In this manual you will find:

- The UTSA Faculty Qualifications rationale.
- The calendar and overview of the credentialing process.
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- How to document faculty credentials in Digital Measures.
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Introduction

This manual is to be used by administrators in the colleges and departments to verify faculty qualifications in accordance with SACSCOC requirements. The repository for faculty qualifications (their education and credentials) is now Digital Measures (DM). The fall 2012 term was the last semester that faculty credentials were entered in the previous faculty database system (FAIR) and verified on paper Faculty Qualification Forms. All existing verified faculty degree information (including credentialing data) was transferred from FAIR to DM and given a verification date of December 31, 2012.

UTSA Faculty Qualifications Rationale

A. SACS Comprehensive Standard 3.7.1

UTSA states that it employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, we give primary consideration to the highest earned degree in the discipline. We also consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degree, research in the subjects taught, related work experiences in the field, professional licensure and certifications, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, SACS expects us to justify and document the qualifications of our faculty.

B. Faculty must be qualified to teach each discipline of courses (sometimes course title can be a red flag) assigned.

- Academic Credentials
  - Hold appropriate degree major for the discipline taught, and
  - Hold appropriate degree level for level of course taught. The instructor should hold the terminal degree. If not, the degree should be one level above level of course assigned.
  - If bachelor’s degree is highest degree held, must have SUBSTANTIAL alternate credentials (very rarely assign to graduate-level courses).
  - An instructor of record teaching an undergraduate course without a completed graduate degree in the discipline may be qualified by having completed 18 graduate credit hours in the topic prior to start of course assigned.
• Alternate Credentials
  o If the required minimum academic credentials are not held (see above), a faculty member must have:
    ▪ Research in topic or
    ▪ Extensive work experience or other major accomplishments related to topic
    ▪ Note: If a master’s is the highest degree held, qualified to teach undergraduate but rarely qualified to teach graduate courses (only with SUBSTANTIAL alternate credentials)

C. For instructors of record, every active NTT and TA II faculty member must have the following documents entered/uploaded into DM:

  • Official conferred transcripts with highest degree; and
  • If TAII's are assigned as instructor of record (“primary instructor” in Banner), an official in-progress transcript showing the graduate hours relied upon.

NOTE: TAIs may not be assigned to a course as primary instructor.

D. For every faculty member who is alternately credentialed, copies of the following must be entered/uploaded into DM:

  • Documentation supporting all alternate qualifications claimed.
    (Note: If any of this documentation is missing, it must be obtained.)

Overview of the Credentialing Process and Deadlines

• Before registration opens for an upcoming semester (and continuing after registration opens), department chairs assign faculty to classes. The department administrative staff should work with the Office of Academic and Faculty Support to resolve assignment issues. A faculty member must be appointed and fully approved in PeopleSoft before a DM profile will be created.

• Additionally, the following Banner screens must be fully completed by the end of census date for each faculty member hired in order for the faculty member’s profile to be automatically created in DM with the correct personal information and courses taught:

  SPAIDEN
  SIAFPER (The Tenure section, especially the ‘Tenure:’ box, must be completed.)
  SIAINST
  (The Faculty Member Base Details section in the first block and the Faculty College and Department section in the third block must be completed.)
SIAASGN

Note: SIAFDEG is no longer required for faculty credentialing. Degree information will be entered directly into DM by the departments.

• The Faculty Qualification Form is not required as a paper document because it exists electronically in DM.

• Departments/colleges should begin generating and reviewing the UTSA Course Credentialing and Faculty Qualification Verification report once they begin assigning faculty for the term. The report will display all faculty assigned to teach for the term and whether or not their credentials have been verified by chairs/deans (by entering an electronic date on the appropriate ‘Education and Faculty Credentialing’ screen).

• Departments/colleges can also generate the UTSA Faculty Degrees Designated as ‘Other’ report to identify new faculty who need to have degree information and verification entered.

