

University of Kentucky

Faculty Credentials and Qualifications Manual

Office of the Provost

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Introduction

The University of Kentucky *Faculty Credentials and Qualifications Manual* is designed to guide faculty and department chairs through the process of assessing the academic credentials and qualifications of the College's faculty. All of the University's instructional faculty (including part-time and adjunct) and teaching assistants are required to meet the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This manual identifies the academic credentials required (1) at the time of hire and (2) to teach specific courses within the disciplines.

The information in this manual is useful for new department chairs, directors and other administrators in explaining the University's faculty credentialing process. Further, this manual may be used in professional accreditation reports and in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation process as evidence of institutional compliance with the SACSCOC Faculty Standards.

This *Faculty Credentials and Qualifications Manual* is divided into two parts. The first part of the manual, The Credentialing Process, includes the standards related to faculty as identified by SACSCOC in the *Principles of Accreditation: Foundations for Quality Enhancement*. In this part, the process is described for establishing faculty credentialing requirements of disciplines, programs, and courses. In cases where an individual's credentials do not meet the minimum academic requirements expected for each discipline and program, a section on determining experiential qualifications of faculty is included. This part of the manual includes five sections:

- Credentialing Guidelines, Policies and Procedures
- Policies for Instructor Appointment
- Process for Evaluating Faculty Qualifications at time of Hiring
- Course Level Verification at time of Assigning Teaching Responsibility
- The Provost's Policy on TA Types and Teaching Credentials

The second part of this manual, Credentialing Requirements, describes the credentialing requirements for all degree programs, listed by college and academic unit.

Additions, deletions, and revisions may be made periodically to the *Faculty Credentials and Qualifications Manual* upon review by department chairs, program directors, staff, and Office of the Provost. Deans will be alerted of these changes in a timely and effective manner. This manual will be maintained by the Office of the Provost.

Credentialing Guidelines, Policies and Procedures

The University uses the following sources as its policy, guidelines, and procedures when determining acceptable qualifications for its faculty. The text below is quoted from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the Resource Manual for the *2018 Principles of Accreditation: Foundations for Quality Enhancement*.

Comprehensive Standard 6.2.a

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (Faculty qualifications)

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields. 6.2.a Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement

It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments. Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching nontransferable technical courses depend heavily on professional experience and appropriate certifications or work experience.

In addition, an excerpt from the Faculty Credentials Guidelines approved by the College Delegate Assembly of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 2006 (updated for Revised Principles: April 2018) states:

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching

- discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
 - c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
 - d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
 - e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
 - f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

<http://sacscoc.org/pdf/081705/faculty%20credentials.pdf>

Policies for Instructor Appointment

The University of Kentucky utilizes full-time, part-time, and adjunct faculty, appropriately credentialed staff, and graduate students as instructors.

All instructors and course directors/coordinators of credit bearing courses must have a faculty appointment effective in the teaching assignment period, with the following exceptions:

- Graduate Teaching Assistants (TA) must have a Graduate Student Academic Staff contract, and meet credential, training, TA orientation, and other requirements set forth in the Provost's Policy on TA Teaching Credentials.
- Non-TA graduate student instructors must meet credential, training, TA orientation, and other requirements set forth in the Provost's Policy on TA Teaching Credentials, and have the teaching assignment approved by the Dean of the Graduate school. Students in this category either require teaching as part of the degree curriculum or are given a teaching assignment in addition to a graduate fellowship or a graduate research assistantship.
- Non-faculty employees (staff) teaching a small set of credit bearing courses, primarily academic orientation and career exploration courses, do not require a faculty appointment.

All instructors in the exceptions listed above must meet the SACSCOC credential requirements.

Links to policies:

- Standard Operating Procedure-Instructional Faculty (Part Time Instructor)
<http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/PTI%20Standard%20Operating%20Procedure%20Option%201%20with%20Chart.pdf>
- Policy Announcement #5: Academic Appointment Requirement for Teaching Credit-Bearing Courses
http://www.uky.edu/ofa/files/uploads/Policy_5%20Staff%20Teaching%20Credit-bearing%20Courses%2C%20Dec%202011%20%282%29.pdf
- Provost's Policy on TA Teaching Credentials
<http://gradschool.uky.edu/ta-credentials-database>

Process for Evaluating Faculty Qualifications at time of Hiring

When appointing faculty to the University, each department or college designee completes the new hire dossier, the required paperwork for each new individual. The dossier will include credential and teaching area information for “program level” credential review by the Office of the Provost:

