ELIZABETH CITY STATE UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

FACULTY CREDENTIALS HANDBOOK

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</table>
INTRODUCTION

The purpose of the Faculty Credentials Handbook is to provide information about the credentialing process for full-time and part-time faculty members at Elizabeth City State University (ECSU). All full-time and part-time faculty members are also required to meet the standards specified by the Commission on Colleges, Southern Association of Colleges and Schools (SACS) through *The Principles of Accreditation: Foundations For Quality Enhancement*.

This handbook describes the credentials required to teach courses in each discipline and programs offered at ECSU. Procedures, forms, credential requirements, and general information about faculty requirements and criteria are also included in the Faculty Credentials Handbook.

SACS PRINCIPLES OF ACCREDITATION

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualification of its faculty. (Comprehensive Standard 3.7.1) quoted from *The Principles of Accreditation: Foundations For Quality Enhancement, p. 28.*
ELIZABETH CITY STATE UNIVERSITY
MISSION STATEMENT

Elizabeth City State University, a constituent institution of The University of North Carolina, offers baccalaureate programs in the arts and sciences, professional and pre-professional areas, as well as master’s degrees in selected disciplines.

Originally an institution for African-American students, the university’s rich heritage provides a strong background for its increasingly multicultural student body. By providing a challenging, student-centered learning environment, the university prepares its students for responsible participation and leadership in an ever-changing world.

Through teaching, research, and community outreach, the university is a valuable resource for developing the intellectual capital of the state and the nation and for addressing the environmentally sensitive economic needs of northeastern North Carolina.

DIVISION OF ACADEMIC AFFAIRS
MISSION STATEMENT

The Office of the Provost and the Division of Academic Affairs provide leadership in developing and maintaining quality academic programs and support services that contribute to the achievement of the university’s mission. ECSU strives to be recognized as a student-centered university with emphasis on excellence in teaching and learning, for its excellence in scholarly activities, and for its outstanding service and engagement with local, regional, national and Global communities.
ELIZABETH CITY STATE UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

Academic Units

The Academic Units of the university consist of four schools, and 16 Departments under the administrative leadership and supervision of the Provost and Vice Chancellor for Academic Affairs, Deans, Department Chairpersons, and Academic Directors. The Schools and Departments offer various curricula leading to the degree of Bachelors of Science in Education, Bachelor of Science, Bachelor of Arts and Bachelor of Social work. The Academic Schools and Departments are as follows:

SCHOOL OF ARTS AND HUMANITIES
  Department of Art
  Department of History of Political Sciences
  Department of Language, Literature and Communication
  Department of Music
  Department of Social Sciences
SCHOOL OF BUSINESS AND ECONOMICS
  Department of Accounting, Finance, and Economics
  Department of Management and Marketing
SCHOOL OF EDUCATION AND PSYCHOLOGY
  Department of Education
  Department of Health and Physical Education
  Department of Psychology
SCHOOL OF MATHEMATICS, SCIENCE AND TECHNOLOGY
  Department of Biology
  Department of Chemistry, Geology and Physics
  Department of Mathematics & Computer Sciences
  Department of Pharmacy and Health Professions
  Department of Technology (Aviation Science Program Included)

DEPARTMENT OF MILITARY SCIENCE

DEPARTMENT OF GENERAL STUDIES

OFFICE OF GRADUATE EDUCATION
  MS in School Administration
  MS in Elementary Education
  MS in Biology
  MS in Mathematics
  Doctor of Pharmacy
DEGREES OFFERED

The successful completion of academic units and general institutional requirements qualifies a student to receive one of the baccalaureate degrees offered by ECSU. All baccalaureate degree and discipline area programs are defined in terms of specific number of semester hours, major related courses, concentrations/specializations, academic concentration, and/or minors. Listed below are the operational definitions for these:

1. MAJOR – A major consists of a group of prescribed and elective courses providing breadth and depth in an academic discipline, two or more closely related disciplines, or in an interdisciplinary field of study. All majors at ECSU are defining terms of specific number of semester hours which may range from 30 to 48 semester hours.

2. RELATED AREAS – The requirement of a major in one discipline may include supporting (related areas) courses selected from other disciplines. For each major, such courses must be defined in terms of a specific number of semester hours which may range from 6 to 15 semester hours.

3. CONCENTRATION/SPECIALIZATION
   A concentration is a student’s option within a major that consists of a group of prescribed courses designed to provide preparation in a specialty within the major discipline or tangential to it. Concentrations are required in some majors. Each concentration must be defined in terms of a specific number of semester hours and this number of hours for a concentration may range from 12 to 18.

