

## Valencia College Credentialing Process

(LINK: <https://valenciacollege.edu/faculty/forms/credentials/>)

### Key goals for the traditional credentialing process:

1. Ensure that our faculty are credentialed before they teach the first day of the first class.
2. Ensure that we are credentialing in a consistent way across the college.
3. Create a workflow that balances efficiency with appropriate review and oversight.

	Step	Person responsible
1	Communicate requirement to bring <b>official transcripts</b> to onsite interviews to applicants	HR Employment/Onboarding
2	Collect official transcript at the time of the on-site interview for both full- and part-time faculty. <b>Official transcripts must be date-stamped and signed to move forward in the process.</b>	Dean
3	Review transcript, verify regional accreditation, review Learning Centered Statement, determine if alternative credentialing is necessary, and <b>complete credentialing application</b>	Dean
4	Redact <b>sensitive information in documents</b> (SSN, DOB, Student IDs, etc.), scan to PDF, and store electronically following file naming convention:  <b>(TC or AC)-FirstName-LastName-Discipline-Campus</b>	Dean & Regional Admin
5	Submit <b>credentialing application, transcripts, Learning Centered Statement</b> , and any additional supporting documentation required by discipline credentialing requirement. <b>If submitting an AC application, include justification from Dean.</b>	Dean & Regional Admin
6	Preliminary review of credentialing packets for content. Request additional documentation as necessary.	Credentialing Coordinator
7	<b>Review of electronic packet</b> by Credentialing Committee (TC or AC).  Committee to provide preliminary approval or feedback.	Credentialing Committee
8	Email completed electronic packet to Campus President or Vice President for <b>final approval</b> . Copy requesting Academic Dean and Regional Admin.	Credentialing Coordinator
9	Campus President/Vice President reviews packet and issues final approval. Office <b>emails final electronic copy of the approved packet</b> simultaneously to HR Records and Academic Dean.	Campus President/Vice President & Regional Admin
10	Store approved credentialing packets in HR Records	ODHR Campus Records Specialist

# Credit Faculty Credentials Application Form

**Directions:** Items 1-8 can be completed by faculty applicant or division, but should be reviewed for accuracy by division. Items 9-14 are to be completed by the division only. As indicated, Item 15 is to be signed by faculty applicant.

(1) **Faculty Applicant:**

(2) **Campus:**

(3a) **Division:**

(3b) **Dean:**

(4) **Assigned Courses** - List all possible assigned prefixes and any exceptions. (For example: "All Mathematics (MAT) courses except MAT1033C."). Review the [discipline credentialing requirements](#) for additional information. For list of courses, please review the [course catalog](#).

Full list of possible courses and exceptions, if any. For example:  
 All Biological Sciences (BSC), Microbiology (MCB), and Process Biology (PCB) courses.  
 Exceptions: BSC 1020, BSC 1020C, BSC 2093C, BSC 2094C

(5) Degree(s)	(6A) Major / Programs	(6B) Discipline Sem Hrs if degree not in field	(7) Granting Institution(s)	(8) Date(s)
Master of Science	Biological Sciences		Western Michigan University	05/2010

(9) **Accreditation.** Are degree/credit granting institutions regionally accredited?

*Note:* If the degree is from an international institution, is the required evaluation attached?

(10) **Communication Skills.** Written and oral command of English verified and writing sample attached?

(11) **Alternative Credentialing (AC) Review.** Are the cover letter and supporting documentation included? [Alternative Credentials Review Request Form](#)

**CREDENTIAL STATUS (mark appropriate category)**

(12)  **T** (transfer assignments). Master's degree in discipline or master's degree with 18 graduate hours in discipline

(13)  **N** (non-transfer assignments) or **D** (college prep assignments). Qualifications consistent with Valencia requirements and *SACS Principles of Accreditation*

**DOCUMENTATION**

(14A) Have **official** transcripts been received? "**Circle**" posted degree. "**Check**" graduate courses.   
 Notice: Faculty applicant cannot proceed in the credentialing process without official transcripts. Transcripts must be date-stamped and signed by dean. On transcripts, circle posted degrees and place checkmark next to graduate semester hours in discipline.

(14B) Is documentation attached for non-transfer assignments not supported by at least a baccalaureate degree in teaching field? Please specify below (e.g. licensure, certification, work reference, etc.):

The faculty applicant certifies by signature below that all information provided on this form and all supporting documentation is correct and accurate to the best of his/her knowledge.

(15) \_\_\_\_\_ Date \_\_\_\_\_  
 (Faculty Applicant)

(16) \_\_\_\_\_ Date \_\_\_\_\_  
 (Dean/Director)

(17) \_\_\_\_\_ Date \_\_\_\_\_  
 (College Faculty Credentials Oversight Committee Chair)

(18) \_\_\_\_\_ Date \_\_\_\_\_  
 (Campus President)

# Alternative Credentials

## Review Request Form

<b>Name of Faculty:</b>		<b>VID:</b> (if available)	
<b>Division:</b>		<b>Campus:</b>	
<b>Dean:</b>		<b>Subject to a 5-year review on:</b>	

Please check one:  Full Time  Part time

<b>EFFECTIVE ACADEMIC TERM</b>	<b>COURSES REQUESTED</b> Course number, title, and credit hours. (List individually. Do not list ALL and XXX Prefix)	<b>TRANSFER COURSE? Y/N</b>	<b>ACADEMIC DEGREES &amp; COURSEWORK</b> Relevant to courses taught, including institution and major. List specific graduate coursework, if needed.	<b>GRANTING INSTITUTION</b> Include degree award date.	<b>OTHER QUALIFICATIONS</b> Including, but not limited to: Licensure, certifications, letters of recommendations, publications, industry-specific documentation, etc.	<b>LICENSURE/ CERTIFICATION EXPIRATION DATE</b>

**Note:** Applications based on Alternative Credentialing (AC) must be approved by the Collegewide Faculty Credentials Oversight Committee prior to the scheduling of any formal teaching assignments. Faculty must attach appropriate third party documentation to the Credit Faculty Credentials Application. A cover letter should be prepared by the Dean that provides a rationale for the teaching assignment and a synopsis of the documentation. Subject to a 5-year review depending upon academic discipline and Alternative Credentialing standards.

**AC Justification:** Please check all items included in this application.

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- Appearance on programs reflecting work in the discipline
- Apprenticeships
- Certification of participation in training
- Certification or licensure in field
- Evidence of continuous excellence in teaching
- Honors and awards directly related to the discipline
- Letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline
- Other discipline-related documentation that demonstrates third party recognition of the applicant's expertise in the field
- Professional presentations
- Professional registry
- Recognition in journals, online sources, or textbooks on the discipline
- Verification of work history
- Other reason. Write a brief description below:

**SAMPLE\***

**Faculty Applicant:** John Q. Artist

**Teaching Discipline:** Theater

**Explanation:** Mr. John Q. Artist has, over a period of fifteen years, accumulated extensive professional experience as an actor, director, producer and writer for both stage and screen. He has served as an artistic director and instructor for various repertory companies, community theaters and cultural programs. Documented evidence on alternative qualifications are provided including: published reviews on various acting performances from the New York Times and the Chicago Tribune, a letter of reference from the Director's Guild on his work as a director and playwright, published materials on professional contributions to an Interpretive Outreach program sponsored by the New York City Department of Parks and Recreation and other letters of reference on public service theatrical performances.

**Dean/Director  
Signature:** \_\_\_\_\_

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\* This applicant does not explicitly meet degree and course work guidelines, but has been recommended for a teaching assignment based on an Alternative Credentialing (AC) Review of other documented qualifications.