1. Official transcripts are submitted at the time of hire as a condition of employment.
2. Faculty with an international transcript will be asked to provide a translated version. For those cases in which a department needs to have an outside service complete the translation, a list of such services can be obtained from the Office of the Provost. The Office of the Provost will utilize the services of ‘certified translation’ firms to ensure that the legal record with professional translators attesting to the accuracy of the translation is obtained including an appropriate seal of authenticity to diminish the possibility of fraud.
3. Departments or college designees enter the degree data from the transcripts into the Faculty Database (FDB). The degree disciplines are coded using a taxonomic scheme from the National Center for Education Statistics, known as the Classification of Instructional Programs or CIP codes. ***The CIP codes selected for the degree discipline should match the transcript information as closely as possible.*** If the individual’s teaching assignment is based on a concentration of graduate work in a particular discipline, the concentration discipline is also entered and CIP-coded. Course work making up the concentration must be identified. *See Appendix A: FDB Degree Detail Screen example with a concentration entry.*
4. Up to three official UK teaching areas and teaching levels (undergraduate and/or graduate) are entered into the FDB. The official UK teaching areas are selected from CIP codes associated with the University’s degree program inventory. The primary teaching area typically corresponds to the assignment for the primary academic appointment unit. Two additional areas are available to enter teaching disciplines associated with a joint appointment or with a less formal association with a secondary unit. *See Appendix B: FDB Program Level Qualifications Detail Screen, example with multiple teaching areas.*
5. The degree and teaching area information entered in the FDB is used to produce the Teaching Credentials Certification (TCC) form, which is included in the new hire dossier. The TCC form is printed from the FDB and signed by the appropriate academic administrator, usually the department chair. ***The information on the TCC form should be closely reviewed to insure that appropriate CIP codes have been selected for the degree disciplines and teaching areas.*** *See Appendix C: TCC form.*
6. The degree disciplines, teaching area disciplines, and teaching level information entered in the FDB is used to evaluate whether the individual’s credentials meet the SACSCOC guidelines, by matching the faculty member’s degree discipline and level with the teaching area discipline and teaching level. The FDB issues a “validation status”,

indicating whether additional qualifying information is required. *See Appendix D: FDB Program Level List Screen example with validation messages.*

7. Because the teaching area disciplines are limited to those assigned to the University's degree programs, the instructor's degree discipline based on the transcript may not be an exact match. Therefore, related disciplines have been associated with the UK teaching areas to bridge the gaps where there is not an exact match.

Related CIP disciplines are listed on the Office of Faculty Advancement web site:

<http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/UK%20Teaching%20Areas%20-%20Related%20CIP%20Codes%2011-18-2018.pdf>

For each academic unit, the degree program disciplines are sorted alphabetically and the related instructor degree disciplines for undergraduate and graduate level teaching are listed to the right. The Classification of Instructional Program (CIP) codes are included for reference when using the Faculty Database.

If the instructor's degree credentials are not in a discipline listed for a particular teaching area, the department may:

- a. Request that the discipline be added as a related CIP for the teaching area. Requests are made through the Faculty Data Coordinator for approval by the Associate Provost for Faculty Advancement. In the request, indicate whether the related discipline should be added for undergraduate level teaching, graduate level teaching, or both.

Or

- b. Complete the Teaching Credential Justification (TCJ) form, describing the faculty member's additional qualifications that support the teaching assignment.
8. When the degree credentials do not meet the SACSCOC guidelines, the department is prompted to document additional qualifications by completing the Teaching Credentials Justification (TCJ) form. The TCJ form is printed from the FDB and signed by the appropriate academic administrator, usually the department chair. *See Appendix E: Teaching Credentials Justification (TCJ) form.*
 9. If the additional or alternative qualifications include licensure or certifications the applicants must submit the appropriate qualifying documents.
 10. After the TCC and TCJ (if required) forms are reviewed and approved within the College verifying that the applicant new hire meets the credentialing requirements, these forms become part of the institution's official administrative records. These records are placed in the faculty person's Standard Personnel File as required by *Administrative Regulation 2:1*. Approval is noted by the department chair, director and college dean; then the

paperwork is sent to the Office of the Provost for review.

11. Upon review by the Provost, the applicant is approved and appropriate details are submitted to the University Board of Trustees.
12. Official transcripts are scanned and linked to the official document repository system. See *Appendix F: Document scanning requirements and procedures*.

Note that non-faculty employees (staff) teaching those courses which are exceptions to the faculty appointment policy are also entered into the FDB to capture the degree and other qualification data. However these individuals do not go through an appointment process.