4. ACADEMIC CONCENTRATION – An academic concentration is a group of prescribed courses in an academic discipline. It differs from a major principally in requiring fewer courses and providing less depth. It is offered to students majoring in Physical Education and Health, Elementary Education, and Special Education. An Academic Concentration has a specific number of semester hours which range from 24 to 27.

5. MINOR – A minor consists of a group of prescribed and elective courses in an academic discipline, two or more related disciplines, and interdisciplinary fields of study, or a specially designed individual program. It differs from a major principally in requiring fewer courses and providing less depth. A student may not major and minor in the same field. All minors at ECSU are defined in terms of a specific number of semester hours which may range from 18 to 24 semester hours. The exception is Secondary Education ranging from 24 to 31 semester hours.
BACHELOR OF SCIENCE DEGREE

Accounting
Aviation Science
Biology
Business Administration
Chemistry
Criminal Justice
Health & Physical Education
Marine Environmental Science
Graphic Design
Geology
Industrial Technology
Mathematics
Computer and Information Sciences
Physics
Psychology
Music Industry Studies

BACHELOR OF ARTS DEGREE

Art
Communication Studies
English
History
Music
Political Science
Sociology

BACHELOR OF SOCIAL WORK

Social Work

BACHELOR OF SCIENCE IN EDUCATION DEGREE

Birth-Kindergarten (BK)
Elementary Education (K-6 grade)
Special Education (K-12 grades)
Middle Grades Education (6-9 grade)

BACHELOR OF SCIENCE DEGREE WITH TEACHER LICENSURE

Biology
Chemistry
Mathematics
Physical Education

BACHELOR OF ARTS DEGREE WITH TEACHER LICENSURE

Art (Minor Education (K-12)
English
Music Education Licensure
History

ACADEMIC CONCENTRATION OPTIONS

Art
Biology
English
General Science
Mathematics
Music
Psychology
Social Sciences

Revised: 11-09
## MINORS/CONCENTRATIONS

<table>
<thead>
<tr>
<th>Minor/Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Administrative Services (C)</td>
</tr>
<tr>
<td>Airway Science</td>
</tr>
<tr>
<td>American History</td>
</tr>
<tr>
<td>Applied Statistics</td>
</tr>
<tr>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>Applied Music</td>
</tr>
<tr>
<td>Art</td>
</tr>
<tr>
<td>Art Therapy</td>
</tr>
<tr>
<td>Athletic Coaching</td>
</tr>
<tr>
<td>Aviation Science</td>
</tr>
<tr>
<td>Banking and Finance (C)</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Biophysics</td>
</tr>
<tr>
<td>Biotechnology</td>
</tr>
<tr>
<td>Black Studies</td>
</tr>
<tr>
<td>Business Administration</td>
</tr>
<tr>
<td>Cellular Biology (C)</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Coaching and Sports</td>
</tr>
<tr>
<td>Computer Graphics</td>
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<tr>
<td>Computer and Electronics</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>Computer Networking</td>
</tr>
<tr>
<td>Correctional Recreation</td>
</tr>
<tr>
<td>Corrections</td>
</tr>
<tr>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Drama (C)</td>
</tr>
<tr>
<td>Ecology</td>
</tr>
<tr>
<td>Economics &amp; Finance</td>
</tr>
<tr>
<td>Education K-12</td>
</tr>
<tr>
<td>Electronics</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Environmental Science</td>
</tr>
<tr>
<td>French</td>
</tr>
<tr>
<td>Geology</td>
</tr>
</tbody>
</table>

* (C) implies concentration
## Elizabeth City State University
### Employment Application

<table>
<thead>
<tr>
<th>Posting Number:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Personal Information

<table>
<thead>
<tr>
<th>Last 4 Digits of Social Security Number:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>Country:</th>
<th>State enter NA if a non US address:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip Code:</th>
<th>Phone Home or where you can be reached:</th>
<th>Business Phone:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Are you presently legally authorized to work in the United States?</th>
<th>Do you now work for the State of NC?</th>
<th>Are you related by blood or marriage to any person now working for the state?</th>
<th>If yes, give name, relationship to you and the agency where employed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you subject to Military Selective Service registration?</th>
<th>Will you accept work anywhere in NC?</th>
<th>If No, please list the counties in which you would be willing to work:</th>
<th>Type of work desired:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Demographic Data

