feel free to reach out if you have additional questions. We are happy to help!