

ELIZABETH CITY STATE UNIVERSITY

A constituent institution of the University of North Carolina

Elizabeth City, North Carolina

Faculty Credentials Handbook



Division of Academic Affairs

2019-2020

Elizabeth City State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the baccalaureate and master's level. Questions about the accreditation of Elizabeth City State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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**ELIZABETH CITY STATE UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

FACULTY CREDENTIALS HANDBOOK

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INTRODUCTION

Elizabeth City State University (ECSU) subscribes to the values and practices of the regional body for academic self-regulation, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). *The Principles of Accreditation: Foundations for Quality Enhancement* specify the basic standards that an institution must accomplish to ensure that its faculty members hold the appropriate level and kind of credentials as follows:

- 6.1. The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.
- 6.2. For each of its educational programs, the institution
 - a. Justifies and documents the qualifications of its faculty members. (*Faculty qualifications*)
 - b. Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (*Program faculty*)
 - c. Assigns appropriate responsibility for program coordination. (*Program coordination*)

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

ELIZABETH CITY STATE UNIVERSITY MISSION STATEMENT

As a constituent institution of The University of North Carolina System, Elizabeth City State University offers baccalaureate, professional, and master's degrees for a diverse student body. Our mission is to promote economic, social, and environmental progress for the people of northeastern North Carolina, the state, and the nation.

We achieve our commitment to the highest quality education by maintaining a rigorous focus on academic excellence through liberal arts programs and using innovative and flexible technology-based instruction models to enhance our signature areas: integrating technology with education, improving human health and wellness, and advancing the natural and aviation sciences.

Through teaching, research, and community engagement, the institution's rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. It serves the needs and aspirations of individuals and society; producing graduates for leadership roles and life-long learning.

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.

ACADEMIC PROGRAMS

Elizabeth City State University offers 27 undergraduate and four (4) graduate degree programs. The Schools and academic Departments offer various curricula leading to the degree of Bachelor of Science in Education, Bachelor of Science, Bachelor of Arts, Bachelor of Social Work, Master of Education, Master of School Administration, and Master of Science.

SCHOOL OF EDUCATION AND BUSINESS

Department of Business, Accounting and Sport Management

Accounting

Business Administration

Sport Management

Department of Education

Elementary Education (K-6)

Birth to Kindergarten

Special Education

Master of Education in Elementary Education (100% online)

Master of School Administration

In addition to its academic programs, the School of Education and Business houses the **Department of Military Science**, which offers the United States Army Reserve Officers Training Corps (ROTC) program.

SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

Department of English and Digital Media Arts

Digital Media Arts

English

Department of Music and Visual Arts

Graphic Design

Music

Department of Social Sciences

Criminal Justice

History

Homeland Security (100% online)

Interdisciplinary Studies (100% online)

SCHOOL OF SCIENCE, AVIATION, HEALTH, AND TECHNOLOGY

Department of Aviation and Emergency Management

Aviation Science

Emergency Management

Unmanned Aircraft

Department of Health and Human Studies

Kinesiology

Psychology

Social Work

Pharmaceutical Sciences

Department of Mathematics, Computer Science and Engineering Technology

Computer Science

Engineering Technology

Mathematics

Master of Science in Mathematics

Department of Natural Sciences

Biology

Chemistry

Sustainability Studies

Master of Science in Biology

DEFINITION OF TERMS RELATED TO ACADEMIC PROGRAMS

All baccalaureate degree and discipline area programs are defined in terms of specific number of semester hours, major related courses, concentration, free electives, and/or minors.

MAJOR— A major consists of a group of prescribed and elective courses providing breadth and depth in an academic discipline, in two or more closely related disciplines, or in an interdisciplinary field of study. All majors at ECSU are defined in terms of a specific number of semester hours, which may range from 30 to 60 semester hours.

RELATED AREAS — The requirement of a major in one discipline may include supporting courses selected from other disciplines (related areas).

CONCENTRATION — 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 is a part of the total number of hours required for the major. Concentrations must have a minimum of 12 semester hours. The number of credits in a concentration may not exceed the number of credits in the major.

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.

FREE ELECTIVE – A free elective is a noncompulsory course that is not part of a student’s major, related area, or concentration requirements. All academic programs must have a minimum of 9 semester hours of free electives.

| Category | Minimum | Maximum |
|---------------|---------|-----------------------|
| Major | 30 | 60 |
| Related Area | - | - |
| Concentration | 12 | # of credits in major |
| Electives | 9 | |

SECTION 1: ECSU FACULTY CREDENTIALS REQUIREMENT GUIDELINES

Overview

It is the policy of Elizabeth City State University to employ faculty whose credentials comply with the University of North Carolina and SACSCOC guidelines. 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 that falls within the scope of that department. Faculty members can be qualified to teach through standard academic qualifications or alternate credentials. This handbook contains guidelines to address the documentation that is required to ensure that all faculty members meet the highest standards of preparation for a given instructional assignment.