• As new faculty members are hired, colleges/departments must complete education and faculty credentialing data electronically in DM. Additionally, department chairs and deans must verify the accuracy of each new faculty member’s credentials in DM and signify approval with an electronic signature.

• By the end of census date (for fall, spring, and each term in summer), all classes must have faculty assigned (or be closed). One week prior to census date, new faculty degree and credentialing information (or edits to existing information) must be entered in DM. The specific deadline date will be communicated to departments/colleges by the Office of Institutional Effectiveness each term. (Note: In order for UTSA to receive credit for tenured/tenure track and full-time teaching on THECB Teaching Load Credit Reports, faculty assignments should not be changed after census date unless an emergency arises.)

• After census date, the Office of Institutional Effectiveness will audit the faculty credentialing information in DM and notify associate deans of outstanding information to be resolved and of department chair or dean verifications that are still needed.

• For further information and questions on credentialing, contact Linda Starnes at 458-4706 or linda.starnes@utsa.edu.

Instructions for Documenting Faculty Credentials in Digital Measures

Log in to Digital Measures

• In the address field of your preferred browser, type: http://my.utsa.edu.
• Click on Digital Measures under Faculty/Staff Resources.
• You will be taken to the UTSA Digital Measures site. (You may wish to save this page to your Favorites or Bookmarks in your preferred browser.)

• From the landing page, click on the orange **UTSA Digital Measures** button on the upper right side of the page to reach the Digital Measures log-in page:

![UTSA Digital Measures](image)

• Log in using your **myUTSA ID (abc123)** and passphrase.

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**Generating the UTSA Course Credentialing and Faculty Qualification Verification Report**

The **UTSA Faculty Qualification Verification** report is a college/department list of your faculty and the status of their credentialing verification. To generate this report:

Click **Run Reports** in the light gray area on the left side of the screen. A new screen (**Run Reports**) will open where the reports available to you will display. Select the report you wish to run (**UTSA Course Credentialing Faculty Qualification Verification**). You may need to scroll to locate it.
Step 1 – Date Range: Select the Start Date and End Date for the term of the report from the drop-down lists. Check to make sure the appropriate year is selected.

Term date ranges used for reports in DM are:

- Fall: September 01 – December 31
- Spring: January 01 – April 30
- Summer: May 15 – August 31

Step 2 – Whom to Include: This step has two parts. First, select whose data you would like to include in the report. The report will default to ‘All,’ which encompasses everyone to whose profiles you have access. If you wish to change ‘Whom to Include,’ click Change selection…; a white dialog box will open with a section for College, Department, and Individual.

Select either the individual(s), department(s) or college(s) for whom you wish to generate a report. If you check the box next to one of the sections, it will select all options for that section. (Unchecking the box will deselect all of the selected options.) If you click on the caret to the left of the box (red arrow on screen shot above), it will display all of the available options for that section so that you can select individuals, departments, or colleges individually. Click the SAVE button once you have made your selection. The dialog box will close.

The second part of step 2 is to select “Enabled Only” from the drop-down list beside the “Include These Accounts” field. If you choose either of the “Disabled” options, the report will include faculty members who are no longer active in DM.
**Step 3 – File Format:** Select the file format and page size. You will normally just leave the default selections. DM will default to Microsoft Word and ‘Letter’; the report will print in landscape format.

Click the [Run Report] button on the upper right portion of the screen. A report will display listing faculty members within the parameters of your search along with any unverified courses, the term(s) those courses are being taught, and the most recent dates of both the Provost and Chair/Dean verifications of the faculty member’s credentialing. (The “Actions/Instructions” column will never have data; this column is for your convenience if you wish to make notes for yourself.) Faculty members who do not have dates indicated in the two verification columns (CHAIR and DEAN) will need degree and credentialing information/verification entered in the ‘Education and Faculty Credentialing’ screen in DM. (Often, blank dates on the report indicate new faculty.)

