



ASUB Standard Operating Procedure – 6101

Standard Operating Procedure Synopsis

Title: **FACULTY CREDENTIALING PROCEDURE**

Approval Date: July 22, 2021

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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 3, teaching and learning for student success, its expectations for faculty roles and qualifications.

In accordance with HLC (September 2017) and State of Arkansas guidelines, Arkansas State University-Beebe uses academic credentials as the primary method of qualification with a preferred minimum standard of a master's degree or higher in the discipline and/or a master's degree or higher with 18 graduate credit hours in the discipline. However, graduate credit hours are not the sole indicator of instructional competency. Documented teaching effectiveness, demonstrated competencies, industry credentials, and professional licensure may substitute for graduate coursework when appropriately reviewed and approved. In some 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, the National Alliance of Concurrent Enrollment Partnerships (NACEP), and State of Arkansas guidelines, the minimum qualifications standards also hold true for faculty teaching concurrent (dual enrollment) classes. Faculty teaching concurrent (dual enrollment) general education classes hold a master's degree or higher in the discipline or subfield in which they teach, a master's degree and 18 graduate credit hours in the discipline or subfield in which they teach, or a master's degree and proven instructional competency of the discipline or subfield. Likewise, a faculty member teaching in the technical education fields may 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.

Concurrent Instructor – A high school educator approved to teach college-level coursework for dual credit.

Qualification Rubric for Credentialing Faculty - Rubric used to determine and approve a faculty member's academic qualifications and teaching appointment.

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.

Teaching Position - These positions include:

- Campus classroom instruction
- Online instruction
- Laboratory instruction
- Technical and occupational instruction
- Concurrent instruction (dual enrollment 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 transcript, curriculum vitae (CV), and qualifications are reviewed by a hiring committee when considering 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 Qualification Rubric for Credentialing Faculty which is placed in the state employee record of current faculty members. In the case of part-time faculty, the academic dean, in collaboration with the credentialing committee, will work to determine the individual's ability to teach specific college credit courses and document them on the Qualification Rubric for Credentialing Faculty. The vice chancellor for academics may document or amend a faculty member's Qualification Rubric for Credentialing Faculty 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. Prospective faculty members seeking to teach courses in general education and career and technical education (CTE) pathways may be credentialed according to the following minimum qualifications:
 - a. If the prospective faculty clearly meets the minimum criteria under Option A of the Qualification Rubric for Credentialing Faculty based upon evidence submitted, the Dean completes the Qualification Rubric and forwards to the vice chancellor for academics for final approval.
 - b. If the prospective faculty does not meet the minimum criteria under Option A of the Qualification Rubric for Credentialing Faculty based upon evidence submitted, the prospective faculty will be evaluated under criteria Option B of the Qualification Rubric. The evidence submitted is reviewed by the credentialing committee which may approve the candidate, provisionally approve the candidate, or deny the candidate from teaching college level coursework.

- c. The direct supervisor or Office of Early College notifies the candidate or requesting personnel of determination.
- 4. Faculty credentialing committee is composed of academics deans, early college personnel, and the vice chancellor for academics in consultation with content area experts.
- 5. Approval Decision Making:
 - a. Eighteen (18) points accumulated on the Qualifications Rubric for Credentialing Faculty will result in approval to teach college level courses as listed on the form.
 - b. Less than eighteen (18) points accumulated on the Qualifications Rubric for Credentialing Faculty but at least nine (9) points may result in provisional teaching approval for courses listed on the form.
 - i. For general education courses, nine (9) points allow for the recommendation to complete ADHE authorized training for the proposed teaching content area.
- 6. To ensure academic rigor equivalent to full-time faculty instruction, the institution shall require syllabus alignment review, faculty mentorship, participation in discipline meetings, ongoing professional development, and periodic reevaluation.

Instruction approval may be revoked if institutional standards are not maintained.
- 7. Credentialing Records
 - a. The required credentialing records for all faculty are stored in the Office of Academics.
 - b. The Qualifications Rubric for Credentialing Faculty 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 ASU-Beebe Faculty Handbook](#)

[CTE Faculty Qualification Rubric.06.01.2026](#)

