

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

## **2.4.3 Guidelines for Approval and Documentation of Faculty Credentials**

### **2.4.3.1 *New full-time faculty***

When hiring new full-time faculty, the Department Head working with the Search Committee must determine whether the candidate to be hired is qualified a) by meeting Credential Guidelines stated in Section 2.4.1 or b) as an exception to these criteria credentials.

The department head (or person hiring faculty) must include a Faculty Credential Verification form with a candidate's R-2. If the faculty to be hired is an exception to the stated Credential Guidelines, the department head must also include a Letter of Exception with the Verification Form. Human Resources Department will send an approved copy of the Letter of Exception to the Office of Institutional Research upon receipt of the job candidates R-2 and other personnel documents. Institutional Research will link approved Letter of Exception to Faculty Roster. The Faculty must complete and submit a Faculty Development Plan to department head and Director of Institutional Research by October 1 every Fall semester thereafter until faculty meets SACS Credential Guidelines.

### **2.4.3.2 *New assignment for current full-time faculty***

When assigning current full-time faculty to teach courses outside the discipline stated in the original Faculty Credential Verification Form, the Department Head must complete and submit a Letter of Exception to the Vice President of Academic Affairs for approval no later than the first class day of the semester (barring extenuating circumstances as determined by the VPAA). The VPAA will submit the original, approved letter to Human Resources Department and Human Resources will send a copy of the Letter of Exception to the Office of Institutional Research. Institutional Research will link approved Letter of Exception to Faculty Roster. This procedure must be completed every semester in which a full-time faculty teaches courses outside the discipline and is qualified as an exception to Credential Guidelines.

### **2.4.3.3 *Part-time or adjunct faculty***

When hiring part-time or adjunct faculty, the Department Head must determine whether the faculty to be hired is qualified a) by meeting Credential Guidelines stated above or b) as an exception to these Credential Guidelines.

The Department Head (or person hiring faculty) must include a Faculty Credential Verification form with the candidate's R-2. If the faculty to be hired is an exception to the stated Credential Guidelines, the Department Head must also include a Letter of Exception with the Verification Form. Human Resources Department will send an approved copy of the Letter of Exception to the Office of Institutional Research upon receipt of the candidates R-2 and other personnel documents. Institutional Research will link approved Letter of Exception to Faculty Roster. This procedure must be completed every semester in which a part-time or adjunct faculty is hired with qualifications that are an exception to Credential Guidelines.