



## Academic Affairs

# Credentialing Policies and Procedures

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### Faculty Personnel File Policy

A personnel file for each faculty member is maintained in the Office of the Vice President for Academic Affairs (VPAA). These files shall include biographical data, official transcripts for every degree held, evaluations, job performance related material, and other pertinent information.

Members of the faculty are expected to provide new transcripts and an updated *Curriculum Vitae* (CV) when changes occur, which includes but is not limited to demographic information, additional degrees, or additional training.

Faculty will be asked periodically to supply new data that will help keep their file up-to-date. The Dean's office is responsible for obtaining and reporting updated CV and documentation of qualifications for full-time and adjunct faculty to the VPAA.

Faculty members have the right to view their personnel file. Requests to view one's own file must be submitted in writing 24 hours in advance to the VPAA. Other requests for review of faculty files will be authorized by the VPAA or President. The viewing will be completed in the presence of the Dean, Associate Dean, VPAA or designee. Additionally, in no case may a document be removed or copied from the personnel file.

### Credentials Policies\*

MACU ACADEMIC DEGREE	MACU FACULTY QUALIFICATIONS	MACU MINIMUM THRESHOLD
CAGS and CAS Program Undergraduate Degrees	Master's degree or higher in the discipline.	<b>Tested Equivalent Experience:</b> MACU has set in place the following defined minimum threshold for those faculty members who are employed based on tested equivalent experience. In exceptional circumstances, a faculty member who has earned a bachelor's degree in the field in which they will be teaching could instruct, provided they meet one or both requirements below: <ul style="list-style-type: none"> <li>• An individual who has at least four years of experience in real-world situations relevant to the</li> </ul>
CAGS and CAS Program Undergraduate Degrees for Faculty Teaching General Education Courses	Master's degree or higher in the discipline. If a faculty member holds a master's degree or higher in a discipline in another field; <b>then</b> faculty needs 18 graduate credit hours in discipline or subfield they teach.	



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		<p>discipline in which faculty will be teaching,</p> <ul style="list-style-type: none"> <li>An individual who has achieved exceptional status or national recognition in an industry that aligns with MACU academic need areas and received nationally recognized awards, in writing, published books or publications that have been recognized nationally.</li> </ul>
Graduate Program	Terminal degree and have a record of research, scholarship or achievement appropriate for the graduate program.	No Minimum Threshold or Tested Equivalent Experience is accepted for this section.

\*HLC Faculty Qualification Link: [http://download.hlcommission.org/FacultyGuidelines\\_2016\\_OPB.pdf](http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf)

**MACU Consistency in Hiring:** To ensure transparency in hiring faculty, qualifications of all faculty will be reviewed and approved through the faculty governance process and approved by the VPAA. All faculty at MACU will be evaluated yearly to assure qualifications, ongoing professional development in content areas, and knowledge of institutional student learning objectives.

**Unearned or Unauthorized Credentials**

Any listing of academic credentials at MACU shall not include anticipated but as yet unearned academic degrees in any written or digital media.

**Academic Application Requirements for Administrative, Full-time and Adjunct Faculty Applications**

1. Applications are collected and approved by the college deans.
2. Dean will submit complete, original applications to the VPAA Office;
  - A. Complete academic application file contains:
    - Completed application
    - Current resume/cv
    - Official transcripts
    - Applicants for administrative, full-time and adjunct faculty positions are required to provide official transcripts for every degree held
    - Official transcripts are defined as transcripts that are marked “official transcripts” and are submitted to MACU in a sealed envelope directly from the issuing institution. This includes



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MACU transcripts.

- Copies of transcripts that are stamped “unofficial” or “issued to student” are not accepted.

B. All new faculty or adjunct applicant files:

- Will be compiled by the dean’s office
- The dean will review the files and sign the Credentials Verification form to certify the instructor’s qualifications to teach and that all required documentation is present in the file.
- The VPAA folder is delivered to the VPAA’s office.
- Incomplete files will not be accepted
- The VPAA will approve the files before instructors will be allowed to teach
- Appropriate information is submitted to HR to begin the employment process with a background check.

3. Academic files are maintained by the VPAA’s office for purposes of:

- oversight of full-time and adjunct teaching faculty qualifications,
- verification of source documentation,
- official documentation for accrediting agencies,
- documentation of the MACU Catalog, Personnel section.

Curriculum Vitae (CV) - should be current and up-to-date. Current members of the faculty are expected to update their CV as needed.

### **Recommendation for Inclusion**

1. The following information is recommended for inclusion:

- Demographic Information,
- Academic Background (Education),
- Academic Experience,
- Professional Experience,
- Professional Membership,
- Professional Development (include information such as title, sponsor, location, and date),
- College Courses taught,
- Publications, Presentations, and Honors and Awards.

2. Additional suggestions for inclusion is for those faculty wishing to advance their faculty rank at MACU.

- *Scholarship of Discovery* includes scholarly research and publication, but is expanded to writing of textbooks or popular books that make complex ideas clear to a broad audience, development of quality software, designing new curricular innovations, or other creative and



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innovative works.

- *Scholarship of Integration* includes synthesizing, interpreting, and connecting knowledge across the disciplines in ways that reveal new knowledge, innovatively relating current knowledge to the broader bodies of knowledge.
- *Scholarship of Application* includes using one's expertise in the discipline in direct service to the community, applying theory and practice for which the outcome is a contribution to the local, national, or global community.
- *Scholarship of Teaching* includes increasing the instructor's understanding of the bridging of pedagogy and student learning for the purpose of improving student learning and adding to the pedagogical body of knowledge, e.g., incorporating action research that produces data regarding teaching strategies in one's own classroom.
- *Scholarship of Engagement* includes the engagement with the community to solve social, civic, and economic, or ethical problems locally, nationally, and/or globally.

### **Catalog Format – Biographical Information**

The purpose of listing biographical information in the catalog is to provide a public list of faculty qualifications. Biographical information will be listed in the Personnel Section of the MACU catalog using the specified format and content. Unearned degrees, ABD and degrees from unaccredited institutions will be excluded from any listing of credentials.

Basic Format: **DOE, John** (year-first year as faculty for full-time faculty). B.A., Oklahoma City University;

M.Div., Phillips Theological Seminary [name bold; rank/title) in italics]