

FACULTY CREDENTIALS

MANAGEMENT

A Computer System to Update and Maintain
Central Piedmont Community College's
Instructional Staff Roster Information

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FACULTY CREDENTIALS MANAGEMENT SYSTEM

ABOUT THE FACULTY CREDENTIALS MANAGEMENT SYSTEM

The Faculty Credentials Management System (FCMS) is an improved process for maintaining, using, and reporting credential information about full-time and part-time curriculum course instructors. It is a computerized system that has the following advantages:

- Decentralized data input which increases the accuracy of faculty credential information kept by the College
- Centralized computer storage which enables immediate update and more accurate reporting of credential information
- Controlled access to information fields which ensures that all necessary information will be maintained

BENEFITS OF THE FACULTY CREDENTIALS MANAGEMENT SYSTEM

The FCMS enables more effective and efficient management of curriculum faculty credentials with less potential for error and less duplication of effort. This system provides the following benefits:

- Faculty credentials are received by and validated by division directors. Division directors are able to validate faculty credentials from their offices instead of going to the Human Resources office to examine individual personnel folders.
- FCMS computer screens prompt the person entering credential data to provide all pertinent information. For example: If a degree level is entered, then the institution, discipline, and degree year for this credential must also be entered before closing the screen.
- SACS rosters and other curriculum reports may be generated by computer rather than typed on forms by division personnel.
- The system provides convenient access to credential information and can thereby aid in cross-divisional utilization of instructional personnel.

CREDENTIAL MANAGEMENT PROCESS AND PROCEDURES

1. Instructional personnel must hire individuals who meet the qualifications for each position. Faculty credentials requirements vary by course and program. The Certification of Credentials and Qualifications for Faculty Form must be completed for each faculty member.
2. If a position requires certification or a professional license, the College will accept the original document, a notarized copy of the official document, or a letter on agency stationery indicating that the individual has the license or certification as of a certain date.
3. Ask applicants to have official transcripts sent to the Assistant to the Vice President for Instruction. All official transcripts are filed in this office.
4. The hiring division should obtain a student copy of the transcript and use it to verify the credentials and to enter information on the Faculty/Staff Display-Update Screen. The primary division director shall enter a "D" to indicate that the division has received the transcript. The division director's name is used as verification that the individual is qualified.
5. The hiring division should also send a copy of the transcript to Human Resources for filing in the employee's personnel file.
6. Faculty who are hired based on evidence of competency must have the supporting evidence filed in the office of the Assistant to the Vice President in the same way that transcripts are filed.
7. All documents must be in the individual's file in the office of the Assistant to the Vice-President for Instruction within 30 days of the individual's start date.
8. When the office of the Assistant to the Vice President receives the credentials, an "O" is entered on the credentials screen to indicate that the College has received an official transcript.
9. For full-time faculty and administrators, official transcripts are required before the individual is hired. The transcripts should be attached to the Interviewed Application Recommendation.
10. For part-time faculty, a student copy of a transcript is required to accompany the application. An official transcript is required within 30 calendar days of the employee start date. Checks for part-time faculty may be held until documentation is received. Part-time faculty should not be rehired if credentials are not received.

11. The Office of the Assistant to the Vice President will keep records of documents that it keeps in the credentials file for each individual .
12. After securing verification, the Assistant to the Vice-President for Instruction will update the screen for administrators who teach.
13. Division offices should keep a supply of the standard form for faculty to use to request official transcripts and a supply of evidence of competency envelopes for documentation.

FAULTY/STAFF DISPLAY/UPDATE SCREEN

PURPOSE—This screen is used to manage the College’s official record of instructional credential information. It is used to input, view, and update formal academic preparation information for all full-time and part-time instructors. Also, it is used to indicate when other qualifications are offered in lieu of formal academic preparation to justify the teaching assignment of a faculty member NOT meeting the traditional academic preparation criteria (according to SACS) for teaching in a discipline.