Course Level Verification at Time of Assigning Teaching Responsibility

Each semester, "course level" credential checks are performed, per the Associate Provost for Faculty Advancement annual calendar of FDB activities. This calendar is regularly distributed at the beginning of fall semester. Key contacts within each college will receive a monthly reminder from the Provost Office, to make these credential checks. The process is as follows:

1. Official course descriptions approved by the faculty and housed in the Student Life Cycle Management (SLCM) system are imported into the FDB.
2. Instructor-course assignment data is imported into the FDB from SLCM. *See Appendix G: Faculty Course Level Qualifications List Screen.*
3. Using official course descriptions, the department chairs document the graduate degree discipline(s) required to teach the course, by assigning one or more CIP codes at the 2, 4, or 6-digit level. If the course content is of a particularly specific nature that cannot be classified exactly by the CIP taxonomy, the closest CIP code should be coded and the course flagged as always requiring a justification to describe the additional qualifications of the instructor. *See Appendix H: Faculty Course Level Detail Screen.*
4. Once associated with a course, in most cases the CIP code assignments are rolled forward each semester. Courses where sections have sub-titles and therefore potentially varied content require CIP assignments each semester.
5. Instructor degree/concentration disciplines and the degree level are evaluated per the SACSCOC guidelines for each course assignment. The degree is compared to the course level (graduate or undergraduate) and the course disciplines assigned by the chairs. The FDB issues "validation status" messages when the degree credentials do not meet the guidelines. The department is prompted within the FDB to document additional qualifications reflecting the judgment of the department chair. Once documented for a particular instructor-course pairing, most additional qualification data is rolled forward each semester.
6. Instructor "appointment status" or the graduate teaching assistant "type" is assessed within the FDB, prompting departments when instructors do not have an academic appointment effective in the session, or when the apparent TA role per the SLCM system does not match the planned TA type on the Graduate Student Academic Staff hiring contract.

Detailed information on how the FDB Credentials Module works to assist in managing and monitoring faculty credentials and teaching assignments is available in the Faculty Database Credentials User Manual. (Contact the Faculty Coordinator for a PDF copy of the manual, which is not available via link at this time.)

Process for Evaluating Teaching Assistant Qualifications at time of Hiring

The University of Kentucky maintains a comprehensive program to facilitate the effective use of graduate student teaching assistants (TAs) in helping to fulfill the University teaching mission. The Provost's Policy on TA Types and Teaching Credentials sets forth the teaching qualifications of TAs and other support requirements for departments using graduate students as TAs. Details of the policy are located at the Graduate School website.

<http://gradschool.uky.edu/ta-types-teaching-credentials>

To support workflow and oversight activities associated with implementation of the Provost's TA policy, the Graduate School implemented the Teaching Assistant Credentials Database (TADB), a module within the Faculty Database (FDB). In the TADB, the Graduate School documents TA orientation attendance, language screening scores and other requirements. The primary users of the TADB in the colleges are the directors of graduate studies and staff designees.

1. Each semester departments (or programs within the departments) enter the Graduate Student Academic Staff (GSAS) contract, into the Graduate School database. This is the hiring contract that indicates the TA's assignment, type (role in the classroom), duties, and performance expectations for the term. The contract data is imported daily into the TADB for credential review. *See Appendix I: GSAS Contract.*
2. Departments update the TADB each semester to enter the teaching area discipline CIP code for each GSAS contract and to enter the graduate degrees held by the TA. Only degrees earned from external institutions and required to support the teaching assignment are entered. UK degrees awarded and UK enrollment data are imported from the Student Life-Cycle Management (SLCM) system. *See Appendix J: TADB TA Assignment Detail Screen.*
3. For TAs in autonomous teaching roles, official transcripts are required for the completed graduate degree or for the successfully completed graduate credit hours supporting the teaching assignment. Transcripts for UK degrees are provided directly to the Graduate School by the Office of the Registrar. Similar to the faculty procedure, official transcripts are scanned and linked to the official document repository system. *See Appendix F: for additional information on scanning requirements and procedures.*
4. The TADB issues "validation messages" based on the GSAS contract data and the requirements of the TA Policy. When a TA does not meet the policy requirements, special approval of the Dean of the Graduate School is obtained by entering a justification into the TADB. Graduate School academic administrators (the dean or associate deans or other academic director) routinely checks the TADB to review exception requests. If the exception is not approved, the department must assign a different qualified instructor or arrange for additional faculty supervision depending on the TA role. *See Appendix K: TADB TA Assignment Detail Screen with validation messages.*

5. The TADB also issues “validation messages” based on actual teaching assignments imported from SLCM. These validations insure that the credentials are evaluated for the actual role the TA is assigned in the classroom. In addition, students without the GSAS contract are identified, for approval by the Dean of the Graduate School. *See Appendix L: TADB TA Assignments and Qualifications List Screen.*

Detailed information on how the TADB works to assist in managing and monitoring TA credentials and teaching assignments is available in the TA Database User Manual. (Contact the Faculty Coordinator for a PDF copy of the manual, which is not available by link.)

