

Certification of Credentials - Overview

The Office of Institutional Research manages the faculty credentialing process at Clemson. College coordinators are assigned to coordinate credentialing for their college.

Formal credentials are required for the following individuals:

- All employees hired with faculty rank, as defined in Chapter IV of the *Faculty Manual*.
- Any non-faculty individual teaching a course who is not teaching through an assistantship. (The Graduate School certifies qualifications for graduate teachers of record.) This specifically includes:
 - Staff teaching
 - Temporary or intermittent hires for one or two courses
- Adjunct Faculty (not paid) who are serving on a graduate committee

Credentials are for critical metrics and accreditation:

- percentage of full-time faculty with terminal degrees
- SACS accreditation to document qualifications of faculty
- Individual program accreditation such as ABET and AACSB
- Faculty Surveys – percentage with terminal degree

If there are questions about the process, contact the Office of Institutional Research:

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Certification of Credentials - Instructions

Name: Faculty Name (Last Name, First Name)

Department: Home Department Name// If this is a staff person who is teaching, enter their staff department here.

Job Title: Select the job title that best fits the faculty member. The titles listed are based on the faculty manual.

- Regular faculty are full-time regular employees and have the titles of professor, associate professor, assistant professor, or instructor. These titles are not used for temporary appointments.
- Lecturers include regular full-time, senior lecturer, and temporary or part-time lecturers.

Other faculty titles include:

- Librarian
- Special faculty - research faculty (research professor, research associate professor, research assistant professor)
- Special faculty - extension faculty (extension professor)
- Special faculty – clinical faculty (clinical professor, clinical associate professor, clinical assistant professor)
- Other faculty – professor of practice
- Other faculty – post-doctoral research associate

Teaching Department: Enter the department where the employee will be teaching. If it is the same as the home department, enter it again.

Program: Enter the degree program. If the department has more than one degree program, please indicate which one this individual will **mostly** teach in.

Highest Degree: Choose the degree that best represents the faculty's education. For example, the doctorate includes PhD, EdD, and foreign degrees such as Doctor of Science. The Professional option includes MD, JD, and DO. Specialist is the Education Specialist degree. The Master's level represents all variations of Master's degrees. If you choose no graduate degree, a justification will need to be provided.

1) Highest Earned Degree: The highest earned degree is from a foreign institution or a non-accredited US Institution. An explanation or justification must be attached and approved by the Dean. If the degree is issued in a foreign language, a translation/US degree equivalent must be provided by the faculty member.

Select the option that fits. If the individual graduated from an accredited US institution, choose a.

If they have a foreign degree, choose option b. A justification must be attached and approved by the Dean. Essentially, in the justification we expect a statement that the department chair has reviewed the institution and it is the equivalent of an accredited US institution.

2) Terminal Degree: The terminal degree is not possessed (and is not expected in near future). Alternative qualifications justify the instructor teaching and advising at the graduate level. A statement of justification must be attached and approved by the Dean.

Terminal degrees are the PhD, doctorate degrees, and certain master's degrees

MFA – Master of Fine Arts

MArch – Master of Architecture

MLIS – Master of Library Information Science

MLS - Master of Library Science

Note that faculty without a terminal degree cannot teach graduate courses (including split 4000/6000 level) without additional justification.

3) Academic Credentials in the Teaching Field: The candidate holds at least a master's degree and the candidate's transcript shows at least 18 graduate semester credits in the teaching field, or at least a master's degree in the teaching field. If not, a statement of alternative qualifications must be attached and approved by Dean.

Individuals with an MBA often need additional justification, as the degree often doesn't have 18 hours in one discipline.

4) Spoken English

Confirm that the individual has competency in spoken English.

5) Official Transcripts

Please provide official graduate transcripts of the highest degree. These should ideally be issued to an agent of Clemson University. Electronic transcripts are accepted, but they must be downloaded and either printed and scanned or saved into a pdf. Beware of unreadable scans.

Please check that the transcript shows the final degree awarded. If we are offering a job in April, and they are graduating in May, we still need to get the final transcript showing the degree conferred

6) Attach copies of transcript and the resume/vita.