You may save this report to your computer and/or print it out for reference. WARNING: The report you have generated is a Word document. Edits made to this document will not appear in Digital Measures.

**Navigating the ‘Education and Faculty Credentialing’ Screen**

To enter education and credentialing data for a specific faculty member, click on Manage Data on the upper left portion of the DM homepage. Select the faculty member from your User drop-down list, either by clicking on the arrow to the right of “Select or type name…” (circled on screen shot, next page) and scrolling down to select the name or by typing the faculty member’s last name into the “Select or type a name…” field.

Once you have selected the appropriate name, click [Continue]. This will take you to that faculty member’s profile. Under the General Information section, click on “Education and Faculty Credentialing.” (Screen shot on next page.)
The “Education and Faculty Credentialing” summary screen will display degree records that have been entered for the faculty member by the department. If the faculty member is new and no degree records have yet been entered, there will be just one record labeled “Other.”

**IMPORTANT:** This “Other” record will be empty (except for the class or classes being taught by the new faculty member in Section V.) and should be **edited** by the department to display the faculty member’s highest conferred degree (rather than adding a new record). To edit the
record, click on “Other” and the record will open for editing. Any additional degrees held by the faculty member should be added as new records. (See how to “Add a New Item” on Pg. 11.)

[NOTE: When entering or editing information in the ‘Education and Faculty Credential Screen,’ please use upper and lower case and spell out institutions (i.e., The University of Texas at San Antonio, not UTSA). Please do not use acronyms or enter information in all caps.]

If the faculty member is not new, the record for each of his/her degrees should display on the summary screen.

From the summary screen for ‘Education and Faculty Credentialing,’ where there are existing records, you have three options:

- **EDIT** - To view or edit an existing record, click on the record.

- **DUPLICATE** - This will allow you to duplicate a record, if you wish. For example, if you enter a Master of Arts degree for a faculty member and he/she obtained a doctoral degree at the same institution, you could copy the record for the M.A. degree and just change the type of degree and the dates on the duplicate copy.

To copy a record, check the box to the right of the record, then click the [Duplicate] box in the upper right part of screen. An exact copy of the selected record will open. You can make edits/changes to the screen and save it. (Click [Save] at top right portion of record after editing.) You will be returned to the summary screen for
‘Education and Faculty Credentialing’ and you will see that a new record has been added. (The new record will display highlighted in blue for a brief time.)

- **DELETE** - To delete a record, check the box to the right of the record, then click the trashcan icon in the upper right part of screen. A white dialog box will open that asks if you are sure you wish to delete the record. Click **[Cancel]** or **[Delete]** as appropriate.

If there are no existing records on the ‘Education and Faculty Credentialing’ summary screen, you will need to add a record for each of the faculty member’s degrees. To do so, click **[+ Add New Item]** at the top of the screen, and a blank ‘Education and Faculty Credentialing’ screen will open. Complete and save the screen.

### Entering Faculty Degree Information and Credentials

The following sections of the ‘Education and Faculty Credentialing’ (EFC) screen require data input. The red asterisks (*) on the screen indicate fields that must be completed before saving. The red R (R) designation indicates fields that are ‘Read Only’ for the faculty member and may not be edited by the faculty member. It is extremely important that all information (i.e., name of degree, majors/areas of concentration, etc.) is derived directly from the faculty member’s official conferred transcript and not altered in any way.

**Section I. Academic Credentials – Degree Information**
• **Degree** - Select the correct degree from the drop-down list. Please refer to the faculty member’s official conferred transcript on file in the department for making this selection. The selections “Baccalaureate Degree,” “Master’s Degree” or “Doctoral Degree” may be used as equivalent designations for a degree earned from a foreign university. Use “Other” if the degree designation you need is not listed. Each degree earned by a faculty member should be entered as a separate record.

• **Explanation of “Other”** – If “Other” is selected, you must enter the name of the degree (exactly as it reads on the official conferred transcript) in the “Explanation of ‘Other’” field.