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Gender:</th>
<th>Race:</th>
</tr>
</thead>
<tbody>
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</table>

### Disability:

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</table>

### High School Education or GED

<table>
<thead>
<tr>
<th>Highest level of High School completed?</th>
<th>Name of High School:</th>
<th>City:</th>
<th>State:</th>
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<tbody>
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</tbody>
</table>
## Educational Institutions

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Start Date</th>
<th>Last Date Attended, leave blank if still attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Did you graduate?</th>
<th>Total number of semester hours completed (please enter in number - regardless if a degree was earned):</th>
<th>Major if applicable:</th>
<th>Type of Degree if applicable:</th>
</tr>
</thead>
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</tbody>
</table>

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<tr>
<th>Name of School</th>
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<th>Start Date</th>
<th>Last Date Attended, leave blank if still attending</th>
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<th>Major if applicable:</th>
<th>Type of Degree if applicable:</th>
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</tbody>
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<th>Location</th>
<th>Start Date</th>
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<tbody>
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<td></td>
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</tbody>
</table>

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<thead>
<tr>
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<th>Total number of semester hours completed (please enter in number - regardless if a degree was earned):</th>
<th>Major if applicable:</th>
<th>Type of Degree if applicable:</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

## Skills

CHECK the following skills, experiences, etc which you have:

- **Driver's License (specify no. & state):**
- **Chauffeur’s License (specify no. & state):**
- Car for use at work
- Sign Language
- Foreign language (specify):
- Adding Machine/Calculator
- Typing (specify WPM):
- Shorthand/speedwriting (specify WPM):
- Legal transcription
- Medical transcription
- Braille
- Word Processing
- Other
**Training/Certifications**

<table>
<thead>
<tr>
<th>Special training programs and seminars you have completed in the last five years:</th>
<th>Membership in professional, honorary, or technical societies list:</th>
<th>Licenses and Certifications List, giving dates and sources of issuance:</th>
</tr>
</thead>
</table>

**Current Professional Status**

<table>
<thead>
<tr>
<th>Registration:</th>
<th>State:</th>
<th>Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration:</td>
<td>State:</td>
<td>Number:</td>
</tr>
<tr>
<td>Registration:</td>
<td>State:</td>
<td>Number:</td>
</tr>
</tbody>
</table>

**Employment Experience**

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State enter NA if a non US address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor Name:</td>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Number Supervised by you:</td>
<td>Date Employed:</td>
<td>Date Separated leave blank if still employed:</td>
<td>Full Time Years/Months:</td>
</tr>
<tr>
<td>Part Time Years/Months:</td>
<td>If part time, number of hours worked per week:</td>
<td>Starting Salary:</td>
<td>Ending or Current Salary:</td>
</tr>
</tbody>
</table>

List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>May we contact this employer?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State enter NA if a non US address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor Name:</td>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Number Supervised by you:</td>
<td>Date Employed:</td>
<td>Date Separated leave blank if still employed:</td>
<td>Full Time Years/Months:</td>
</tr>
<tr>
<td>Part Time Years/Months:</td>
<td>If part time, number of hours worked per week:</td>
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<td>Ending or Current Salary:</td>
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<th>Reason for Leaving:</th>
<th>May we contact this employer?</th>
</tr>
</thead>
</table>

Employer Name: | Address: | City: | State enter NA if a non US address: |
|----------------|---------|------|-----------------------------------|

Job Title: | Supervisor Name: | Telephone Number: |
|-----------|------------------|------------------|

Number Supervised by you: | Date Employed: | Date Separated leave blank if still employed: | Full Time Years/Months: |
|--------------------------|---------------|--------------------------------|-----------------------|

Part Time Years/Months: | If part time, number of hours worked per week: | Starting Salary: | Ending or Current Salary: |
|------------------------|---------------------------------|----------------|-------------------------|

List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>May we contact this employer?</th>
</tr>
</thead>
</table>

References

<table>
<thead>
<tr>
<th>Name of Reference:</th>
<th>Phone Number:</th>
<th>How do you know this reference?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Criminal History

Have you ever been convicted of an offense against the law other than a minor violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.):

If yes, please describe the dates, nature, and circumstances of the crime:
### Military Service