A. STANDARD CREDENTIALING

In general, ECSU's credentialing guidelines are based on the *SACSCOC Faculty Credentials Guidelines* which specify the degrees and coursework qualifications that are appropriate to different kinds of instructional assignments; specifically:

- 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 **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).
- c. Faculty teaching **graduate and post-baccalaureate course work**: Earned doctorate/terminal degree in the teaching discipline or a related discipline.

These are the **standard guidelines** for faculty credentialing and apply to all faculty members at ECSU. The qualifications for teaching full-time or part-time are the same for all credit courses, except physical activity and Military Science courses, whether face-to-face, distance learning, or off-site locations. Faculty certification under the standard guidelines for academic credentials does not need approval from the Faculty Credentials Committee.

1. Transcripts and Degrees

The hiring authority is responsible for ensuring that ECSU has an official copy of the transcript for all academic credentials earned by the prospective faculty member on file in the Office of the Provost. An official transcript is sent directly from one institution to another. The transcript should be sent directly to the hiring authority. A copy may be kept in the department/school; the original will be held in the Office of the Provost.

Effective July 1, 2020, all transcripts must be from institutions that are “regionally” or “nationally” accredited. Prior to July 1, 2020, faculty transcripts had to be from “regionally” accredited institutions.

Foreign degrees must be evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES) to establish their equivalency to degrees issued in the United States. A course-by-course evaluation is necessary for all degrees in the teaching field. If an abstract of the dissertation or other terminal project can be provided, a course-by-course analysis is not required for a terminal degree in the teaching field. Documents in foreign languages must be translated by an appropriate external agency.

Until appropriate documentation of the highest earned degree is on file, the university will accept no claims about the prospective faculty member’s qualifications for the instructional assignment.

2. Graduate Faculty Instruction

Faculty teaching graduate courses or otherwise responsible for graduate credit must hold an earned terminal degree in the teaching or related discipline.

Terminal degree in the teaching discipline

A person who has earned a terminal degree in the teaching discipline is qualified to teach graduate courses in that discipline. Chairs of departments in consultation with deans are responsible for ensuring that faculty members are assigned to courses, theses, field experience, and other forms of instruction solely within their areas of expertise.

Terminal degree outside of the teaching discipline (“related discipline”)

A prospective instructor without a terminal degree in the teaching discipline (but holds a terminal degree in a related discipline) may qualify to teach graduate courses or offer other forms of graduate credit through the following:

Documentation of **18 graduate semester credits** of coursework that can serve as the basis for the instructional assignment. Documentation must be appropriate to the course being taught. An

official transcript must be used in this documentation. If the level/content of the coursework is not clear, the chair/dean should seek additional information from the degree-granting institution. Credits must be documented by course prefix/number, course name, year in which the credits were earned, and the institution/degree program in which they were earned. These graduate semester credit hours must be made up of formal coursework. The thesis, dissertation, internship, and similar credits do not count towards this documentation.

3. Undergraduate Faculty Instruction

Terminal degree in the teaching discipline

Instructors holding a terminal degree in the teaching field are qualified for any instructional assignment within that field, provided that their chair/dean has concluded that they have either the graduate training or have acquired the knowledge base for the particular course. In all cases, chairs of departments and deans of schools are responsible for ensuring that faculty members are assigned to courses, directed independent studies, and honors theses solely within their areas of expertise. ECSU assumes that professional development is an on-going responsibility of full-time faculty. Professional development appropriately includes the development of new fields of competency as well as staying current in the fields of one's graduate study.

Master's degree or terminal degree outside the teaching discipline

Instructors who hold a master's degree or hold a terminal degree outside the teaching field must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignments. The hiring authority would need to provide one and or both of the followings:

- a. Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.
- b. Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

No graduate degree or graduate degree in progress

Unless credential is met using Alternate Credentialing, individuals without completed graduate degrees may not teach undergraduate courses. Exceptions to this requirement are part-time (adjunct) faculty teaching physical education activity and Military Science courses (ECSU Policy 300.2.4.1).