University of Kentucky

Appendix A: FDB Degree Detail Screen with concentration entry.

UK Faculty Database - Production

File Module Data

Degree detail information entered by departments.

Education Detail

Faculty Name Primary Dept: 81090 Forestry

FDB ID: Person ID: FDB Status: CURR Faculty Status Time: PT

Degree: 063 Pick PHD Level: Doctorate Terminal credential for discipline? (system computed)

Doctor of Philosophy

Earned/Expected Year: 2003 Month: Month not specified Degree Status: Awarded

Report this degree as faculty member's highest degree? Omit this degree from Teaching Cred Cert Form?

School: 1554 Pick Univ Of Kentucky

City: Lexington

School Name Override for TCC form:

Multiple disciplines can be specified per degree. The primary discipline reflects the overall discipline of the degree. The concentration discipline describes 18 hours or more of coursework in a particular area.

Degree Disciplines and Areas of Concentration

Discipline Type	Disc CIP	Disc CIP Suffix	Discipline	Grad Credits	Concentration Course List
Primary	010901	0000	Animal Sciences, General	NA	
Concentration	030601	0000	Wildlife, Fish and Wildlands Science and Management	18	FOR599 Independent Work in FOR: Restoration Ecology 3 hrs FOR609 Population and Community Ecology 2 hrs FOR630 Wildlife Habitat Analysis 3 hrs FOR791 Research in FOR 3 hrs FOR620 Special Topics: FOR Wildlife Field Biology 3 hrs FOR620 Special Topics: FOR Conserv Polc In theory and Practice 3 hrs FOR770 Carnivore Ecology and Conservation 1 hr FOR620 Special Topics: FOR Change Role Fire in Kv. For Ecosvstem 1 hr

Appendix B: FDB Program Level Qualifications Detail Screen

UK Faculty Database - Production

File Module DataEdit Functions/Reports Window Help

Faculty Cred

For program level check, the department indicates up to 3 teaching areas.

The department indicates the teaching level, and the FDB then determines if the instructor has the appropriate graduate degree by comparing degree CIPs with teaching area CIP (or related CIPS)

Faculty Name: _____ Program Level Qualifications: _____
 IRIS Person: _____ Entry Status: Okay CIP: 140801 Engineering, General

Primary Area: Pick 140801 0000 Civil Engineering, General No Teaching Assignment

Undergraduate Level Teaching
 Doctorate or Master's in Area/Directly Rel. Area? Y If no, Grad Hrs in Area / Directly Rel Area: 0

Graduate or Professional Level Teaching
 Terminal Degree in Area or Related Area? Y

Justification Required? No Justification Status: NA

Secondary Area: Pick 000000 0000 Unspecified

Education / Degrees Licensure / Certifications / Registrations Specialties Academic Appointments Graduate Faculty Appts

Year Ernd	Mon Ernd	Degr Status	Degree	School Name	High Degr?	Term Cred?	Omit TCC?	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc No.2 Type	Dis CIP
2004	00	Awarded	Doctor of Philosop	Univ Of Kentucky	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801 Civil Engineering	NA		
1979	00	Awarded	Master of Science	Univ Of Kentucky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801 Civil Engineering	NA		
1978	00	Awarded	Bachelor of Scienc	Univ Of Kentucky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	14.0801 Civil Engineering	NA		

Appendix C: Teaching Credential Certification (TCC) form

**UNIVERSITY OF KENTUCKY
TEACHING CREDENTIALS CERTIFICATION FORM - FACULTY**

NAME: _____ Dept: _____

PRIMARY TEACHING AREA:

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
SECONDARY TEACHING AREA:			

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
TERTIARY TEACHING AREA:			

	Course Levels	Graduate Hours in area/related area	Justification Form Required <input type="checkbox"/>
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For all faculty, part-time and temporary instructors, and lecturers, please supply the information requested below:

Relevant Degrees Earned	Is this terminal degree in the field	Institution Awarding Degree	Institution State	Year Degree Awarded	Discipline of Degree
----------------------------	--	--------------------------------	----------------------	---------------------------	----------------------

CERTIFICATION:

Does this individual meet the SACS credentials criteria for his/her teaching assignment(s)? Yes No If no, then complete the Teaching Credentials Justification Form and submit to the Provost for approval before the teaching assignment begins.

