The University of Texas at San Antonio
Continuous Improvement and Accreditation

Digital Measures
Job Aid
for
Faculty Credentialing
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 by the department chair to teach the courses assigned. Once a course is credentialed for an instructor of record, that course does not need to be credentialed again. Only new courses taught will have to be credentialed each semester.

Faculty Credentialing Overview

Faculty Credentialing is an ongoing process. Each term, courses for instructors of record should be reviewed on the faculty member’s Faculty Credentialing screen in Digital Measures. The faculty member must be credentialed to teach any new courses that have been added.

- Before registration opens for an upcoming semester (and continuing after registration opens), department chairs assign faculty to classes. For new faculty, the faculty member must be appointed and fully approved in PeopleSoft before a DM profile is automatically generated. For continuing faculty, DM profiles will already exist.

- Department chairs should provide information documenting each faculty member’s credentials relevant to the specific course(s) assigned.

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

- Two auditing reports are available in DM to identify gaps in faculty education or credentialing data.
  - The UTSA Faculty Education and Faculty Credentialing Audit displays the data that currently exists in DM for faculty education and credentialing. Directions and guidance on the generated report will help you determine where new or additional input is needed in DM.
  - The UTSA Faculty Course Credentialing Audit displays the qualifications that have been selected for each faculty’s course(s) on the Faculty Credentialing screen. Look for gaps under the Qualification column. Each course must have a qualification selected. Again, directions and guidance display on the generated report to assist in successfully credentialing the instructors.

- **IMPORTANT NOTE:** The UTSA SACSCOC Faculty Roster for the University’s Compliance Report is generated directly from Digital Measures. This report can also be used to identify gaps.
Faculty Credentialing Instructions

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.
- 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:

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

Credentialing – There are two screens in Digital Measures to complete.
• **Faculty Education Screen:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Location</th>
<th>Emphasis/Major</th>
<th>Dissertation/Thesis Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts</td>
<td>The University of Texas at San Antonio</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>St. Mary’s University</td>
<td>English</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.
• Faculty Credentialing Screen:

Section I: Academic Credentials — Supportive Graduate Semester Hours

- This information is required if:
  - The faculty member does not have a conferred master’s or doctoral degree in the discipline of the course(s) being taught, (or)
  - 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).

- 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.

Section II: Alternate Faculty Credentials

- Required when “Alternate Faculty Credentials/Experience” is selected from the Qualification drop-down for a course or courses.
- In the text box, provide a concise summary of how the faculty member is qualified to teach at the University in a specific discipline. Appropriate alternate credentials can include extensive research/publications, demonstrated teaching
excellence, applicable licensures and certifications, and/or significant related career experience.

- You may select artistic and professional performances and exhibits, publications, awards, career experience, and licensures/certifications 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. If a course is not listed, check 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: Select one of the five credentialing options for each course.

  **IMPORTANT: You must make a selection for every course**

- **Degree in Discipline:** The faculty member has a conferred master’s or doctoral degree in the discipline of the course being taught. Select “Degree in Discipline” for all applicable course(s).

- **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). Select “Degree in Related Discipline + Supportive Graduate Hours” for all applicable course(s). In Section I, list the supportive graduate hours directly related to the course(s) listed.

- **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. Select “Supportive Graduate Hours” for all applicable course(s). List all supportive graduate hours in Section I.

- **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). In Section II, provide a concise summary of how the faculty member is qualified to teach the course. Use the drop-down fields to select supporting contributions, positions, awards, and/or licensure(s)/certification(s) for the course(s) listed.

**Note:** Always select the most recent applicable research, ensure that licensure information is updated, and ensure that experience is significant (one year will not be enough). Please keep in mind that having taught a course for a number of years is not (in itself) a qualification for teaching the course.

- **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). Select “Other Qualifications (Specific to Course)” for the appropriate course(s) and complete the explanation box to the right of the course(s) below.

- **For Honors courses:** Select the same qualifications as selected for the other courses being taught by the faculty member. It is the assumption of the SACSCOC external reviewers that an Honors course taught under the college/department is specific to the discipline of that department and that qualifications of the faculty member to teach other courses within that department are satisfactory for teaching the Honors course.

- **For AIS courses:** Please select “Other Qualification (Specific to Course)” and enter the following language in the explanation box: Academic Inquiry and Scholarship is a core curriculum course required for freshmen and students entering the university with <30 hours, designed to enhance major and career exploration and develop critical thinking, communication and leadership skills and social responsibility. There are ten different academic pathways for AIS 1203; this section is on the *pathway. [*Fill in the appropriate pathway.]*

- Click the “Save” button on top right corner to save the entry.

**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, you will also need to provide faculty qualifications for new courses taught. (The audit reports can help you identify the course[s] that have not yet been qualified).

- Review alternate credentials (if applicable) and update in DM as needed.
- Review Supportive Graduate Hours (if applicable) to see if they are still needed. Delete if they are no longer needed.
- Select a qualification from the drop-down for each new course.

**Instructions to ensure all information displays on the UTSA SACSCOC Faculty Roster**

- All degree information and supportive graduate hours will appear on the roster regardless of the selection made in the Qualification drop-down by each course. Please ensure this information is updated and accurate.

- If the information entered in the “Alternate Faculty Credentials/Experience” section is needed to credential a course, you must select “Alternate Faculty Credentials/Experience” in the Qualification drop-down next to the course for this information to display on the roster. This information will then display on the roster any time that course is taught by the faculty member.

- You must select “Other Qualification (Specific to course)” in the Qualification drop-down next to the course for the explanation provided in the “Other Qualification (Specific to course)” section to display on the roster. Don’t forget to provide an explanation in the box to the right of the Qualification drop-down when you select this option. Please do not use this box for anything other than narrative to support the selection of “Other Qualification (Specific to course).” If you select the option of “Alternate Faculty Credentials/Experience” to qualify a course(s), the supporting narrative goes in the text box in Section II: Alternate Faculty Credentials, not in the box next to the course qualifications.

**Questions:**

For questions regarding faculty qualification requirements or for assistance in Digital Measures with faculty credentialing, please contact Tia Palsole, Monica Rodriguez, or Lorrie Smith.