Instructions to Add Faculty Exceptions and Justifications for Teaching Credentials

Effective Fall 2015

Our regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires that we document the qualifications and credentials of ALL faculty members (irrespective of rank or time status) to ensure the quality and integrity of each of our academic programs. This is accomplished by entering faculty credentials and achievements in Digital Measures.

**Department Heads**: Enter faculty credential exceptions **ONLY IF** the faculty member/instructor of record does **NOT** have a master’s degree or doctoral degree in the teaching discipline.

To log in to **Digital Measures** from the VSU homepage:

Select the **MyVSU** link

Sign in with your organizational account

username@valdosta.edu

Password

Select **Faculty Portal**

1 | Page  Academic Affairs  revised May 17, 2016
Log into the Success Portal (Faculty Portal) using your Active Directory/Blazeview username and password.

Click the Log In button.

Select the Resources tab.

Click on the Digital Measures link to be redirected to the Digital Measures home screen.
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[Only Department Heads have this option]

In the left menu column, select Manage Data.

From the Manage Data for Users drop down menu, select the individual in your department you need to enter a justification for and then click Continue.

Manage Data
Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.

Manage Data for Users

1st: Click the drop-down list to select the faculty name to access his or her record.

2nd: Click Continue

If the instructor does not yet have an account setup in Digital Measures, route the request using the paper form (http://www.valdosta.edu/administration/sacs/documents/course-justification.pdf).
Under General Information, select Teaching Credentials.

In the Teaching Credentials section, select “+Add New Item”

Section I:
The instructor should have already entered his/her education on the “Degrees Earned” screen. Select the Degree which most closely aligns to the justification exception.
Section II:
The department head should enter the course(s) the instructor will be qualified to teach under this exception:

1. Select **Course Prefix** from the dropdown menu.
2. Enter the **Course Number**
3. Select the **Course Level** to be taught by instructor: Choose Undergraduate or Graduate
4. If instructor will be teaching another course, select the number of courses teaching from the dropdown menu and select **+ADD**.

*(R) This field is read-only to faculty*

Section II: List of Disciplines/Courses Qualified to Teach Pertinent to Justification (Department Head to Complete)

![Section II: List of Disciplines/Courses Qualified to Teach Pertinent to Justification (Department Head to Complete)]

Section III:
Faculty/Instruction should enter the individual courses which align to the teaching discipline appearing on his/her academic transcript(s).

Section III: Supportive Graduate Semester Hours (Instructor to Complete)

Provide a list of 18 graduate semester hours in the teaching discipline.

![Section III: Supportive Graduate Semester Hours (Instructor to Complete)]

To add additional graduate courses, click “**+ADD**”.

The Department Head should examine the faculty member’s official transcript(s) to verify the qualifying courses align to the courses to be taught.
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Section IV:
Department Heads should provide a detailed statement why the individual is qualified to teach the course(s). You may consider elaborating on teaching and tutoring experience in the discipline, recognition in journals or professionally in the discipline, certifications held, evidence of continuous excellence in teaching, and other discipline-related documentation.

Section IV: Overall Assessment Statement (Department Head to Complete)

Provide an overall assessment summarizing the experience and knowledge that supports the qualifications of the Faculty Member/Instructor of Record. Possible considerations include proven record of successful and highly competent college teaching; successful work experience in field outside of academic; certifications or licensures in field; exceptional or outstanding achievement, expertise, scholarship (presentations/publications), or creative activity in field. Clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course assigned to the faculty member.

Section V: If the justification is for one term, enter a Start Date and End Date; if the justification will be ongoing, leave the End Date field blank.

Section V: Temporary/Emergency Assignment (Department Head to Complete)

Was this an emergency hire or a contingency assignment? 

If "Yes", for what reason?

Justification Start Date

Justification End Date

Supervising tenured or tenure-track faculty member

People at Valdosta State University

Select or type a name...
Section VI:

The College Dean’s Office and the Provost’s Office will verify and approve the faculty/instructor’s credentials.

The Faculty Credentials Coordinator may contact you with questions or to request a more detailed explanation.

When finished entering faculty/instructor justification information, select the Save button.

For questions about faculty credentials exceptions, contact Dr. Jane Kinney at jkinney@valdosta.edu or Dr. Michael Black at assessment@valdosta.edu.

This handout is posted online at http://www.valdosta.edu/administration/sacs/faculty-credentials.php