Verification of Credentials For Faculty

POLICY STATEMENT (R*)
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.

REASON FOR POLICY (O*)
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.

RELATED INFORMATION (O*)
AUTHORITY/SOURCE
Provost and Executive Vice President for Academic Affairs
Southern Association of Colleges and Schools Commission on Colleges, Comprehensive Standard 3.7.1
"Academic Affairs HR Manual,” “Credentialing Faculty”, Section
“Faculty Credentialing Manual”

DEFINITIONS (R*)
For purposes of this policy, an 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.

PROCEDURES (O*)
Procedures can be found on the Office of the Provost – Planning and Finance website: provost.fiu.edu/personnel.html

RESPONSIBILITIES (O*)
1. 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.
2. 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.
3. The Office of the Provost will maintain an electronic credentialing summary to review and ensure that only qualified faculty are assigned to courses.

HISTORY (R*)
Undergraduate Education Policies and Procedures Manual, 2.31
Former Academic Affairs Policies Section 5.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Division of Academic Affairs  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

**FORMS/ONLINE PROCESSES (O*)**

Links to the above referenced Form(s) available in the “Document Details” Section of the online version of this policy document.

*R = Required  *O = Optional