Physical Activity Courses (PE 160 – PE 363)

Faculty teaching physical activity courses should possess:

- a. A bachelor's degree and
- b. Substantial qualifications in the area of instruction

Military Science Courses (MIS)

Faculty teaching military science courses are required to complete the Common Faculty Development Instructor Course (CFD-IC) as outlined in Chapter 8 of The United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-70. The CFD-IC graduate demonstrates instructor competencies to teach, train, and facilitate learning in an adult learning environment.

Flight Instructors

As part of its mission-based responsibility to ensure appropriate faculty for offered credit courses, the faculty hiring process at ECSU gives priority to the overall qualifications of prospective faculty members. First, a highest or terminal degree receives special consideration, although a master's degree also qualifies faculty members for a position in the teaching discipline. In addition to the academic degree, professional licensure and special certifications are required when needed in specific areas such as Aviation Science. Aviation science will accept the Federal Aviation Administration (FAA)/industry certifications relevant to the subject as an alternative credential for all flight ground classes and flight laboratories. FAA certifications in flight and maintenance along with industry experience are crucial to developing successful students in a collegiate aviation degree program.

B. ALTERNATIVE CREDENTIALING

SACSCOC recognizes that a faculty member's qualifications may include professional accomplishments, licensures and certifications, and a range of other evidence demonstrating competence, effectiveness and capacity in meeting the objectives of a course. These additional qualifications are considered during alternate credentialing.

Faculty at ECSU can be credentialed to teach specific courses by a review of each transcript to include but not limited to the Master's degree coursework, related work experience in the field, further study, certificates, licenses, honors, awards, professional development activities, and other credentials determined to be adequate by the Provost/Vice Chancellor for Academic Affairs. A portfolio that includes pertinent documentation must accompany any recommendation in the alternate credentialing category.

The chair reviews the documentation of qualifications for the instructional assignment, and then forwards the portfolio to the Dean. If the Dean finds the documentation to be appropriate, then it is forward to the Provost. The Provost, advised by the faculty credentialing committee, will determine whether the portfolio of accomplishments provides compelling evidence that the person is qualified for the instructional assignment.

Alternatively, faculty members may have the experience that clearly promotes student-learning outcomes, and that can be considered in lieu of formal academic preparation.

Portfolio Preparation

All requests for alternative credentialing require the submission of a portfolio.

Items to Include in Portfolios:

1. Alternative Credentialing Form (See Appendix A)
2. Faculty Transcript Evaluation form (with official transcript attached – See Appendix B)
3. Supporting Materials
 - a. If coursework is questionable – Letters certifying that the coursework is equivalent to the required coursework
 - b. Documentation in support of credentialing based on Professional Experience – Certificates, Awards, Appearance on Programs, 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. Abstracts of published works
 - f. Articles in peer-reviewed journals
 - g. Evidence of book publications
 - h. Copies of published reviews of an exhibition or performance
 - i. Copies of book reviews published in scholarly journals
 - j. Presentations in conferences
 - k. Dissertation abstracts
 - l. Other scholarly evidences

Frequently Asked Questions (FAQs)

Who should receive the portfolio?

The Department Chair receives the faculty portfolio and makes a recommendation to the Dean.

Who approves or disapproves the request to teach a course using alternate credentials?

Approval or disapproval can occur at the level of the Department Chair, Dean, and/or Faculty Credentials Committee. The Provost/Vice Chancellor for Academic Affairs will submit final approval/disapproval to the faculty member after careful examination of all documents.

What happens if the request is disapproved by the Dean?

Upon recommendation for disapproval, the portfolio will be returned to the candidate with recommendations for additional documentation as identified. If no additional documentation is

available, the Dean will submit all letters and portfolio to the Chair of the Faculty Credentialing Committee.

What happens if the request is approved by the dean?

Upon recommendation for approval, the portfolio is submitted to the Chair of the Faculty Credentialing Committee for review. The alternative credentialing process terminates with review by the Provost/Vice Chancellor for Academic Affairs.

SECTION II: ROLES AND RESPONSIBILITIES

A. Faculty Member

It is the responsibility of a faculty member to provide evidence of teaching credentials. These include:

- Official transcripts from nationally or regionally accredited institutions
- Translated, evaluated, and certified foreign credentials (if applicable)
- Copies of licenses or certifications and proof that they are active (if applicable)

In situations when these documents do not meet the standard of credentialing requirements (Section I.A.), additional documentation may be needed to support the production of an alternative justification. The faculty member should present documentation in a portfolio as outlined under *Alternate Credentialing – Items to Include in a Portfolio*.

B. Department Chair

It is the responsibility of the Chair to:

- Examine and verify the credentials of each faculty member assigned to teach a new course.

