I. POLICY STATEMENT

Pertaining to compliance with SACSCOC Comprehensive Standard 3.7.1 for Faculty Competence, Northern Kentucky University (“NKU”) will give primary consideration to the highest earned degree in the discipline in accordance with the SACSCOC Faculty Credentials Guidelines, as approved in 2006. When appropriate, NKU will also consider competence, effectiveness, and capacity through the alternative credentialing process. While an individual cannot be expected to fulfill all of the criteria listed below, they should satisfy as many of the criteria as possible to be deemed qualified through alternative credentialing.

1. Documentation of non-teaching work experience, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty member would be eligible to teach;
2. Possession of higher education degree closely related to the teaching field;
3. Number of college credits earned in teaching field or closely related area;
4. Reputation, especially at a state, national or international level. This must be demonstrated to the satisfaction of the University;
5. Possession of special professional certifications or licenses;
6. Publications other than through vanity presses;
7. Possession of awards/honors/commendations;
8. Verification of how training in the teaching field was achieved;
9. Evidence of excellence in teaching, especially that which is long-standing.
10. Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes, as approved by the Provost.

II. ENTITIES AFFECTED

All University employees and academic departments.

III. AUTHORITY

SACSCOC Comprehensive Standard 3.7.1 for Faculty Competence. [http://www.sacscoc.org/principles.asp](http://www.sacscoc.org/principles.asp)
SACSCOC Faculty Credentials Guidelines, as approved in 2006.  

**IV. DEFINITIONS**

SACSCOC: Southern Association of Colleges and Schools Commission on Colleges

Credentialing: Process to determine academic qualifications of faculty to teach courses in a specific discipline.

**V. RESPONSIBILITIES**

Faculty/Staff: Provide required documentation of academic qualifications.

Department Chairs: Collect documentation of credentials at the point of hiring or course assignment, and as required by accreditation process. Enter/upload required information and documentation to appropriate faculty data repository.

College Deans (or designee): Review those faculty recommended by their respective department chairs and record their approval/disapproval for the Provost's information.

Provost’s Office: Final decision on appropriateness of faculty/staff academic credentials.

**VI. REPORTING REQUIREMENTS**

Responsible Official: Provost and Executive VP for Academic Affairs

Report: SACSCOC Faculty Roster Form  
(http://www.sacscoc.org/forms/principle/FACULTY%20ROSTER%20FORM3.doc). Form to be included in Compliance Certification documents (Decennial review and Fifth-year Interim Report).

**VII. COMMUNICATIONS**

Faculty Senate, Staff Congress, Department Chairs, College Deans, Academic Affairs Council

**VIII. REFERENCES AND RELATED MATERIALS**

REFERENCES & FORMS

SACSCOC Faculty Roster Form  
(http://www.sacscoc.org/forms/principle/FACULTY%20ROSTER%20FORM3.doc)

RELATED POLICIES

Faculty Credentialing Policy – this current policy addresses standard credentialing requirements as well as procedures for submitting documentation  
(http://digitalmeasures.nku.edu/faculty-credentials/faculty-credentials-policy.html).

**REVISION HISTORY**

<table>
<thead>
<tr>
<th>VISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Policy</td>
<td>5/2017</td>
</tr>
</tbody>
</table>