FACULTY/STAFF	
DISPLAY/UPDATE	
	SS #: _____
	MOST ADVANCED DEGREE
DEG	
YRDEG	
	LEVELDISCIPLINEGSHINSTITUTIONRECVERIFIED
	BY _____
	_____ OTHER DEGREES
DEG	
YRDEG	
	LEVELDISCIPLINEGSHINSTITUTIONRECVERIFIED
	BY _____

	_____ OTHER QUALIFICATIONS

ACCESS—A security code is required to access this screen. From the Department Menu, select Management Information (M), then select Faculty/Staff Display/Update (X).

DISPLAY—Any instructional administrator may use this screen to view the teaching credential information of any full-time or part-time employee.

INPUT/UPDATE—Only the PRIMARY DIVISION DIRECTOR or (for special cases) the Assistant to the Vice President for Instruction will use this screen to input and update the credential information of full-time and part-time instructors.

PRINTOUTS—Focus programs will generate instructional staff rosters that may be used for SACS and other reporting. Rosters will be periodically printed by Information Technology Services and sent to division directors for content verification.

USING THE FACULTY/STAFF DISPLAY/UPDATE SCREEN

1. **SS #**
Enter a social security number and press ENTER to display information.
2. **DEG YR**
Displays the last two digits of the year that this degree was earned.
“00” means “no year is entered.” It does not mean the year 2000.
“de” for DEG YR will delete the entire line of information.
3. **DEG LEVEL** (*see codes*)
Once a degree level code is entered the screen will prompt you to supply other necessary information.
4. **DISCIPLINE** (*see codes*)
5. **GSH**
Displays the total number of graduate semester hours for each discipline in which courses have been (or will be) taught. Hours may be omitted where it is obvious from the degree listed that the person meets the criteria for teaching the discipline at the assigned level.
6. **INSTITUTION** (20 character typing field)
Displays the name of the institution that awarded the degree.
7. **REC**
Displays “D” in the FIRST SPACE to indicate that the division director received official documentation. (Displays “O” in the second space to indicate that official documentation was received by the Assistant to the Vice-President).
8. **VERIFIED BY** (20 character typing field)
Displays the name of the division director who signed the primary division copy of the application to verify that the instructor is qualified to teach in the discipline. It shall be the discipline division director’s responsibility to verify each instructor’s preparation for a teaching assignment in his/her division.
9. **OTHER QUALIFICATIONS** (*see codes*)
Displays the type of other qualifications when evidence of competency is offered in lieu of formal academic preparation to justify the teaching assignment of an instructor NOT meeting the academic preparation criteria (according to SACS) for teaching in the disciplines at the current levels.

**FACULTY/STAFF DISPLAY-UPDATE
EXAMPLES**

FACULTY/STAFF
 SS # : 222-22-2222

DISPLAY/UPDATE
 WADE ANDRE M
 PART TIME TEMPORARY

MOST ADVANCED DEGREE

DEG
 YRDEG

LEVELDISCIPLINEGSHINSTITUTIONRECVERI
 FIED BY 85 09 2000WEST VIRGINIA UNIVOTHER
 DEGREES

DEG
 YRDEG

LEVELDISCIPLINEGSHINSTITUTIONRECVERIFIED BY 77 080802WEST VIRGINIA
 UNIV_____ OTHER

FACULTY/STAFF
 SS # : 333-33-3333

DISPLAY/UPDATE
 GIVENS LYNN M

MOST ADVANCED DEGREE

DEG
 YRDEG

LEVELDISCIPLINEGSHINSTITUTIONRECVERI
 FIED BY 85 09 1701UNCCD OC.
 WILLIAMSOTHER DEGREES

DEG
 YRDEG

LEVELDISCIPLINEGSHINSTITUTIONRECVERIFIED BY80 90 1701HAMPTON UD 0
 WILLIAMS9910 2000U TEXAS-AUSTIND OM.
 HAGLER_____ OTHER

_____ QUALIFICATIONS _____

DEGREE LEVEL

(Use ONLY for MOST ADVANCED DEGREE)