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you served honorably in the</td>
<td>Do you wish to declare a service-</td>
<td>At the time of this application, are</td>
<td>Do you wish to declare eligibility</td>
</tr>
<tr>
<td>the Armed Forces of the United</td>
<td>connected disability?</td>
<td>you the surviving spouse or</td>
<td>for veteran’s preference as the</td>
</tr>
<tr>
<td>States on Active duty for reasons</td>
<td></td>
<td>dependent of a deceased veteran who</td>
<td>spouse of a disabled veteran?</td>
</tr>
<tr>
<td>other than training?</td>
<td></td>
<td>died from service-related reasons?</td>
<td></td>
</tr>
<tr>
<td>Are you a member of the Military</td>
<td>Branch of Service:</td>
<td>Date Entered:</td>
<td>Date Separated:</td>
</tr>
<tr>
<td>Reserves?</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Final Rank:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Agreement

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

### Policy Statement Governing Fraudulent Job Application Addendum to EPA Employment

The 1987 Session of the North Carolina General Assembly enacted legislation prohibiting the fraudulent disclosure and willful nondisclosure of information relating to applications for State Employment (N.C.G.S 126-30). The statute authorized the Board of Governors to issue regulations to implement this law for all University of North Carolina employees exempt from the State Personnel Act (Chapter 126 of the North Carolina General Statutes). Pursuant to that mandate, the following regulations are hereby adopted.

1. Each application form to be used for EPA employment shall contain the following statement to be signed by the applicant:

   North Carolina law requires notice to every applicant for State employment that will fully providing false or misleading information or failing to disclose relevant information shall be grounds for rejection of an application or later disciplinary action or criminal prosecution. Dismissal from employment shall be mandatory in any case in which a false or misleading representation is made in order to meet position qualifications. Elizabeth City State University is required by law to verify an applicant’s representations about credentials and other qualifications relevant to employment. By executing this employment document or information within the possession of a third party, such as an educational institution or licensure board, that may serve to verify any representation made by you in this employment application.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Applicant's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
ELIZABETH CITY STATE UNIVERSITY
Application Addendum

In order to determine an applicant’s proficiency in written communication and to ensure the appropriateness of teaching assignments a directed writing sample and current \textit{vitae} are required.

Members of the faculty at Elizabeth City State University are evaluated on teaching, service to the community and university and scholarship (publications, research, grant writing, etc.). Describe below your philosophy on teaching, service, student advisement and scholarship.

Name ________________________________________Subject Area(s) _______________

Signature __________________________________Date ____________________________
Elizabeth City State University  
Division of Academic Affairs  

Faculty Credentials Summary  

Faculty Name:_______________________ Email:  _____________________________
School:  ______________________________Department:  ______________________

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Discipline</th>
<th>Granting Institution</th>
<th>Year Awarded</th>
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<tr>
<th>Primary Teaching Field</th>
<th># Graduate Hours</th>
<th>Courses Taught</th>
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15

Revised: 11-09
Sample Vita

Enter Last Name, Enter First Name, Enter MI., Enter highest degree earned
Enter Rank of Enter Discipline
Department of Enter Department Name (Do not abbreviate!)
Enter Undergraduate, Graduate or Undergraduate and Graduate Faculty
   Appointed Enter Year

1. **Academic Degrees**
   
   Enter Ph.D. Degree                Enter Institution     Enter Year     Enter Discipline

   Enter Master’s Degree               Enter Institution     Enter Year     Enter Discipline

   Enter Baccalaureate Degree       Enter Institution     Enter Year     Enter Discipline

2. **Professional Experience**

   Enter Year(s) Insert name of company/institution/school where
experience occurred and title.                  Please do not list duties performed!

3. **Faculty and Administrative Load**

   Summer Semester, 2006
   Enter Prefix Enter Course # Enter Course Title     Enter # semester hrs.

   Fall Semester, 2006
   Enter Prefix Enter Course # Enter Course Title     Enter # semester hrs.

   Spring Semester, 2007
   Enter Prefix Enter Course # Enter Course Title     Enter # semester hrs.

   **Other Collegiate Assignments**

   Enter Any Administrative Duties
   Enter Any College Committee Memberships
   Advisor: Enter # undergraduates, Enter # master’s cand. Enter # doctoral cand.
   Student Teachers Supervised: Enter # in fall semester

4. **Current Professional and Academic Association Memberships** (asterisk beside
   meetings attended)

   Enter Organization Name, Enter Title or the word “member”
5. **Current Professional Assignments and Activities** (non-teaching)

   Enter Title, Enter Organization/Institution Name

6. **Publications**

   Enter Author(s) Name, *Enter Book Title*, Enter Publishing Company: Enter City, Enter Copyright, Enter #pages

   Enter Author(s) Name, “Enter Article Title,” *Enter Journal Title*, Enter Month Year, and Enter #pp.

