

Faculty Credentials Audit

Annually, Academic Deans will audit faculty credentials using the following process:

1. Obtain the Datatel list of courses for the previous semesters from the Curriculum Data Management office.
2. For each course and corresponding faculty member listed, review the Faculty Credentials Database and identify "yes", "no" or "N/A" for each of the following questions.

Does "Degree Type" meet or exceed the "Education Level Required", and is that appropriate for this course?

Does "Other professional licensure/ certification" state any certification, registration, licensure or other credential required to teach this course?

Does "other professional licensure /certification" state a credential for leadership if the faculty is in a leadership position?

Is this course listed on the faculty member's credentials validation form?

3. For each course and corresponding faculty member, review the Report to Web "Folders" area to view transcripts and other supporting documentation. Identify "yes", "no" or "N/A" for each of the following questions.

Does Report to Web show transcript that supports required degree?

Does Report to Web have scanned document that supports other credential (licensure, registration, certification, portfolio, etc.) which has not expired?

4. If "no" is identified for any question asked, notify the appropriate Dean for corrective action.