Introduction

This manual should be used by administrators in the colleges and departments to verify faculty qualifications in accordance with SACSCOC guidelines.

UTSA Faculty Qualifications Rationale

- SACSCOC Core Requirement 6.1 – Full-time faculty
  - The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.
- SACSCOC Standard 6.2.a – Faculty qualifications
  - For each of its educational programs, the institution:
    - Justifies and documents the qualifications of its faculty members.

To credential faculty, UTSA uses the SACSCOC’s general guidelines found on their website: http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf. The guidelines state:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.
d. Faculty teaching baccalaureate courses: a doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
e. Faculty teaching graduate and post-baccalaureate course work: have earned doctorate/terminal degree in the teaching discipline or a related discipline.
f. Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Digital Measures

The Provost and Vice President for Academic Affairs has designated Digital Measures (DM) as the repository of all faculty educational and credentialing qualifications. https://provost.utsa.edu/vpie/cia/credentials.asp

Digital Measures Login: http://provost.utsa.edu/vpafs/dm/
Department Responsibilities/Requirements:

- All Instructors of record (including TAIs) must have the following documents and information entered/uploaded into DM:
  - Official transcript(s)
  - Degree information including supportive graduate hours if needed

  Note: TAIs may not be assigned to a course as primary instructor. TAIs may not be assigned to graduate courses as primary instructor.

- Following the SACSCOC guidelines listed above, all instructors of record must be credentialed to teach the courses assigned. The Continuous Improvement and Accreditation (CIA) team will work with departments and colleges to ensure all credentialing information and documentation is complete in Digital Measures. Once an instructor of record is credentialed to teach a course, that course does not need to be credentialed again. Only new courses taught will need to be credentialed each semester.

Faculty Credentialing Overview

Faculty Credentialing is an ongoing process. Each term, courses for instructors of record will be reviewed by the CIA team in Digital Measures. The team will identify any gaps in documentation and information on Faculty Education and Faculty Credentialing.

- After auditing faculty credentials for each department, the CIA team may contact the department credentialing contacts and/or department chair to provide any needed information documenting each faculty member’s education and/or credentials relevant to the specific course(s) assigned.

- **Deadline:** Census Day for the term.

- IMPORTANT NOTE: The UTSA SACSCOC Faculty Roster for the University’s Compliance Report is generated directly from Digital Measures.

Faculty Credentialing Instructions

**Log in to Digital Measures**

- In the address field of your preferred browser, type: [http://my.utsa.edu](http://my.utsa.edu).
- Click on Digital Measures under Faculty/Staff Resources.
- 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:

![Digital Measures Log-in](image)

- Log in using your myUTSA ID (abc123) and passphrase.
To enter faculty education information and documentation

- Navigate to the faculty member’s Faculty Education Screen:

  ![UISA Activities Reports Tools](image)

  You are currently managing data for [Name].

  < Faculty Education

  Item

  Master of Arts
  The University of Texas at San Antonio
  English
  1977

  Bachelor of Arts
  St. Mary’s University
  English
  1972

  - Provide at least the highest conferred degree. (Ideally, all conferred degrees should be entered and the accompanying transcripts uploaded.)
    - Click the “+ Add New Item” box to add faculty degree.
    - Degree - as listed on official transcript.
    - Explanation of “Other” - enter degree only if not found in the drop-down options above.
    - Institution - full name of institution as it appears on the official transcript, no abbreviations.
    - Location of Institution – as listed on official transcript.
    - Emphasis/Major - as listed on official transcript.
    - Dissertation/Thesis Title – enter, if available. This information is helpful in credentialing the faculty member.
    - Highest Degree Earned - “Yes” if the degree is the highest degree earned by the faculty. **Note: Do not enter degrees in progress.**
    - Terminal Degree - “Yes” if the degree is a terminal degree.
    - Date Completed, Month and Year - as listed on official transcript.
    - Transcript(s): Upload scanned official transcript showing that the degree was conferred. For international transcripts without conferred degrees displayed, upload transcript(s) and degree certificate(s) to verify the degree was conferred.
    - Click the “Save” button on top right corner to save the entry.

- To enter Supportive Graduate Hours for a faculty member, go to the Faculty Credentialing screen, Section I.
If Supportive Graduate Hours are needed to credential the faculty member:

Section I: Academic Credentials – Supportive Graduate Semester Hours (if required)

The following information is required if: (1) the faculty member does not have a conferred master’s or doctoral degree in the discipline of the course(s) being taught, or (2) evidence of specific graduate courses taken is needed to qualify the instructor to teach a course(s) (i.e., the courses taken directly relate to the subject matter being taught). Please provide 16 graduate semester hours in the teaching discipline from the official transcript. Enter the courses in list format with the course prefix, number, and title.