7. **Papers Presented**

   “Enter Paper Title,” Enter Conference Name, Enter Year, Enter City, and Enter State

8. **Research**

   Enter any funded or personal research, special studies, and documented research in progress
Faculty Transcript Form  
Qualifications of Full-Time and Part-Time Faculty

___ Academic Credentials  
___ Alternative Credentials

Name of Faculty: ___________________________

Name of Academic Area, Discipline, 
Department/School: ________________________  
___ Graduate Faculty

Academic Term: _______________ (ex. Spring 09)   ___ Undergraduate 
Faculty

A separate form MUST be completed for each discipline in which a faculty member is credentialed.

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<th>5</th>
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</thead>
<tbody>
<tr>
<td>Academic Degree &amp; institutions granting degrees (include location). List highest degree first.</td>
<td>ECSU Courses List each course with prefix number and full title (Link to LO for each course)</td>
<td>Relevant Course Credit earned. List each course with prefix, number and full title</td>
<td>Credit Hours</td>
<td>Further study certificates, workshops, publications, etc.</td>
</tr>
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</table>

Approval:  
Faculty ___________________________ Date: ____________  
Dean ___________________________ Date: ____________

(Alternative Cred) Faculty Credentials Committee ____________________ Date: ________

Provost/Vice Chancellor for Academic Affairs ________________________ Date: ________
Preamble

Elizabeth City State University (ECSU) strives to actively recruit from a variety of sources to achieve a diverse and qualified workforce that successfully meets the needs and demands of the university. ECSU is implementing an online employment system to manage the various components of the employment process. The following procedures shall be used in the recruitment and selection process for faculty positions.

I. New Positions
The Dean, in consultation with the Vice Chancellor for Academic Affairs, determines the need for a new position to ensure that it contributes to the goals and mission of the School, consistent with institutional goals and the mission. The Establish New Position Description form of the online employment system is used to include pertinent information to establish the job, including budget information. A description of how the position will function in the School is included in the form. The Dean forwards the form to the Division Head. When the form is approved by the Division Head, it is forwarded to the Budget office. The Budget Office forwards the form to the Chancellor; the Chancellor forwards the approved position description form to the Division of Human Resources and Payroll (HRP) for posting (advertising).

II. Vacant Positions
Employees should submit a letter of resignation/retirement to the Chairperson, Dean, and to the Division of Human Resources and Payroll (HRP). Upon receipt of the letter, HRP shall generate a Requisition (formerly Request to Advertise Position Form) via the online employment system and shall forward the Requisition electronically to the Vice Chancellor for Academic Affairs. When the Requisition is properly completed and approved, the position is advertised accordingly.

III. Advertising
A. The Vice Chancellor for Academic Affairs (Division Head) or Dean (Department/Unit Head) edits the Requisition and submits the form via the online system to the Division Head for approval. The completed form must include any management preferences for the position, including specific advertising instructions.
B. The Division Head forwards the approved Requisition to HRP for posting (advertising).

C. Positions shall be advertised as requested by the hiring manager within the online employment system and the Personnel Management Information System. Advertising sources other than those mentioned above are borne by Academic Affairs. Copies of the announcement are placed in the department where the vacancy occurs and in the position file.

IV. Training
Training is available by the Division of Human Resources and Payroll on the university’s Recruitment, Posting of Vacancies and Selection Policy (22.2.9) with hiring managers on a scheduled basis. Assistance shall be provided throughout the selection process by the Vice Chancellor for Human Resources and Payroll or the Human Resources Specialist.

V. Vacancies in the School/Department
Each vacancy must be treated as a separate position for hire, by position number.

VI. Selection Process
The Dean or Chairperson shall submit the recommended search committee and interview questions to the Vice Chancellor for Academic Affairs for divisional review prior to being submitted to the EEO Officer for final approval. The search committee must demonstrate diversity, in terms of race and gender. The EEO Officer returns the approved committee and questions to the Dean or Chairperson and submits copies to HRP to be placed in the position file. These documents are subject to audit by the North Carolina auditors, the Department of Labor and the Office of Civil Rights at any time. Questions should not be shared until first meeting of the panel.

1. Applications are initially screened by the online employment system as applicants apply for vacant positions and respond to qualifying questions and include required documents (i.e. attaching resume, credentials, letters of references, application addendum, etc.). HRP does not screen the applications to determine the most qualified or qualified. All applicants are released electronically to the Dean or Chairperson and HRP gives the search committee access to the applicants via the online system. HRP shall also submit the Screening/Rating/Ranking Report electronically to the Department/Unit Head. The Dean has the option to review the applicant pool at any time via the online employment system.

