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Purpose

The purpose of this procedure is to describe the development and maintenance of the faculty credentialing matrices and the publication thereof. Through this procedure, Florida State College at Jacksonville establishes the academic qualifications for the employment of instructional employees to support the institutional mission and ensure the quality and integrity of its academic programs and services.

Procedure

- A. The College Provost/Vice President of Academic Affairs, in collaboration with Campus Presidents/Executive Chairs and Deans, shall establish and maintain the College Faculty Credentialing Matrix for minimum academic and experience qualifications to include required state or national occupational license, certification and/or other industry specific training.
- B. The Faculty Credentialing Matrix shall meet or exceed the requirements of Comprehensive Standard 3.7.1 of the Principles of Accreditation (reference: Faculty Credentialing Guidelines) of the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC). An applicant for an instructional position must provide official documentation to demonstrate qualifications, which meet or exceed the matrix requirements. The Faculty Credentialing Matrix shall incorporate any and all applicable state requirements for demonstration of academic qualifications, as applicable.
- C. The individual instructional employee and the supervising dean are responsible for ensuring that the minimum requirements of the Faculty Credentialing Matrix are met or exceeded for every course assignment.
- D. An instructional employee who believes that his or her academic qualifications have been reviewed in error may appeal the credentialing decision in writing to the Office of Human Resources. The Chief Human Resource Officer, or designee, shall forward all appeals to the College Provost/Vice President of Academic Affairs. After consultation with the appropriate dean and the appropriate Campus President/Executive Chair, the College Provost/Vice President of Academic Affairs will render a decision to uphold or to overturn the original credentialing decision.
- E. The relevant section of the matrix shall be updated when a new course is added to the College Catalog and whenever relevant information regarding changes in standards based on industry practice becomes available. In addition, periodically and no less than every three (3) years, the entire Faculty Credentialing Matrix shall be reviewed and revised, as needed. The Faculty Senate, the Cabinet and academic deans/program managers shall have the opportunity to review the matrix, suggest changes, and make recommendations on related degrees and courses for inclusion or exclusion within specific program areas of the matrix.
- F. The Faculty Credentialing Matrix shall be the official source for determining the academic qualifications of any instructional employee and shall be housed in the Office of Human Resources and maintained on the website.

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REFERENCES: F.S. 1001.64, 1001.65, 1012.56, 1012.855, 1012.86, SBE Rule 6A-4.001, 6A-4.004, 6A-4.0051, 6A-4.008

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