- 01 - LESS THAN HIGH SCHOOL
- 02 - HIGH SCHOOL DIPLOMA OR GED

(Use for MOST ADVANCED DEGREE or OTHER DEGREE)

- 04 - VOCATIONAL DIPLOMA
- 06 - ASSOCIATE DEGREE
- 08 - BACHELOR'S DEGREE
- 09 - MASTER'S DEGREE
- 55 - EDUCATION SPECIALIST
- 10 - DOCTORATE DEGREE
- 33 - REGISTERED NURSE

Once a degree level code is entered the screen will prompt you to enter or not enter other information as indicated below.

DEG LEVEL	DEG YR	DISCIPLINE	GSH	INSTITUTION
01	May not	may not	may not	may not
02	must	may not	may not	must
04	must	must	may not	must
06	must	must	may not	must
08	must	must	may not	must
09	must	must	may	must
10	must	must	may	must
33	must	must	may not	must
03	may	may	may not	must
05	may	may	may not	must
07	may	may	may not	must
50	may	must	must	must
55	must	may	may	must
60	may	must	must	must
68	may	must	must	must
de	will delete the entire line of information			

DISCIPLINE

0800 - EDUCATION
0802 - EDUCATION, ELEMENTARY
0803 - EDUCATION, SECONDARY
0835 - EDUCATION, PHYSICAL
0850 - EDUCATION, EARLY CHILDHOOD
0855 - EDUCATION, CHILD DEVELOPMENT
2000 - EDUCATION, HIGHER/ADMINISTRATION
2500 - EDUCATION, SPECIAL
2650 - EDUCATION, ADULT
3400 - INSTRUCTIONAL DEVELOPMENT
4225 - EDUCATION, CURRICULUM/INSTRUCTION
0860 - FINE ARTS
1000 - APPLIED ARTS
4300 - VISUAL ARTS
1002 - ART/ART HISTORY
1005 - MUSIC
1007 - DRAMA/THEATER
1008 - DANCE
5800 - VOICE
6023 - PHOTOGRAPHY
9630 - PAINTING
9195 - GRAPHIC DESIGN
9998 - CRAFTS/CERAMICS/NEEDLEWORK
1520 - LANGUAGES
1101 - FOREIGN LANGUAGES
1515- TEACHING ENGLISH AS A SECOND LANGUAGE
1130 - DEAFNESS/SIGN LANGUAGE
1720 - INTERPRETER
5850 - LANGUAGE PATHOLOGY
5851 - SPEECH
1500 - JOURNALISM
1501 - ENGLISH/LITERATURE
1502 - POETRY
2855 - LINGUISTICS
1525 - FRENCH
1540 - GERMAN
7735 - SPANISH
1530 - WRITING
3201 - READING
0600 - COMMUNICATIONS
3220 - TELECOMMUNICATIONS
3280 - BROADCASTING
5007 - MEDIA TECHNOLOGY

2750 - GENERAL STUDIES
2800 - LIBERAL ARTS
4901 - INTERDISCIPLINARY STUDIES
2999 - INTERNATIONAL STUDIES
2480 - BEHAVIORAL SCIENCE
0865 - SOCIAL STUDIES
5098- SOCIAL WORK
2001 - PSYCHOLOGY
2200 - SOCIAL SCIENCE
2201 - ANTHROPOLOGY
2725 - GEOGRAPHY
2205 - HISTORY
2208 - SOCIOLOGY
6021 - CHILD & FAMILY DEVELOPMENT
2224 - PHILOSOPHY
2100 - HUMANITIES
2307 - THEOLOGY/RELIGION
4499 - INFORMATION SYSTEMS
4670 - DESKTOP PUBLISHING
0701 - COMPUTER SCIENCE/OPERATIONS
0704 - COMPUTER PROGRAMMING
0703 - DATA PROCESSING
0837 - HEALTH
1750 - PHYSICAL THERAPY
3060 - ANESTHESIOLOGY
5012 - DENTAL HYGIENE
5013 - DENTISTRY
5014- DENTAL ASSISTING
1210- GERONTOLOGY
5020 - MEDICAL TECHNOLOGY
5025 - MEDICINE
5031 - NURSING
5080 - PHARMACY
5940 - RESPIRATORY STUDIES
5700 - ENVIRONMENTAL HEALTH
5945 - CYTOTECHNOLOGY
5070 - VETERINARY MEDICINE
0100 - AGRI/NAT RESOURCES
0200 - ARCHTI/ENVIR DESIGN
0400 - BIOLOGICAL SCIENCE
0401 - BIOLOGY
1906 - BIOCHEMISTRY
0402 - BOTANY
0405 - GEOLOGY
0407 - ZOOLOGY
0410 - MICROBIOLOGY
0420 - PHYSIOLOGY
1900 - PHYSICAL SCIENCE
1902 - PHYSICS