2. The Search Committee, at its first meeting, and after receiving the charge from the Dean and/or Vice Chancellor, develops additional
3. The Search Committee reviews the pool of applicants and screens according to the hiring criteria. The Dean determines the number of candidates to be selected for interview.

4. When the appropriate number of qualified applicants is identified, the Dean completes a Faculty Transcript Form on each candidate to verify the credentials. Once the credentials have been verified, the Dean changes the status of the selected candidates to “interview pending”. The Chair of the Search Committee may contact the candidates to schedule interviews with the approval of the Dean. HRP is available to assist in contacting the candidates.

5. The Search Committee takes notes during the interviews. All members must be present and participate to ensure fairness in the selection process. Questions may not be shared with prospective candidates prior to or during the interview; this action creates a bias in the process and places the integrity of the Search Committee in jeopardy.

6. At the end of the interview process, the Committee meets to discuss their individual tallies and return all search materials to the Chair of the Committee. Individual Screening/Rating/Ranking Reports are prepared by each member of the Committee and signed. Recommendations are made to the Dean or Vice Chancellor for Academic Affairs in unranked order. The Dean shall review the tallies and create a Hiring Proposal (formerly Recommendation for Personnel Action form) via the online system for the selected candidate; the master Screening/Rating/Ranking Report and the Hiring Proposal, along with selection process forms, notes or other documents are forwarded to the EEO Officer for approval.

7. The Chair is responsible for ensuring that any copies made during the process are destroyed and forwarding all original documents along with the Hiring Proposal to the EEO Officer. All materials used during the selection process are filed in HRP for three years and are subject to scrutiny/audit by State of North Carolina auditors, the Department of Labor and the Office of Civil Rights.

8. The EEO Officer shall verify that the process was followed, approve the hiring proposal and shall forward the proposal to the Division Head. The Division Head forwards the proposal to the Budget Office. The Budget Office, after verification of availability
of funds, shall forward the hiring proposal to the Vice Chancellor for Human Resources and Payroll for processing.

VII. Preparing the Contract

A. Human Resources and Payroll shall verify the information on the Hiring Proposal and approve the proposal.

B. Background checks must be completed on all new hires. HRP contacts the prospective employee to sign and have notarized the background check authorization form. The background check process may take from one day to three weeks.

C. Academic Affairs shall prepare all Faculty Contracts from information provided on the Hiring Proposal. The contract is submitted to Human Resources for review/approval and returned to Academic Affairs for dissemination to the successful candidate and should be returned to the university within 10 calendar days.

D. In cases of new hires, the application, printed from the online employment system, shall accompany the contract to the successful candidate. Both forms shall be returned as expeditiously as possible for processing to HRP.

E. The Employment Eligibility form (I-9) shall be completed within three days once the prospective employee commences his employment date. The information is entered in the Homeland Security database and an immediate response is received.

F. Upon a favorable receipt of the I-9 verification the prospective employee is hired. HRP shall notify all unsuccessful candidates via the online employment system that the position is filled and store all recruitment position materials in the permanent position file.

VIII. Compensation

When the contract and application are received in HRP, processing for payment begins. A PD105 is generated from information on the contract and application. Normal turn around time for a PD105 between agencies and universities varies from five to ten days. PD105 is provided to Payroll immediately (daily) upon receipt. Payroll keys in information to generate paychecks.

Related Forms

Establish New Position Description (within online employment system)
Requisition (formerly Request to Advertise form)
Screening/Rating/Ranking Report
Hiring Proposal (formerly Recommendation for Personnel Action form)
PROGRAM REQUIREMENTS

3.5.4 At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

FACULTY CREDENTIALS REQUIREMENTS GUIDELINES

It is the policy of Elizabeth City State University to employ faculty whose credentials comply with the University of North Carolina and SACS Criteria for Accreditation.

Qualifications: The qualifications for teaching full-time or part-time are the same for all credit courses whether face to face, distance learning, or off-site locations. Faculty members must meet the University’s requirements, as contained in the Faculty Credentials Manual, as well as the requirements of SACS and other applicable accrediting and/or approval agencies to teach in the disciplines.

Academic degrees presented for credentialing will generally be awarded from regionally accredited institutions. In the event that the faculty member is a graduate of a non-regionally accredited or an institution outside the United States, a further review of credentials will be conducted to ensure appropriate academic preparation. All faculty must hold academic credentials from an accredited institution.