In instances when these documents do not meet the standard credentialing requirements, additional documentation may be needed to support the construction of an alternative justification.

- The Department Chair must inform the faculty member that a portfolio is required to determine adequate credentials.
- The Chair must draft a letter of approval or denial of alternative justification after reviewing the portfolio and forward both the letter and portfolio to the Dean for approval.
- If more than one course is reviewed, the Chair must indicate approval or denial for each course.

B. Deans

It is the responsibility of the Dean to:

- Ensure that all faculty teaching in their school meet the requirements of their positions and the SACSCOC faculty credentialing guidelines for each of the courses the faculty member may be assigned.

In instances when these documents do not meet the standard credentialing requirements, additional documentation may be required to justify alternate credentials to teach a course.

- The Dean receives an alternative justification letter and portfolio from the Department Chair.
- After examination of the letter of justification and faculty portfolio, the Dean prepares a letter that approves or denies the justification for alternate credentials.
- The Dean submits all letters and portfolio to the Office of the Provost/Vice Chancellor for Academic Affairs.

C. Faculty Credentials Committee

The Faculty Credentials Committee consists of at least two faculty members from each school and the director of SACSCOC Reaffirmation. The Associate Vice Chancellor for Academic Affairs serves as Ex Officio. The Faculty Credentials Committee reviews faculty requests to teach courses submitted under Alternative Credentials. It is the responsibility of this committee to:

- Maintain confidentiality of the process and examination of faculty records
- Review portfolio submitted by the faculty member
- Submit recommendation to Provost/Vice Chancellor for Academic Affairs

D. Provost/Vice Chancellor for Academic Affairs

It is the responsibility of the Provost/Vice Chancellor for Academic Affairs to:

- Submit portfolios to the Faculty Credentials Committee
- Review and Approve or Deny all alternative justification requests
- Provide support and guidance for the development of alternative justifications
- Approve the Faculty Credentialing Handbook

APPENDIX A

ALTERNATIVE CREDENTIALING FORM

Faculty Applicant: _____

Department: _____

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

APPENDIX B



FACULTY TRANSCRIPT FORM

Division of Academic Affairs

Faculty Name: _____ Academic Term: _____

Full-Time: _____ Part-Time: _____ Discipline: _____

Department: _____

| All Academic Degree & Institutions (Include discipline & location) | List each course taught (prefix number and full title) | Each Supporting Graduate Course (Must be 18 hours) | Credit Hours | Further Study (certifications, workshops, publications) |
|---|---|---|--------------|--|
| | | | | |

Faculty Signature: _____

Date: _____

Chairperson Signature: _____

Date: _____

Dean Signature: _____

Date: _____

Faculty Credentials Chairperson: _____

Date: _____

Vice Chancellor Signature: _____

Date: _____

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

APPENDIX C

International Credentials Evaluation Services and Website

Elizabeth City State University may accept degrees from colleges and universities located outside of the United States, upon review of official academic transcripts and credentials. If the highest earned degree is from a foreign university, a general foreign credential verification must be submitted. If the degree does not clearly qualify the candidate to teach the assigned course, a course-by-course credential verification may be required. The candidate is responsible for obtaining the verification of international credentials.

Recommended agency:

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

Although ECSU provides a recommended agency, any evaluation agency recommended by the National Association of Credential Evaluation Services (www.naces.org) may be used.

APPENDIX D

Accreditation Organizations

Southern Association of Colleges and Schools Commission on Colleges
(SACSCOC)
1866 Southern Lane
Decatur, Georgia 30033
404-679-4500

Council on Social Work Education
(CSWE)
1701 Duke Street, Suite 200
Alexandria, Virginia 22314-3457
703-683-8080

Council for the Accreditation of Educator Preparation
(CAEP)
1140 19th St NW, Suite 400
Washington, DC 20036
202-223-0077

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

Association to Advance Collegiate Schools of Business
(AACSB)
777 South Harbour Island Boulevard, Suite 750
Tampa, Florida 33602-5730
813-769-6500

Accreditation Board for Engineering and Technology
(ABET)
415 North Charles St.
Baltimore, MD 21201
410-347-7700

APPENDIX E

Revision and Update Process

The Faculty Credentials Committee will be convened as necessary (at least every two years) to review, evaluate, and propose revisions to the Faculty Credentials Handbook. The Chair of the Committee serves as liaison to the faculty regarding the Handbook. The Provost/Vice Chancellor for Academic Affairs or designee will work with the Committee to provide updates to institutional policies that may affect current processes outlined in the Handbook.