SIGNATURE OF THE DEPARTMENT OFFICIAL CERTIFYING CORRECT INFORMATION:

Signature: _____ Date: _____
 Department: _____ Title: _____

**SACS Comprehensive Standards for faculty--
Credential Guidelines:**

- * *Faculty teaching general education courses at the undergraduate level:* a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- * *Faculty teaching baccalaureate degree courses:* a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- * *Faculty teaching graduate and post-baccalaureate course work:* earned doctorate/terminal degree in the teaching discipline or a related discipline.

Appendix D: FDB Program Level Qualifications List Screen

Course Level Qualifications - Program Level Qualifications

Coll Dept

Record Type

- Current/Pending
- Past

Instructor Type

- Faculty Instructors
- FT/PT Faculty

Validation Status

- All
- Warning/Error

Coll	Dept	Dept Name
ALL	ALL	All departments
AG	ALL	All departments

Entry Status	Prim Coll	Prim Dept	Primary Dept Name	Name	Record Status	Fac Stat	No Tchg	Prim Area CIP Code	Prim Area CIP Name	Prim Area Term Degr
Note	ME	7H500	Obstetrics and		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	HP	7P170	Epidemiology		CURR	PT	<input checked="" type="checkbox"/>	51.2201 0000	Public Health, Gene	No
Okay	ME	7H350	Internal Medicin		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	AS	8E030	Chemistry		CURR	FT	<input type="checkbox"/>	40.0501 0000	Chemistry, General	Yes
Note	ME	7H350	Internal Medicin		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Note	ME	7H853	Neurosurgery		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Warning	HP	7P190	Gerontology		CURR	FT	<input type="checkbox"/>	30.1101 0000	Gerontology	No
Note	DE	7A800	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	Yes
Okay	DE	7A800	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	No
Okay	ME	7H500	Obstetrics and		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H400	Micro., Immuno		CURR	FT	<input type="checkbox"/>	26.0503 0000	Medical Microbiolog	Yes
Note	ME	7H460	Family and Con		CURR	PT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Note	DE	7A850	Oral Health Pra		CURR	PT	<input checked="" type="checkbox"/>	51.0401 0000	Dentistry	Yes
Okay	NU	7E100	Nursing Instruct		CURR	FT	<input type="checkbox"/>	51.3808 0000	Nursing Science	No
Okay	ME	7H300	Radiology		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H600	Pathology and L		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	HP	7P180	Biostatistics		CURR	PT	<input type="checkbox"/>	26.9999 0400	Epidemiology and B	Yes
Okay	ME	7H852	Neurology		CURR	FT	<input type="checkbox"/>	51.1201 0000	Medicine	Yes
Okay	ME	7H750	Physiology		CURR	PT	<input type="checkbox"/>	26.0901 0000	Physiology, Genera	Yes

Warning entry status identifies instructors who need additional qualifications specified via justification form.

Appendix E: Teaching Credential Justification (TCJ) form

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UNIVERSITY OF KENTUCKY
Teaching Credentials Justification Form

IRIS Person ID:

Faculty Name :

Appointment Unit:

Teaching Discipline:

For employment as a faculty member at the University of Kentucky, it is necessary to demonstrate compliance with the SACS credentials requirements. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. When this occurs, it is the responsibility of the institution to justify the employment of such individuals by considering competence, effectiveness, and capacity, including work experiences in the field, professional licensure and certifications, honors and award, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Please supply the information below for each individual in your department who does not meet the SACS credentials requirements and attach it to the Teaching Credentials Certification Form.

1. Work Experience

2. Licensure and Certifications

3. Honors and Awards

4. Excellence in Teaching

5. Professional Activities

6. Publications

7. Additional Justifications

Appendix F Document scanning requirements and procedures

Faculty Transcripts

Hard copy versions of the official transcript are stored in the faculty person's Standard Personnel File housed in the colleges. In order to provide electronically accessible PDF versions of the transcripts for SACS reviewers, the University implemented a digital imaging procedure to capture transcripts for instructors on the 2011-2012 Faculty Roster.

After the 2013 SACS reaccreditation is complete, transcript scanning and storage on a central server will resume with new steps to incorporate in the new hire process. The University is implementing an enterprise content management system. It is anticipated that this system will be used, along with integration with the Faculty Database or SAP to associate transcripts with the degree credential.