Faculty Credentials verification is an integral part of the faculty hiring process and the development of strong academic programs. The Office of Academic Affairs is ultimately responsible for the verification and validation of all credentialing required for the Teaching Faculty of the University.

The department chair in collaboration with the dean of the School is responsible for certifying, and verifying faculty credentials for any assigned course(s) that fall within the scope of that department. Faculty certification under Academic Credentials does not need approval from the Faculty Credentials Committee. Any faculty verification that falls under Alternative Credentials must be approved by the Faculty Credentials Committee prior to submission to the Office of Academic Affairs and before teaching the course. The guidelines for certifying faculty can be found below:

SACS Principles of Accreditation

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications
Faculty Credentials

Academic Credentials

a. Faculty teaching general education courses at the undergraduate level: doctoral 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: doctoral 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 baccalaureate courses: doctoral 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).

d. Faculty teaching graduate and post-baccalaureate courses: earned doctorate/terminal degree in the teaching discipline or a related discipline.

e. 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.

Alternative Credentials

Faculty can be credentialed to teach specific courses by a review of each transcript to include but not limited to the master’s degree, coursework, strong work experience in the field, further study, certificates, licenses, honors, awards, and other credentials determined to be extraordinary by the Vice Chancellor for Academic Affairs with final approval by the Chancellor. A portfolio must accompany any recommendation in this category that includes all pertinent documentation.

Credentialing faculty under Alternative Credentials will be reviewed annually by the Vice Chancellor for Academic Affairs and changed as necessary.
FACULTY PORTFOLIOS

Under special circumstances, faculty members may have experience that clearly contributes to student learning outcomes and that can be considered in lieu of formal academic preparation. In these cases, the faculty member may present a portfolio that documents the experience. The portfolio of the faculty member must include the following documentation:

1. Alternative Credentialing Form

2. The Faculty Transcript Evaluation form (with official transcript attached).

3. Supporting materials to include the following in the order specified:
   a. If the experience concerns coursework, letters certifying that the coursework is equivalent to the required coursework should appear first. These letters should come from an academic officer from the department that is accepting equivalency. For example, if an instructor wishes to request that technology coursework be accepted as equivalent to math coursework, the academic officer of the math department at the awarding institution should attest to the equivalency of the coursework.
   b. If the experience concerns professional experience, documentation should appear next (or first, if no coursework exceptions are involved). Documentation of professional experience includes items such as certificates, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
   c. Professional letters of support.
   d. Student letters of support.
   e. Other documentation.

4. The portfolio will be submitted to the Department Chair.

5. The chair will review the portfolio and make recommendations to the dean who will approve or disapprove the portfolio.

6. Upon recommendations for disapproval, the portfolio will be returned to the candidate with recommendations for additional documentation as identified.

7. Upon recommendations for approval, the portfolio will be submitted to Academic Affairs for review by the Faculty Credentials Committee and to be maintained as part of the faculty file.
FACULTY CREDENTIALS COMMITTEE

Members:
One faculty member from each school
Chaired by SACS Liaison
Associate Vice Chancellor for Academic Affairs serves as Ex Officio.

The Faculty Credentials Committee will review faculty approvals to teach course(s) submitted under Alternative Credentials. Faculty must be approved prior to teaching any courses not qualified for under Academic Credentials. All recommendations from the Faculty Credentials Committee go to the Vice Chancellor for Academic Affairs for approval.
ALTERNATIVE CREDENTIALING FORM

Faculty Applicant: ________________________________________________________

Division: _______________________________________________________________

Teaching Discipline: ______________________________________________________

Explanation: (Give a brief summary to justify request)

Documentation for Alternate Qualifications:

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________

______________________________  __________________
Department Chair        Date

______________________________  __________________
Dean                               Date

______________________________  __________________
Chair, Faculty Credentials Committee    Date

______________________________  __________________
Vice Chancellor for Academic Affairs      Date
INTERNATIONAL CREDENTIAL EVALUATION SERVICES AND WEBSITE

WES World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 739-6100
(212) 219-7330
Email: info@wes.org
www.wes.org/faculty
Faculty Roster Form  
Qualifications of Full-Time and Part-Time Faculty

