

**Faculty Qualifications, 3.03(a)**  
**Chapter 3: Academic**

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**Procedure:****I. Review Qualifications**

Recommendations to the Office of Academic Affairs for credentialing will be considered within the guidelines set forth in the RSC Faculty Qualifications Policy.

- a. The appropriate Chair recommends a prospective faculty and/or administrative staff teaching credit-bearing course(s) to the division Dean using the Credential Evaluation Summary (CES) form including unofficial transcripts, resume, and any other required documentation.
- b. The division Dean reviews the CES form and documentation. The division Dean makes a recommendation to Office of Academic Affairs.
- c. The Dean, Academic Affairs (DAA) will review the CES form and attachments to provide recommendations to the Senior Vice President (SVP) for faculty qualifications. The SVP will review DAA recommendation(s) and make the final qualification decision. The Office of Academic Affairs will then notify the program chairperson, Academic Dean, Office of Human Resources (HR), and the Dean, K-12 for CCP faculty (if appropriate).
- d. Please reference The Credential Evaluation Summary: Electronic Submission Process for the Office of Academic Affairs at G:\Academic Chair Leadership\Faculty Credentials\2020 Faculty Credentials.
- e. HR is responsible for securing official transcripts and other required documentation for the file in HR prior to hire or teaching additional course(s).

**II. College Credit Plus (CCP) Faculty**

Credentialing of faculty will follow Higher Learning Commission (HLC) faculty guidelines as stated in *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices*, (2020).

**III. Documentation**

The Office of Human Resources is responsible for maintaining faculty files that include all required documentation. All official documents such as transcripts, resumes, certifications, and licensures are to be included in the HR employee file. Human Resources will:

- a. acknowledge the receipt of official documentation to the faculty member and the corresponding Dean and Chair.
- b. conduct an annual review of faculty files and coordinate with the VPAA to obtain missing documents.

**Related Policies or Procedures:**

[Faculty Qualifications Policy 3.03](#)

**Compliance References:**

Higher Learning Commission. *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*, (2020). Retrieved November 16, 2022, from [http://download.hlcommission.org/FacultyGuidelines\\_OPB.pdf](http://download.hlcommission.org/FacultyGuidelines_OPB.pdf)

The Ohio Department of Higher Education. *Guidelines & Procedures for Academic Program Review, ch. 4, h.* (2016, July). Retrieved November 16, 2022, from [https://highered.ohio.gov/wps/wcm/connect/gov/8caf213a-ff90-4b5f-b2d8-ae8c75b0672f/Academic-Program-Review-Guidelines\\_070516.pdf?MOD=AJPERES&CONVERT\\_TO=url&CACHEID=ROOTWORKSPACE.Z18\\_M1HGGIK0N0JO00QO9DDDDM3000-8caf213a-ff90-4b5f-b2d8-ae8c75b0672f-ogv1q3j](https://highered.ohio.gov/wps/wcm/connect/gov/8caf213a-ff90-4b5f-b2d8-ae8c75b0672f/Academic-Program-Review-Guidelines_070516.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-8caf213a-ff90-4b5f-b2d8-ae8c75b0672f-ogv1q3j)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	11/17/20	Replaces faculty credentials procedure section included in Faculty Qualifications (no number) last revised on 5/15/2018
<b>Revised:</b>	02/21/2023	Revised VPAA position title, deleted CCP plans of study section, corrected ODHE link

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*