

Auburn University at Montgomery  
Policies and Procedures

Title: Faculty Credentials

Responsible Office: Office of the Provost

I. PURPOSE

In order to comply with Comprehensive Standard 3.7.1 of the Principles of Accreditation, Auburn University at Montgomery must document that the institution employs competent faculty members qualified to accomplish the mission and goals of the institution.

II. POLICY

Current credentials including original official transcripts and a credential form (Faculty Roster Form) for all instructors of record including faculty (part-time and full-time), adjunct faculty, clinical faculty, lecturers, administrators teaching courses, graduate teaching assistants, and any other individuals teaching any course or lab must be sent to the Office of the Provost by the fourth week of the semester. Copies of official transcripts will then be forwarded to the Office of Human Resources and the instructors department for filing. The credential form will be forwarded to the Office of Institutional Effectiveness for filing. Original transcripts will be kept in the Office of the Provost.

III. EFFECTIVE DATE

Oct. 15, 2016

IV. APPLICABILITY

This policy applies to all instructors of record and faculty at AUM.

V. Responsibility

Responsibility for the implementation and administration of this policy rests with the Office of the Provost, the Office of Human Resources, and the Office of Institutional Effectiveness.

VI. DEFINITIONS

**Transcripts-** a copy of the most recent transcript documenting the credentials needed to teach the course(s).

**Credential Form-** An electronic version of this form is available [here](#) and instructions for filling out the form are available [here](#). Please read the instructions before filling out the form.

**Instructor of Record-** Any instructor who has the responsibility to record final grades at the end of an academic term. These include the following: full-time faculty member, tenured/tenure-track faculty member, instructor, lecturer, clinical faculty, adjunct faculty, adjunct clinical faculty, graduate teaching assistant, and lab coordinator.

## VII. PROCEDURES

1. For new instructors of record (part-time and full-time), each department must submit a credential form to the Office of the Provost by the fourth week of the semester. The Office of the Provost will forward copies of original transcripts to the Office of Human Resources and to the instructors department. Credential forms will be forwarded by the Office of the Provost to the Office of Institutional Effectiveness. Credentials will be placed in appropriate student information system fields by the administration of each department or program. Information is to include degrees, dates conferred, major, and the institution awarding the degree.
2. For all instructors of record including all faculty (part-time and full-time), the instructors department must submit to the Office of the Provost, by the fourth week of the semester, a credential form if a change in courses taught has occurred. The Office of the Provost will send the credential form to the Office of Institutional Effectiveness.
3. Departments must maintain and house copies of all documentation submitted to the Office the Provost and covered by this policy. The Office of the Provost is charged with maintaining all original official transcripts for all instructors of record. The Office of Institutional Effectiveness is charged with maintaining all credential forms.
4. Each September, the Office of Institutional Effectiveness must audit the credential forms on file to ensure current documentation is on file and submit a report to the Provost. Furthermore, each September, the Associate Provost for Faculty Services must audit the transcripts on file to ensure current documentation is on file and submit a report to the Provost. The Provost will contact the deans with missing faculty credentials. The current documentation must be submitted to the Office of the Provost within two weeks; files will be forwarded accordingly.

## VIII. INTERPRETATION

The Provost will interpret any questions concerning this policy.

**APPROVAL TO PROCEED:** Carl Stockton **DATE:** 12-12-16

Updated: 8-9-2017

Updated: 9-20-2017

Updated: 11-16-2017