Name of Institution: ______________________________________

Name of Academic Area, Discipline, Department/School: ____________

Academic Term(s) Included: _____________________________

Date Form Completed: _____________________________

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<tbody>
<tr>
<td>Name</td>
<td>Courses Taught</td>
<td>Relevant Academic Degrees and Course Credits Earned</td>
<td>Other Qualifications</td>
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</tbody>
</table>

For an electronic version of this form and its instructions for completion, access http://www.sacscoc.org, click onto Resources, click onto Institutional, and click onto Faculty Roster Form and Faculty Roster Instructions. Please read the instructions before completing the form.
ACCREDITATION ORGANIZATIONS

Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
1866 Southern Lane, Decatur, Georgia 20022-4097
404-679-45021

Council On Social Work Education (CSWE)
1725 Duke Street, Suite 500
Alexandria, Virginia 22314-3457
703-229-4021

National Council For Accreditation of Teachers Education (NCATE)
2010 Massachusetts Avenue, Northwest
Suite 500
Washington, DC 20036
202-466-7496

National Association of Schools of Music (NASM)
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190
703-437-0700

The Association to Advance of Collegiate Schools of Business (AACSB)
777 South Harbour Island Boulevard
Tampa, Florida 33602-5730
813-769-6500

The Association of Technology, Management, and Applied Engineering (ATMAE)
3300 Washtenaw Avenue - Suite 220
Ann Arbor, MI 48104
734-677-0720
ACCREDITATIONS & MEMBERSHIPS

Elizabeth City State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30083-4097) to award degrees at the baccalaureate and master’s levels.

ECSU’s Teacher Education program is approved by the North Carolina Board of Election and accredited by the National Council for the Accreditations of Teacher Education (NCATE). The Industrial Technology Program is accredited by the National Association of Industrial Technology.

The university as a whole, or through components of it, has current memberships in various professional learned organizations. Memberships are held in the following:

Accreditation Council of Pharmacy Education
American Council on Education
American Association of Colleges for Teacher Education
American Association of Higher Education
American Association of School Administrators
American Association of State Colleges and Universities
American Library Association
American Mathematical Society
American Political Science Association
American Collogeate Press
Association to Advance Collegiate Schools of Business
Association for General and Liberal Studies
Association for Institutional Research
Association of International Educators
Association for Supervision and Curriculum Development
Association of College Administration Professionals
Association of Teacher Education Institutions
Carolinus Association of Collegiate Registrars and Admissions Officers
Central Intercollegiate Athletic Association
College Entrance Examination Board
Colleges and University Systems Exchange
Council for the Advancement and Support of Education
Council for Opportunity in Education
Council on Social Work Education
Eastern Communication Association
Intercollegiate Press
Mathematics Association of America
National Association of Equal Opportunity in Higher Education
National Association of Colleges and University Attorneys
National Association of College and University Business Officers
National Association of Foreign Student Advisors
National Association of Student Aid Administrators
National Association of School of Music
National Collegiate Athletic Association
National Communication Association
National Cooperative Association
North American Association of Summer Sessions
North Carolina Academy of Science
North Carolina Association of Colleges for Teacher Education
North Carolina Association of Student Aid Administrators
North Carolina Association of Summer Sessions
North Carolina Cooperative Education Association
North Carolina Library Association
North Carolina Student Information System
Society for College and University Planning
Society for Human Resources Management
Southern Association of Colleges and University Business Officers
Southern Association of Libraries
Southern Association of Student Aid Administrators
University Council on International Programs
University of North Carolina Exchange Program
Revision and update Process

The Faculty Handbook Committee and the Faculty Credentials Committee will be convened as necessary (at a minimum review every two years) to review, evaluate, and propose revisions to the Faculty Handbook and the Faculty Credentials Handbook. The Chair of the Faculty Handbook Committee (Will chair the committee for both handbooks and hereafter referred to as the Faculty Handbook Committee.) not only chairs the committee, but also serves as liaison to the faculty regarding the Faculty Handbook. The Provost and Vice Chancellor for Academic Affairs should work with the Faculty Handbook Committee when it is convened to review and evaluate the handbook. The Chair of the Faculty Handbook Committee serves on University Policy Committee and maintains the most up-to-date version of the Faculty Handbook on the Faculty Handbook webpage in collaboration with the Provost and Vice Chancellor for Academic Affairs. When changes to the Faculty Handbook are approved by the Board of Trustees, the Chair of the Faculty Handbook Committee makes the necessary changes in the document and is responsible for disseminating the changes to all faculty members, the Secretary of the Faculty Senate, and the Provost and Vice Chancellor for Academic Affairs, and posting the changes on the University Webpage.