FACULTY CREDENTIALING PROCESS (EACH SEMESTER) IN DIGITAL MEASURES (DM)

Two months prior to start of semester:
Provide training to new ASOs and Admins on Digital Measures (DM) Faculty Qualification Verification Report (FQF)

One month prior to start of semester:
Remind associate deans to have departments obtain and enter credentials description into DM FQF

Start of Semester: Run DM Missing Course Credentialing Verification Report (CCV) and distribute to associate deans

One Week Prior to Census Date: Run DM CCV and distribute to associate deans with notification that unqualified faculty must be replaced

Census Date: Run DM CCV and distribute to associate deans and deans

One week after Census Date: Run DM CCV and distribute to associate deans, deans and vice provost as needed

Bi-Weekly: Sample completed FQFs and consult with vice provost as needed re: need for more information

Do credentials meet SACCOCS standards:

By End of Semester: Confirm meets SACSCOC standards. Repeat from top

Does not meet SACS standards