• **Degree Pending** – ‘ABD’ or ‘In Progress’ should be selected, if appropriate.

• **Institution** - Enter the name of the institution from which the degree was earned, using the official conferred transcript of the faculty member to insure the institution is named and spelled correctly. [Reminder: Please use upper and lower case type and spell out institutions (i.e., The University of Texas at San Antonio, not UTSA or UT-San Antonio). Please do not use acronyms or enter information in all caps.]

• **Location of Institution** - Enter the location of the institution, using the official conferred transcript of the faculty member for reference.

• **Emphasis/Major** - Enter the emphasis/major earned, using the official conferred transcript of the faculty member for reference. Please use the exact wording found on the transcript.

• **Supporting Areas of Emphasis** – If the faculty member has a general degree, such as an MBA, you should enter the area of emphasis, using the official transcript of the faculty member for reference. Please use the exact wording found on the transcript.

• **Dissertation/Thesis Title** – Optional

• **Honor/Distinction** – Optional. (Only enter this information if it is on the official conferred transcript.)

• **Highest Degree You Have Earned?** - Select “Yes” or “No” based on the degree information you are entering. This may need to be changed if a degree in progress is awarded or newly conferred degrees are added later.

• **Terminal Degree?** - Select “Yes” or “No” based on the degree information you are entering. If you are uncertain about whether a degree should be designated as terminal, please consult your department chair.

• **Date Completed** - Enter the date the degree was earned, using the official conferred transcript of the faculty member for reference. You may enter the month/year or just the year.

• **Transcript(s) and Degree(s)** – Official transcripts for every active NTT faculty member and Teaching Assistant II who is shown as the Primary Instructor for a course must be
stored electronically in DM by the department. (Click on Store file and follow the prompts to do this.)  

**NOTE:** It is **very important** that you thoroughly review transcripts/documentation prior to uploading and **redact** any occurrences of the faculty member’s Social Security number or Student ID number. Official transcripts for tenured/tenure track (T/TT) faculty provided in the hiring packet for new faculty members will be scanned into Xtender by the Office of the Vice Provost for Academic and Faculty Support.

**Section II. Academic Credentials - Supportive Graduate Semester Hours (If Required)**

Complete this section ONLY IF a faculty member does not have the graduate degree necessary for teaching a discipline and is therefore required to have 18 credit hours in the teaching discipline.

- **Institution** – Enter the name of the institution where the faculty member earned the supportive graduate semester hours.
- **Number of Hours** – Enter the number of supportive graduate semester hours the faculty member has earned (18 is required).
- **Course Number, Title and Credit Hours Earned** - Enter the course information here. Please enter the course number, title and the credit hours in the following format:

  ACC 5153 Intermediate Accounting Topics (3)  
  ACC 5913 Corporate Valuation (3)  
  ACC 6103 International Tax (3)  
  ACC 6973 Special Problems (3)  
  ACC 7023 Seminar in Behavioral Res in ACC (3)  
  ACC 7053 Current Topics in ACC Research (3)

  *(Note: The Course Number and Title text box can be expanded and reduced by clicking and dragging the bottom right corner of the box.)*

- **Official Transcript** – Please upload in Section I of the screen.
Section III. Alternate Credentials – Description of Other Faculty Qualifications (If Required)

Complete this section ONLY IF a faculty member does not have the required graduate degree or 18 hours of applicable graduate coursework, but is qualified to teach a course through alternate credentialing.

- **Type of Qualification** - Click on the drop-down list and choose the type of alternate credentialing being used to qualify the faculty member to teach this course.

- **Official Documentation on File?** - Click on the drop-down list and chose “Yes” or “No,” to indicate whether or not the document used to qualify the faculty member in the ‘Type of Qualification’ field is on file.

- **Licensure(s) and Certification(s)** – Departments are required to store a copy of licensures and certification documents electronically in DM. (Click on Store file and follow the prompts to do this.)

