

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

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

Recommendations to the VPAA 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 VPAA for faculty qualifications. The VPAA will review DAA recommendation(s) and make the final qualification decision. The Office of Academic Affairs will then notify the Chair, Dean, 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) Plans of Study**

Faculty recommend to the VPAA for temporary credentialing to teach dual credit coursework through the CCP program will create and maintain a Plan of Study within the guidelines set forth in the RSC Faculty Credential Policy. (**Note:** in accordance with HLC standards and the RSC Faculty Credentials policy, this option is only available **if the Plan of Study is complete by September 1, 2023**)

- a. The procedure outlined above (I A-D) will be followed when Chair submit a CES with a Plan of Study.

**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.

**References:**

Rhodes State College. College Policy. Faculty Qualifications Policy, #:#, Chapter 3: Academics, (2018).

Higher Learning Commission. *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*, (2016). Retrieved October 18, 2020, 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 October 18, 2020, from [https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/program-approval/Academic-Program-Review-Guidelines\\_070516.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/program-approval/Academic-Program-Review-Guidelines_070516.pdf) .

**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>		

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