Institution - full name of institution, no abbreviations
Number of Hours - If the supportive graduate hours are provided as work towards a master’s or doctoral degree, enter at least 18 earned graduate hours that are relevant to the discipline being taught. If the supportive graduate hours are provided to justify a specific course being taught, only include those hours relevant to the course.
Course Prefix, Number, and Title and Credit Hours Earned - Provide in the following format:
BBL 7123 Sociocultural Context (3)

To list supportive graduate hours from additional institution(s), click “+Add” for each additional institution and enter the courses as appropriate.

You do not need to enter any further data on the Faculty Credentialing screen. The CIA team will complete necessary information on the remaining portions of this screen. The team may consult the department’s credentialing contacts and/or department chair for assistance with this information. For your understanding of the Faculty Credentialing screen and its components, please review the following:
Section II: Alternate Faculty Credentials

- Required when “Alternate Faculty Credentials/Experience” is selected from the Qualification drop-down for a course or courses.
- Appropriate alternate credentials can include extensive research/publications, demonstrated teaching excellence, applicable licensures and certifications, and/or significant related career experience.
- Artistic and professional performances and exhibits, publications, awards, career experience, and licensures/certifications will be selected from the drop-down boxes if this information is available and applicable. The information in the drop-down boxes comes from the faculty member’s DM Activity screens and appears chronologically. **All faculty (including NTTs) should be encouraged to enter their information in Digital Measures so that they can be properly credentialed for the courses taught.**

Section III: Courses the faculty member has taught or is teaching and the Qualifications for each course.

- Faculty course information is uploaded from Banner. Note: Courses with zero enrollment will not upload to Digital Measures.
- Course Prefix (Prepopulated)
- Course Number (Prepopulated)
- Course Name (Prepopulated)
- Course Level (Prepopulated)
- Qualification: One of the five credentialing options will be selected for each course.

- **Degree in Discipline:** The faculty member has a conferred master’s or doctoral degree in the discipline of the course being taught.
- **Degree in Related Discipline + Supportive Graduate Hours:** The faculty member has a conferred doctoral degree in a discipline related to the course being taught, but some hours of that conferred degree are particularly relevant to the course being taught (i.e., faculty member has a Ph.D. in Accounting, but that Ph.D. includes 9 hours of courses that support teaching Finance courses).
- **Supportive Graduate Hours:** The faculty member does not yet have a conferred master’s or doctoral degree in the discipline of the course being taught, but does have 18 or more hours of graduate coursework in the discipline.
• **Alternate Faculty Credentials/Experience:** The faculty member does not have a conferred master’s or doctoral degree in the discipline of the course being taught, but has alternate credentials that qualify him/her to teach the course. Appropriate alternate credentials can be extensive research, demonstrated teaching excellence, significant career experience, and/or relevant licensure(s) or certification(s).

• **Other Qualification (Specific to Course):** The faculty member is qualified to teach a specific course(s) by means other than the qualifications listed above. (i.e., faculty member has a Ph.D. in Biology and teaches Biology courses, but also teaches a course in American Sign Language because she is fluent in ASL and worked as an interpreter for 10 years).

**Ongoing Credentialing (by semester)**

Once a faculty member has been credentialed, remember to periodically update his or her Faculty Education screen:

- Check degree information for accuracy
- Update degree information (if a new degree was awarded)
- Upload official transcript (if any are missing or a new degree was awarded)

Each semester, we will need to provide faculty qualifications for new courses taught.

- The CIA team will review alternate credentials (if applicable) and contact the departments if updates are needed.
- Departments should review Supportive Graduate Hours (if applicable) to see if they are still needed or if additional hours should be added. Delete if a new conferred degree is added to Faculty Education and the Supportive Graduate Hours are no longer needed.
- The CIA team will select a qualification from the drop-down for each new course. If the type of qualification needed is unclear, the team will consult with the department for more information and documentation.

**Questions:**

For questions regarding faculty qualification requirements or for assistance in Digital Measures with faculty credentialing, please contact CIA team members:

<table>
<thead>
<tr>
<th>Tia Palsole – <a href="mailto:tia.palsole@utsa.edu">tia.palsole@utsa.edu</a> – Ext. 8038</th>
<th>Lorrie Smith – <a href="mailto:lorrie.smith@utsa.edu">lorrie.smith@utsa.edu</a> – Ext. 5188</th>
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<tbody>
<tr>
<td>College of Education and Human Development</td>
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