



ASUB Standard Operating Procedure – 6101

Standard Operating Procedure Synopsis

Title: FACULTY CREDENTIALING PROCEDURE

Approval Date: July 22, 2021

Revision Date, if applicable: December 6, 2023

Review Date(s): May 11, 2022, May 31, 2023; May 22, 2024; June 18, 2025

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Academics

Standard Operating Procedures Manager (PM): Vice Chancellor for Academics

A. Purpose and Scope

This procedure sets forth the process that the Office of Academics uses to determine an existing or prospective faculty member's minimum qualifications for the purposes of serving as the faculty member of record for college credit courses.

The Higher Learning Commission (HLC) requires institutions to ensure faculty members have the credentials to provide oversight of the curriculum, establish expectations for student performance and to know what students must learn to be successful in their given fields of study. The commission lays out in the criterion for accreditation (3.C.) and assumed practices (B.2.) its expectations for faculty roles and qualifications.

In accordance with HLC (September 2017) and State of Arkansas guidelines, Arkansas State University-Beebe faculty members “teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, the faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.”

While academic credentials serve as the primary means of determining an existing or prospective

faculty member's minimum qualifications, other factors (e.g., tested experience, training, industry certification, professional licensure) may be considered in making faculty appointment decisions in occupational/career education fields. At a minimum, faculty members teaching in the technical education fields will hold an associate degree in the field and nationally recognized industry licensure/certification or a combination of academic credential (CP and/or TC), tested experience, and nationally recognized industry licensure/certification. In rare instances, a faculty member teaching general education courses may also be credentialed to teach coursework in a discipline by taking into consideration factors such as additional training, experience and certifications. In these cases, the vice chancellor for academics will serve as the final approving authority.

In accordance with HLC (September 2017), the National Alliance of Concurrent Enrollment Partnerships (NACEP), and State of Arkansas guidelines, the minimum qualifications standards also hold true for faculty teaching dual enrollment classes (i.e., courses taught at the high school for which students receive both high school and college credit). Faculty teaching dual enrollment general education classes hold a master's degree or higher in the discipline or subfield in which they teach or a master's degree and 18 graduate credit hours in the discipline or subfield in which they teach. Furthermore, "the attainment of a Master of Education degree does not demonstrate a qualification to teach dual credit courses in a particular discipline unless it is demonstrated that the content of that faculty member's Master of Education degree is sufficiently related to the discipline of the dual credit course." Likewise, a faculty member teaching in the technical education fields will hold an associate degree in the field and nationally recognized industry licensure/certification or a combination of academic credentials (CP and/or TC), tested experience, and nationally recognized industry licensure/certification.

B. Definitions

New Applicant - Any individual applying for a teaching position with ASU-Beebe.

Faculty – Reference to full-time and part-time employees who currently teach courses for ASU-Beebe.

Faculty Member - Any individual currently teaching courses for ASU-Beebe. Faculty member includes but is not limited to, full-time (academic and technical), adjunct (academic and technical), or concurrent instructor.

Statement of Qualifications - Rubric used to illustrate a faculty member's academic qualifications.

Transcripts - An official record of all academic degrees and academic coursework earned by the faculty member. Transcripts are considered official when received by the vice chancellor for academics office via U.S. Postal Service (or other reputable mail courier service) in a sealed envelope or an encrypted email attachment from the issuing college or university.

Teaching Position - These positions include:

- Campus classroom instruction
- Online instruction
- Laboratory instruction
- Technical and occupational instruction
- High school instruction (concurrent credit)

C. Procedures

1. Faculty position announcements will include a statement indicating the need for applicants to meet accreditation standard credentialing requirements to teach college credit courses.

A prospective full-time faculty member's transcripts and qualifications are initially reviewed by an interview committee when hiring new faculty members to determine the individual's qualifications to teach specific college credit courses in keeping with the college's faculty credentialing requirements. The committee then forwards a recommendation to the appropriate academic dean regarding the individual's ability to teach specific college credit courses. The academic dean reviews the recommendation and accompanying qualifications and documents the review on the statement of qualifications (SOQ) form which is placed in the state employee record of current faculty members. In the case of part-time faculty, the academic dean will work to determine the individual's ability to teach specific college credit courses and document them on the SOQ form. The vice chancellor for academics may document or amend a faculty member's statement of qualifications (SOQ) based upon review of credentials.

The *Credentials* section of the ASU-Beebe Faculty Handbook states, "all faculty and academic administrative staff are required to have official transcripts of all academic work on file in the Office of the Vice Chancellor for Academics."

The Office of Academics will provide copies of transcripts to the Office of Human Resources and the appropriate academic dean.

2. Following the recommendation of the academic dean, the qualifications of prospective faculty members (both full and part-time) are approved or denied by the vice chancellor for academics/chief academic officer.
3. For prospective technical faculty, the following rubric shall be applied for determining appropriate minimum qualifications. Prospective faculty members, who do not meet the associate degree credential qualification as described in the rubric but whom the committee feels otherwise meet the minimum qualifications to teach college credit courses, are offered the opportunity to develop an academic plan to ensure they can meet the academic credential. These plans will include a mutually agreed upon timeline for meeting the established academic credential requirements for the technical courses they teach. These plans will be developed by the temporarily appointed faculty member and the appropriate academic dean and must be approved by the vice chancellor for academics/chief academic officer.

Occupational/Career Education Tested Experience Rubric

Academic Credential	Years of Relevant Work Experience	Nationally Recognized Industry Certifications/Licensures (List)
Certificate of Proficiency (CP) ¹	7 years	2 ²
Technical Certificate (TC)	5 years	2 ²
Associate Degree	3 years	2 ²
Bachelor's Degree	1 year	2 ²

¹If an applicant only possesses a CP they must earn their TC by participating in the college's prior learning assessment process prior to being employed by the college.

²Two nationally recognized certifications or licensures will be required unless the field only recognizes a single industry-wide certification or licensure.

The Statement of Qualifications (SOQ) is located on the ASU-Beebe Vanguard Intranet, in the Faculty Forms section.

D. Related Information

[Arkansas Higher Education Coordinating Board Policy: Faculty Resources and Credentials](#)

[Higher Learning Commission: Faculty Guidelines](#)

[National Alliance of Concurrent Enrollment Partnerships: Accreditation Guide](#)

[2025-26 Faculty Handbook](#)

[Faculty Statement of Qualifications Form](#)