- **Please provide an overall assessment** – Note: Department chairs are required to complete this text box only for those faculty members who are qualified through alternate credentialing.

- **NOTE:** This alternate credentialing information must also be reflected in the faculty member’s UTSA Official Vita, which means that it must be entered in the appropriate section(s) of Digital Measures. For instance, if the alternate credentialing involves professional career experience, the faculty member must detail that experience under the ‘Academic, Government, Industry, Military and Professional Positions’ screen.
Section IV. Chair/Program Director and Dean Approvals

Once the first three sections of the screen have been completed, the department chair and dean need to verify the information. **IMPORTANT NOTE:** If the Education and Faculty Credentialing screen has previously been date-signed by the department chair and dean, it will not be necessary for them to reverify credentialing or sign the verification again, unless new degrees are obtained and entered or if advised to do so by the Office of Institutional Effectiveness.

- The department chair/program director should review and verify the information and signify approval for each faculty member (not previously verified) by electronically dating the form in the space provided for the ‘Chair/Program Director Verification.’

- Once the department chair/program director has verified the credentialing, the dean should review the information and verify approval for each faculty member (not previously verified) by electronically dating the form in the space provided for the ‘Dean’s Office Verification.’

Section V. Provost’s Office Approvals

**PROVOST’S OFFICE USE ONLY PAST THIS POINT**

*Colleges/Departments, Department Chairs, and Deans: Please do not enter data or verifications in this section. Data in Section V is uploaded from Banner and reflects courses that the faculty member has taught and/or is teaching. Information is verified by the Provost’s Office. Any necessary changes to the data will be made by the Provost’s Office, as well. Colleges/Departments should not enter or delete data in this section.*
Section V is reserved for Office of Institutional Effectiveness approvals. Departments/colleges should enter all faculty degree information and credentials for new faculty, in Sections I – IV only, by census date of the effective term. At census date, the Office of Institutional Effectiveness will audit this information for accuracy, completeness, and department chair/dean verifications. The Office of Institutional Effectiveness will also verify any new courses assigned to an existing faculty member. COURSES WILL UPLOAD TO THIS SECTION AUTOMATICALLY WHEN ASSIGNED TO A FACULTY MEMBER IN BANNER. DEPARTMENTS SHOULD NOT ADD COURSES TO THIS SECTION. The ‘Provost’s Office Verification’ field will be dated by the Office of Institutional Effectiveness, once the Office of Institutional Effectiveness audit is complete.

Note: The SACS Faculty Rosters, required for accreditation, are created using information from the ‘Education and Faculty Credentialing’ screen in DM. The rosters are archived each semester shortly after census date. During the verification process described above, the Office of Institutional Effectiveness may encounter issues/errors on the ‘Education and Faculty Credentialing’ records that need to be addressed at the department/college level. In that case, the department/college (chair/dean) will receive an email from the Office of Institutional Effectiveness with instructions for correcting or completing the records. The email will include a deadline; all corrections and uploading of necessary documentation must be completed by the deadline.

Saving Data and Logging Off

Save and Return
Once all fields in Sections I - IV have been correctly completed, click on SAVE to preserve your data entry. If you do not do this, you will lose your work. If you have not completed the screen, but need to stop working, click [Save]. You will be able to complete your changes later by editing the record. (To edit, click the record you wish to edit on the summary screen.)

Save and Add Another
If you need to add another degree record for the same faculty member, click on [Save + Add Another]. This will save your work and open a new blank data entry screen.

Logging Off and Automatic System Time Out
When you are finished with your work session, you should always log out of Digital Measures. If you are logged in but are not actively working, the Digital Measures system will log you out of the system after a period of inactivity. If you are in the middle of adding/editing a record but haven’t saved it, your data will be lost. It will give you a warning message before logging you off, but if you have other windows open the message may not be visible, so be sure to save the work you have completed if you have to interrupt your work.