Appendix G: Faculty Course Level Qualifications List Screen

UK Faculty Database - Production

Module DataEdit Functions/Reports Window Help

Course Level Qualifications - Course Level Qualifications

Data View

Faculty Teaching Courses
 Faculty in Academic Unit

Coll
 Dept

Coll: AS, AS, AS

Validation Status: All, Warning/Error

Instructor-course pairings are listed for department review.

The validation status identifies assignments where additional credential documentation may be required. Warnings indicate possible non-compliance; Errors indicate missing data.

Acad Year	Acad Term	Offrd By Coll	Crss List	Course	Course Title	Appt Coll	Name	Val Status	Instr Type	IRIS EmpGroup	IRIS Job
2011-2012	Spring	AS	<input type="checkbox"/>	PS 391 003	SP TOP IN PS:POLITICS, RELIG,	AS	Instructor Name	Okay	PT	Staff	Part Tim
2011-2012	Spring	AS	<input type="checkbox"/>	PS 439G 004	SPEC TOPS IN IR: GLOBALIZATI	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 433G	POL INTERNTNL ECON RELAT	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 210	INTRO COMPARATIVE POL	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input checked="" type="checkbox"/>	PS 735 001	DEMOCRACY AND INTERNATL A	AS	Instructor Name	Okay	FT	Faculty	Regular
2011-2012	Spring	AS	<input type="checkbox"/>	PS 372 003	INTRO POLITICAL ANALYSIS	na	Instructor Name	Warning	TA Type-1	Students	Student/
2011-2012	Spring	AS	<input type="checkbox"/>	PS 436G	INTERNATNL ORGANIZATION	AS	Instructor Name	Okay	FT	Faculty	Visiting F
2011-2012	Spring	AS	<input type="checkbox"/>	PS 433G	POL INTERNTNL ECON RELAT	AS	Instructor Name	Okay	FT	Faculty	Visiting F
2011-2012	Spring	AS	<input type="checkbox"/>	PS 360	POLITICS OF LAW AND COURTS	AS	Instructor Name	Okay	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 465G	CONSTITUTIONAL LAW	AS	Instructor Name	Okay	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 492 001	SEM POL SCI:POL US NATL SEC	AS	Instructor Name	Error	FT	Faculty	Lecturer
2011-2012	Spring	AS	<input type="checkbox"/>	PS 212 001	LCULT/POL IN THIRD WORLD	na	Instructor Name	Okay	TA Type-1	Students	Student
2011-2012	Spring	AS	<input type="checkbox"/>	PS 235 401	LWORLD POLITICS	na		Okay	TA Type-1	Students	Student

Appendix H: Faculty Course Level Qualifications Detail Screen

UK Faculty Database - Production

File Module DataEdit Functions/Reports Window Help

Faculty Course Level Detail

Faculty Name: _____ Person ID: _____ FDB Status: CURR FDBID: _____
 AppType: _____ Dept: Political Science IRIS Emp Group: Faculty

AAS 471 RACE, ETHNICITY, POLITIC 2011-2012 Fall Course Details
 Offered By: AS Arts and Sciences SLCM Module ID: 98011527 Sect ID: 00000000
 31000226 Arts and Sciences Compliance status indicator (the

EJ SubTopic course 10 Sub-t "Validation Status") indicating that a justification is required and Course level 300400
 An examination of the role that race will explore the nature of race, racism, and ethnocentrism, as well as their impact on political institutions and given to elections, public opinion, mass media and social movements in the United States.

Validation: Status: Warning Justification Required? Status: Needed Justification

Warning: Undergraduate level teaching requires doctorate or master(s) in course discipline or master(s) w/18 graduate credit hours in discipline. Level Used: UGRAD

Course C.P. Code	C.P. Name	Always Req'd	C.P. Code Source	Effective From Year	Effective From Term	Effective To Year
05-0201	African-American/Black Studies	<input checked="" type="checkbox"/>	PREFIX	All Years	000 Term	9999
05-0299	Ethnic, Cultural Minority, Gender, and Group Studies - Other	<input type="checkbox"/>	SLCM	All Years	000 Term	9999

Mon Emd	Degr Status	Degree	School Name	High Degr?	Term Cred?	Omit TCC?	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc No.2 Type	Disc No.2 CIP
00	Awarded	Doctor of Philosophy	Cornell University	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Primary	45.1001			
Year Emd				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary	No.1			
2009				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Political Scienc1	NA		
2007	00	Master of Arts	Cornell University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		45.1001 Political Scienc1	NA		
2002	00	Awarded Bachelor of Arts	Univ Of San Diego	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EJ Primary	45.1001 Political Scienc1	NA		

Appendix I: Teaching Assistant GSAS Contract

Notice Of Appointment of Graduate Student Academic Staff (GSAS)

Page 1 of 1



Graduate School
Graduate Student Academic Staff Notice of Appointment (GSAS)
 Note: This form supersedes any and all previous forms for this student.