1905 - CHEMISTRY
3011 - ANIMAL SCIENCE
3050 - HORTICULTURE
3150 - AGRICULTURE
5480 - SCIENCE/NATURAL SCIENCE
5930 - APPLIED SCIENCE
0599 - BUSINESS ADMINISTRATION/MANAGEMENT
1250 - PUBLIC RELATIONS/ADMINISTRATION
5500 - PUBLIC SERVICES TECHNOLOGY
2204 - ECONOMICS
2207 - POLITICAL SCIENCE/GOVERNMENT
4020 - FASHION MERCHANDISING
0504 - BANKING AND FINANCE
0518 - PURCHASING
4080 - MARKETING/MERCHANDISING
0512 - INSURANCE
0511 - REAL ESTATE
4190 - TRANSPORTATION
0515 - PERSONNEL MANAGEMENT
0502 - ACCOUNTING
7050 - CRIMINAL JUSTICE
0513 - INTERNATIONAL BUSINESS
8070 - PARALEGAL
1400 - LAW
0516 - LABOR/INDUSTRIAL RELATIONS
5337 - COUNSELING/GUIDANCE
1600 - LIBRARY SCIENCE
1800 - MILITARY SCIENCE
8065 - POLICE SCIENCE
9281 - FIRE PROTECTION/FIRE SCIENCE
5900 - EMT/PARAMEDIC
0508 - HOTEL MANAGEMENT
4188 - RECREATION
4180 - TRAVEL/TOURISM
4195 - SPORTS MANAGEMENT
1300 - HOME ECONOMICS
1150 - COSMETOLOGY
9292 - CULINARY SCIENCE
9475 - OFFICE TECHNOLOGY
2444 - INDUSTRIAL ARTS
6024 - INTERIOR DESIGN
8003 - ARCHITECTURAL TECH
9130 - DRAFTING/CAD/CAM
4010 - VISUAL GRAPHIC/ADVERTISING SERVICE
5009 - PRINTING/LITHOGRAPHIC TECH
8755- MACHINING
8004 - AUTO MECHANIC/AUTO TECHNICIAN
8230 - HVAC MECHANIC
8008 - ELECTRONICS/TECHNICIAN

8062 - INDUSTRIAL SAFETY/INDUSTRIAL EDUCATION
9010 - AIR CONDITIONING/REFRIGERATION/HEATING
8020 - AVIATION TECH/MAINTENANCE
8750 - WELDING
1701 - MATHEMATICS
1712 - STATISTICS
0900 - ENGINEERING
0901 - CHEMICAL ENGINEERING
0902 - ELECTRICAL ENGINEERING
0903 - INDUSTRIAL/MANUFACTURING ENGINEERING
8013 - MECHANICAL ENGINEERING
8006 - CIVIL ENGINEERING

OTHER QUALIFICATIONS

3 - SPECIAL TRAINING
2 - RELATED EXPERIENCE
4 - PUBLICATIONS
5 - CERTIFICATION/REGISTRATION/LICENSE