Upload copies of the resume and transcript in separate files. Name the file xxxxxx-tran or xxxxxx-vita, where xxxxxx is the 6-digit employee ID number. If you don't have the employee id number, name it with the last name such as Johnson-tran or Johnson-vita. Save the pdf after signing as xxxxxx-signed.

We need a copy of the individual's vita or resume. In some cases, their military service record will suffice if they are being hired as a military or aerospace instructor, but our preference is a vita or resume.

7) Attach appropriate letters of justification.

8) Electronically sign.

For this process, we prefer electronic signatures through Adobe. Those can be set up fairly easily. If the chair prints it and signs, it will have to be scanned, which is more work for everyone.

Upload to the OIR Box. Signed copies will be returned to the Box Folder "Approved." The College coordinator should then download the final signed version and remove them from Box.

Certification of Credentials – Examples of Justification Letters

1) Highest Earned Degree: The highest earned degree is from a foreign institution or a non-accredited US Institution. An explanation or justification must be attached and approved by the Dean. If the degree is issued in a foreign language, a translation/US degree equivalent must be provided by the faculty member.

2) Terminal Degree: The terminal degree is not possessed (and is not expected in near future). Alternative qualifications justify the instructor teaching and advising at the graduate level. A statement of justification must be attached and approved by the Dean.

3) Academic Credentials in the Teaching Field: The candidate holds at least a master's degree and the candidate's transcript shows at least 18 graduate semester credits in the teaching field, or at least a master's degree in the teaching field. If not, a statement of alternative qualifications must be attached and approved by Dean.

Examples of Justifications for Exceptions (Corresponding # in parentheses)

(1) Dr. Smith earned her PhD in Bioinformatics from Ghent University. Ghent University is accredited by the Flemish Ministry of Education and Training in Belgium and was ranked 88th worldwide by the US News & World Report in 2017. Bioinformatics at Ghent University is an interdisciplinary program focused on developing scientists and engineers who can develop and use statistical and computer science techniques to mine molecular data in the search for answers to biological questions.

(1, 3) Dr. Rashad holds a doctorate in Global Environmental Studies from Kyoto University. This program is comparable to the Environmental Sciences, Studies, and Policy program offered at the University of Oregon. Dr. Rashad also spent time in the field studying boreal bird migration patterns while serving as a clinical faculty member with the University of Alaska for several years. During his time with Alaska, Dr. Rashad served on the International Relations committee of the Ecological Society of America and continued publishing in journals such as Journal of Environmental Economics & Management and Global Environment Change.

(3) While Dr. Smith's terminal degree is in molecular biology, she served as the Vice President for Innovation and Product Development at Pharma Inc. for 7 years, in addition to her time as a private operations consultant for over 3 dozen health care companies. Dr. Smith's corporate management experience is invaluable in informing the development and management of our BS Management curriculum. The benefits of her corporate experience for Clemson students is evident in her student advising role. Dr. Smith's advising experience provides her with a student-facing perspective on our program curriculum and its delivery to our students.

(2, 3) Dr. Rashad's Ph.D. is in Civil Engineering, but her dissertation and subsequent post-doctoral research focused on computational approaches to fluid dynamics. This expertise brought her to the Department of Computer Science where she has become well-versed with the MS program over the past 5 years. Dr. Rashad's experience advising, instructing courses multiple times, and thesis mentoring led her to develop strong relationships with students. This led to Dr. Rashad assuming primary responsibility for admissions recommendations and curriculum development for the program for the past 2 years.

(2, 3) Mr. Zverev, who holds an MS in American Literature, has been a Senior Lecturer in the Department of English for 12 years. His knowledge of our BA English curriculum and the post-graduation outcomes of many of our students is unsurpassed. Over the past 7 years, his responsibilities expanded to include teaching 3-4 literature courses each semester and serving as a popular and effective student academic advisor. Mr. Zverev also serves as a non-voting member of our Department curriculum committee and a member of our Department assessment committee, which frequently rely upon his counsel and perspective to assess and develop our undergraduate English programs.