Name _____ CMID _____
 (Last) (First)
 Academic Program _____ Hiring Department _____
 Appointment Period _____ to _____ Stipend \$ _____
 beginning date ending date (excluding fellowship amount)

Appointment type and tuition scholarship nomination (full-time requires no more than 20; half-time no more than 10 hours/week assignable duties):

TEACHING ASSISTANT Full-time (provides full tuition) Half-time _____ (provides half tuition)
TA TYPE TA1 Primary _____ TA2 Supervised _____ TA3 Supporting _____ TA4 Grader _____

RESEARCH ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
 Full-time _____ (provides full tuition) Half-time _____ (provides half tuition) RCTF RA Stipend \$ _____

GRADUATE ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
 Full-time _____ (provides full tuition) Half-time _____ (provides half tuition)

Please note the assigned duties and conditions of reappointment sections must be filled out.

Assigned Duties:

Conditions of Appointment/Renewal (in addition to those listed in the box to the right):

Approvals:

Director of Graduate Studies of Academic Program _____ Date _____ Hiring Official (or College Dean, if required) _____ Date _____

I accept this award on the basis of the conditions herein stated. I **do/do not** have additional assignments in another unit.
 (circle one)

Appointee _____ Date _____
 0505-a

Governing Regulations
 Graduate Student Academic Staff appointments are governed by the University of Kentucky *Governing Regulations* and *Administrative Regulations*. Part X, B.9 of the *Governing Regulations* and A.R. II.1.0.7 of the *Administrative Regulations* contain specific provisions relative to this appointment. In addition, the appointee's graduate student status is governed by the rules of the University's Graduate Faculty, the rules of the University Senate and regulations adopted by the Board of Trustees. For details, see the Graduate School's pamphlet entitled *Teaching and Research Assistants at the University of Kentucky*, or go to www.igs.uky.edu/gsfellowship/tarainfo.html.

Tuition Scholarships
 Full or half-time graduate assistants at the University of Kentucky may be nominated by the Director of Graduate Studies in their academic program for tuition scholarships offered by the Graduate School. Students are recommended to the Graduate School for a tuition scholarship based on academic record, type of appointment, and residency status. Post-baccalaureate (non-degree) students and students on academic probation are not eligible for tuition scholarships. *Full-time students are required to pay the mandatory health fee and recreation fee.*

Teaching Assistant Orientation
 University Regulations require that at the outset of the academic year all new teaching assistants attend orientation programs designed to inform them of their upcoming duties, rights, and responsibilities. In keeping with this requirement, new teaching assistants should plan to be in residence no later than mid-August prior to the beginning of the academic year. Information on University and Department orientation programs is available from your Director of Graduate Studies or Department Chair.

International Teaching Assistants
 In keeping with KRS 164.297 and UK's *Administrative Regulations*, international teaching assistants (ITAs) for whom English is not the native language are required to participate in a training, screening, and evaluation orientation program prior to the beginning of the Fall Semester. This evaluation includes interviews and an assessment of the ITA's English-language competency relative to the teaching assignment. Information on this program is available from the Director of Graduate Studies or Department Chair.

Employment Requirements (I-9)
 Federal regulations require that all new employees present proof of eligibility for employment in the United States before starting their assigned duties. Information on obtaining and completing the required I-9 form is available from the student's department.

Appendix J: TADB TA Assignment Detail Screen – Credential tab

TA Credentials Application - Production

File Module DataEdit Functions/Reports Window Help

TA Assignment Detail -

Employee name: _____ Acad Year: 2011-2012 Program: PHI Philosophy TAID: 3000
 IRIS Person ID: _____ Internat'l Student: Y Hiring College: AS Arts and Sciences TAAssgID: 6874
 Verified: Y By: Employee name Hiring Dept: PHI Philosophy
 "Highest" GSAS Contract Type: 1 - Primary Teaching R TA Source: GSAS Contract

Entry Status: Okay Override: Override Comments: _____

Primary Teaching Area: ~ 380101 0000 Philosophy

TA Type 2 - 4 Enrolled as Grad Student in area / or related area?
 TA Type 1 Masters degree or higher in area?

