



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Credentialing Forms for Adjunct Faculty

Additional information: The evidence document describes review process for four teaching qualifications: faculty, instructors, unclassified professionals, and concurrent enrollment teachers. It also includes the [Faculty Credential for Lecturer Form](#) and [Faculty Credential Exception Form](#), April 16, 2021.

Wichita State University
Faculty Credentialing Process

WSU has four categories of faculty members whose primary responsibility is teaching: 1) Faculty (tenured and tenure-eligible) and Instructors (non tenure-eligible, yearly appointment); 2) Unclassified Professionals (non tenure-eligible) who have continuing appointments (teaching as part of job responsibilities, or as an overload, on a course basis); 3) Lecturers (adjunct faculty hired to teach for one semester on a course basis); and 4) Concurrent enrollment teachers.

All four categories are reviewed for teaching qualifications.

- 1) Faculty and Instructors are hired through a search process in which the department and the college determine qualifications through review of written materials and interviews. Upon notice of appointment, faculty and instructors are required to submit an official transcript to the Office of Academic Affairs. Official transcripts become part of the official faculty personnel file, which is housed in the Faculty Records area of the Office of Planning and Analysis. The administrator of faculty records receives the appointment notices of all faculty and instructors, and tracks receipt of official transcripts. If a transcript is not received within thirty days, the faculty records administrator sends notice to the new faculty and department chair requesting that transcripts be sent. The administrator of faculty records enters degree information into the SIS that records the highest degree. In rare cases where the faculty member does not have the required graduate degree, the department and college dean must submit an exception form that provides a justification for the exception (e.g., related work experience, specialized trainings, documented teaching excellence in discipline) (see faculty credential exception form, page 3). Exceptions are tracked by the administrator of Faculty Records. These data on faculty teaching credentials are coded and retrievable through error-reporting protocols that are run daily.
- 2) Unclassified Professionals with teaching as a primary responsibility are tracked through the same process used for faculty and instructors. They are hired through a process that determines teaching qualifications and are required to submit transcripts to Faculty Records. Tracking and follow up is also conducted using the same process.

Unclassified Professionals who do not have teaching as a primary responsibility, but who occasionally teach one or more courses in a semester, are tracked through a data extraction process, which is based on the employment data housed in Human Resources and in combination with degree data stored in the SIS. Individuals who are listed as instructors-of-record are tracked through the daily error reporting protocol, and flagged if

the required graduate degree is not on record. The administrator of Faculty Records contacts the department and individual and requests that an exception form be submitted. The form documents degree information, either to update records, if the individual has earned a graduate degree; or, to complete the exception portion of the form, if an exception is requested (see number 1).

- 3) Lecturers are hired on a semester-by-semester basis. Credentials are documented at hire through use of a *Faculty Credentials for Lecturers* form (see form page 4). The academic department that hires the lecturer is responsible for completing the credentials form and submitting the form to the Office of Human Resources. If the hire does not have the required graduate degree, the department is required to provide a basis for qualification and a justification narrative. These forms are tracked by the administrator of Faculty Records, through an image file that is created by Human Resources.
- 4) Concurrent enrollment faculty are appointed on a semester basis to teach courses in high schools that enter into a concurrent enrollment partnership agreement between the specific school district and WSU. The credentials of these faculty (i.e., master's degree in the discipline or master's degree plus 18 graduate hours in the discipline) are verified by the concurrent enrollment coordinator before an agreement is put in place.

Wichita State University Documentation of Faculty Credentials for Lecturers
(Adjunct Faculty appointed through ePAF)

This form documents that lecturers meet HLC qualifications for teaching. This form must be completed for all lecturers listed as instructors of record. The academic department is responsible for completing and submitting this form to Academic Affairs, Box 13.

Section 1: Employee Name: _____
Last First MI

myWSU ID: _____

College: _____ Department: _____

New Hire (fill out Sections 2, 3 & 4)

Re Hire (skip Sections 2, 3 & 4 and sign/date)

Section 2: Earned Degree Information

Earned Degree (Highest First)	Discipline	Institution	Year Degree Received

Choose one code (by letter) from list below that matches the highest credential listed above and insert here _____ (SHRPED code for PPRSKIL education attainment):

- (A) Not Indicated (B) Less Than High School Graduate (C) High School Graduate or Equivalent
(D) Technical School (E) One Year College (F) Two Years College (G) Two Year College Degree
(H) Three Years College (I) Four Years College (J) Bachelor's Degree (K) Some Graduate School
(L) Master's Degree (M) Doctorate Degree (N) Post Doctorate

Section 3: Course number(s) and course(s) to be taught (e.g., CHEM 211, General Chemistry I):

Section 4: Basis for Qualification, select _____ Graduate degree (Masters or PhD) in discipline or related field
or

_____ *No graduate degree**, but has additional qualifications. Indicate the most relevant qualification by number **and attach a CV.**

- (1) Professional licensure or certification
- (2) Related work experience
- (3) Specialized Training
- (4) Research and publications
- (5) Honor, awards, or special recognition
- (6) Documented teaching excellence in discipline
- (7) Other

*If **"No graduate degree"** complete Justification Narrative:

Department Chair Signature: _____ Date: _____

Entered by AA Faculty Records: _____ Date: _____

Wichita State University
Faculty Credential Exception Form
 (Full-time and part-time Faculty with academic year appointments)

This form documents exceptions to HLC qualifications for teaching (graduate degree in discipline or related degree). This form must be completed for full time or part-time faculty with an academic-year appointment who do not have the required graduate degree. All faculty with appointment status must also have an academic transcript on file with Academic Affairs. The academic department is responsible for completing and submitting this form to Academic Affairs at Box #13.

Section 1: Employee Name _____
Last First MI

myWSU ID: _____

College _____ Department _____

Section 2: Earned Degree Information

Earned Degree (Highest First)	Discipline	Institution	Year Degree Received

Section 3: Discipline area (e.g., Chemistry) and level of teaching (UG, GR, Doctoral)

Section 4: Basis for Exception

Indicate most relevant qualification by number and attach documentation.

- (1) Professional licensure or certification (2) Related work experience (3) Specialized Training (4) Research and publications (5) Honor, awards, or special recognition (6) Documented teaching excellence in discipline (7) Other

Justification Narrative: _____

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Entered by AA Faculty Records: _____ Date: _____