

Title: Policy for the Verification of Faculty Credentials

Effective Date: January 30, 2018

Responsible Official: Provost or the Provost's Designee

Responsible University Office: Office of the Provost

Revision History:

Policy for the Verification of Faculty Credentials

POLICY

It is the policy of Case Western Reserve University that instructors of record teaching at the graduate level shall have done one or more of the following:

- Earned a terminal degree in (or the highest degree appropriate to) the academic field related to the intended teaching assignment.
- Provided evidence of appropriate professional experience equivalent to such degree.
- Provided evidence of tested experience appropriate to the specific teaching assignment.

Furthermore, it is the policy of Case Western Reserve University that instructors of record teaching at the undergraduate level shall have done one or more of the

record meet the requirements stated above. If an individual's academic degree(s) do not satisfy the qualifications for the proposed teaching assignment, then the Verification of Credentials Form (sample attached) must be submitted to the Office of the Provost. All official transcripts are to be kept on file in the dean's office. Any exceptions to this policy must be approved by the Provost's Office on a case-by-case basis.

ADDITIONAL SPECIFICATIONS

The verification of faculty credentials shall be performed at the time of the initial teaching appointment at CWRU. In the case of individuals who hold appointments as of the effective date of this policy, the verification of faculty credentials shall be performed when they are considered for teaching a course outside any department (or constituent faculty, in a school not organized into departments) in which they hold an appointment (primary, secondary, or joint) and outside of the field(s) in which their academic degree(s) were earned.

Individuals who meet at least one of the criteria in the policy statement, as certified by the school dean, will be deemed qualified to teach appropriate courses within any department (or constituent faculty, in a school not organized into departments) in which they hold an appointment (primary, secondary, or joint). Once an individual has been deemed qualified through this process, the dean of the school has the final authority to determine whether that individual continues to qualify for a specific teaching assignment.

For teaching assignments that include cross-listed courses, the instructor of record would need to be certified as qualified in only one of the departments associated with the course.

This policy applies to CWRU staff members who may serve as an instructor of record either on an overload assignment or as part of their staff appointment. In addition, this policy also applies to grad (e).B (de)Z (e)15.8 (d a)5.4 (s)2tTwn 0 Tw 6.59 0 Td 0 T

All academic degrees earned in the U.S. shall have been awarded by regionally accredited institutions. For those individuals whose degrees are earned abroad, official transcripts (original paper copies or certified electronic copies) or documents that verify receipt of the degree must be submitted to and evaluated to verify the authenticity of the academic documents and demonstrate their comparability with U.S. credentials.

Guidance regarding the criteria described in the Policy statement above is contained in the Higher Learning Commission document "Commission Guidance on Determining Qualified Faculty" ([http://download.hlcommission.org/FacultyGuidelines 2016 OPB.pdf](http://download.hlcommission.org/FacultyGuidelines%202016%20OPB.pdf)). If the guidelines of school-level or program-level accrediting bodies require higher standards on faculty qualifications than specified in this policy, the faculty qualifications guidelines of that specialized accrediting body take precedence.

EFFECTIVE DATE

The policy becomes effective January 30, 2018.

ACCOUNTABILITY

Candidates for teaching positions are responsible for assuring that the official transcripts (and/or verification of relevant degrees) are submitted to the chair or director of the academic home department upon request. Candidates are also responsible for providing evidence to the department chair or director of licensure or certification in disciplines where such credentials are required. This documentation must be provided before the appointment to teach at CWRU can be made. Falsification or misrepresentation of credentials will subject the appointee to discipline up to and including termination.

The department chair or program director is responsible for obtaining official transcripts, verifying completion of relevant degrees, documenting professional experience and/or additional licensure and certification, and for following up on any concerns before forwarding the verification documents to the dean. Chairs and directors shall verify all faculty credentials no later than the effective date of

employment, and this verification process must be completed prior to the first day of class.

The provost or provost's designee is responsible for maintaining an electronic database of teaching credentials and auditing the records on an annual basis.

SOME EXAMPLES OF HOW A FACULTY MEMBER MIGHT BE QUALIFIED UNDER THIS POLICY

This policy is intended to afford the schools and the College some latitude with regard to the nature and quality of the credentials that can be used to justify the teaching appointment. The following examples illustrate some possibilities:

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faculty members, that prior teaching could be considered tested experience.

- 5) If the candidate has published research in the field of the teaching assignment, that body of work could also be considered tested experience.
- 6) Experiences outside of an academic setting could also qualify someone for a teaching position. The HLC guidelines indicate that a "breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would teaching" could qualify the candidate for the teaching appointment.

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Approval Signatures

Department Chair (if applicable)

Name _____

Date _____

College School Dean (required)

Name _____

Date _____

Provost Office

Approve

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Name _____

Date _____