Unit Comments: _____

Enrollment History Degrees Earned FDB Course Level SLCM Teaching Assignments GSAS IRIS HR Assignments

Year Ernd	Mon Ernd	Degr Status	Degree	School Name	Term Cred?	Ofcl Tran	Disc No.1 Type	Disc No.1 CIP	Disc No.1 Conc Hrs	Disc Type
*	2011	Fall	In Progres	Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary 38.0101 Philosophy	0	
	2011	Spring	In Progres	Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary 38.0101 Philosophy	7	
	2010	Fall	In Progres	Enrolled - Graduate, Doctoral, UK	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary 38.0101 Philosophy	4	
	2010	05	Awarded	Master of Arts	Univ Of Guelph	<input type="checkbox"/>	<input type="checkbox"/>	Primary 38.0101 Philosophy	0	

TA Credential information highlighted in yellow.
 * Enrollment information and hours imported from SLCM
 * Master's degrees entered by departments when required for type-1 to meet 18 graduate credit hours in the area

Type	No.	Validation Message	Unit Action
		No Warnings or Errors found.	

Appendix K: TADB TA Assignment Detail Screen – Validation Messages

TA Assignment Detail -

TA Name Acad Year: 2011-2012 Program: GER German TAID: 3090
 IRIS Person ID: [] Internat'l Student: N Hiring College: AS Arts and Sciences TAAssgID: 6706
 Verified: Y By: Employee name Hiring Dept: CLA Classics
 "Highest" GSAS Contract Type: 1 - Primary Teaching R TA Source: GSAS Contract
 Entry Status: Warning Override: Override Comments: []

Primary Teaching Area: ~ 160501 0000 German Language and Literature [View Related CIPS](#)
 TA Type 2 - 4 Enrolled as Grad Student in area / or related area?
 TA Type 1 Masters degree or higher in area? If no, 18+ grad hours in area: No. of hours: 17
 Unit Comments: []

Message from the TADB, alerting the department that the TA does not meet the Provost's TA Policy for type-1 assignment for the GSAS contract level, in German teaching area.

Teaching area, TA-type and number of graduate hours are also highlighted in yellow.

Year Ernd	Mon Ernd	Degr Status	Degree	School Name	Term	Cred?	Ofcl Tran	Disc No.1 Type	Disc No.1 CIP	Disc No.1 German Langua	Disc No.1 Conc Hrs	Disc Type
*	2011	Fall	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501	German Langua	0	
	2011	Summ I	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501	German Langua	0	
	2011	Spring	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501	German Langua	7	
	2010	Fall	In Progres	Enrolled - Graduate, Master	Univ Of Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	16.0501	German Langua	10	

Type	No.	Validation Message
Warning	053	GSAS Assignment Level: Type 1 requires graduate degree in area or 18+ graduate hours in teaching area (or approved DIRECTLY RELATED area).

Appendix L: TADB TA Assignments and Qualifications List Screen

TA Assignments and Qualifications

Access View
 Acad Program Hiring Unit

Unit Selection By: College Program

Code	College
ALL	All colleges
AG	Agriculture
AH	Health Sciences

Academic Year: 2011-2012 (selected), 2010-2011

Validation Status: All (selected), Urgent Warning/Error

TAID	Entry Status	Name	Intl TA	TA Source	TA Type	Acad Year	Prog Coll	Prog Code	Program	Hire Coll	Hire Dept	Val Ovr	Val
2299	Okay	TA Name	N	GSAS	2	2011-2012	ED	EPE	Educational & Couns	ED	EDP	<input type="checkbox"/>	No
2917	Okay	TA Name	N	GSAS	2	2011-2012	ED	EPE	Curriculum & Instruct	ED	EDC	<input type="checkbox"/>	No
3478	Okay	TA Name	N	GSAS	2	2011-2012	ED	EXS	Exercise Science	ED	EXS	<input checked="" type="checkbox"/>	Over
3845	Warning 	TA Name	N	GSAS	2	2011-2012	EN	MIN	Mining Engineering	EN	MIN	<input type="checkbox"/>	Warning
2923	Okay	TA Name	N	GSAS	2	2011-2012	EN	CSC	Computer Science	EN	CSC	<input type="checkbox"/>	No
3337	Okay	TA Name	N	GSAS	3	2011-2012	AG	HEH	Hospitality and Dietet	AG	HEH	<input type="checkbox"/>	No
2891	Okay	TA Name	N	GSAS	2	2011-2012	ED	EPE	Educational Policy S	ED	EPE	<input type="checkbox"/>	No
3926	Okay	TA Name	N	GSAS	1	2011-2012	FA	MUP	Music Performance	FA	MUS	<input checked="" type="checkbox"/>	Over

Warning entry status identifies TAs who do not meet the Provost's Policy and need permission of Dean of Graduate school. Additional qualifications or special circumstances explained via justification form.