



**Verification of Credentials for Faculty #320.094**

<b>INITIAL EFFECTIVE DATE:</b>  January 4, 2015	<b>LAST REVISION DATE:</b>  	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of the Provost   Planning and Finance
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**POLICY STATEMENT**

The institution will verify that the qualifications for all full-time and part-time faculty members meet the requirements of their respective position and the specific credit generating courses assigned them.

The institution will maintain on file for all full-time and part-time faculty members documentation of academic preparation, such as vitae, official transcripts, and if appropriate for demonstrating competency, documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications pertinent to the appointment.

**SCOPE**

This policy applies university academic units.

**REASON FOR POLICY**

To ensure that all teaching faculty (instructors of records) must possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of Florid International University and its accrediting bodies and state agencies.

DEFINITIONS	
TERM	DEFINITIONS
Institution	Institution refers to Florida International University
Official transcript	Official transcript is defined as a transcript or other academic record that includes notation that it is official and transmitted directly from the issuing institution to the University’s department to which the faculty member will be assigned. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. For Florida International University graduates, verification of degree(s) through secure electronic databases will satisfy the official transcript requirement.

ROLES AND RESPONSIBILITIES
<p><b>Department Chairperson/School Director</b> The department chair examines the faculty member’s credentials to verify that their qualifications meet the requirements of the position and of the specific course assigned.</p> <p><b>Academic Unit Dean and/or Dean Designee</b> The dean is responsible for the verification and validation of all faculty credential requirements. The dean of the college/school (or designee) shall examine and approve the prospective instructor’s credentialing file to ensure that the credentials meet the requirements listed by Florida International University, and its respective accrediting agency.</p> <p><b>The Office of the Provost, Planning and Finance</b> The Office of the Provost will maintain an electronic credentialing summary to review and ensure that only qualified faculty are assigned to courses.</p>

RELATED RESOURCES
<ul style="list-style-type: none"> <li>• Southern Association of Colleges and Schools Commission on Colleges, Standard 6.2.a</li> <li>• Faculty HR Manual</li> </ul>



#### CONTACTS

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#### HISTORY

**Initial Effective Date:** January 4, 2015

**Review Dates** (*review performed, no updates*): May 14, 2024

**Revision Dates** (*updates made to document*): N/A