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The information in this manual pertains to SACS only. Any reference to “new hire paperwork” does not include employment forms, etc. required by Human Resources.
I. **SACS OVERVIEW**

Eight representatives from the Southern Association of Colleges and Schools (SACS) Commission on Colleges, who visited the University of West Florida in March of 2005 to make a recommendation regarding reaffirmation of the university's accreditation, have now issued their assessment report to UWF. The report states that UWF has fulfilled 75 of the 78 standards identified by the association. The three remaining standards will be addressed in an additional report by UWF. That response was submitted to SACS by Aug. 18, 2005 for further review. As evidenced by the next document in the manual, UWF’s accreditation was reaffirmed.

Reaffirmation of UWF's SACS accreditation is important because it recognizes the quality of our programs and procedures," said Carl Backman, associate vice president for Academic Affairs. "In addition, almost all major universities with graduate schools require that incoming students earn their bachelor's degree from an accredited institution. Federal funding, especially financial aid, is also dependent on accreditation. And, most discipline-specific accreditations require that the university be accredited by a regional agency."

The principles and standards associated with reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC) are described in the document **Principles of Accreditation: Foundations for Quality Enhancement** available electronically at the SACS/COC Web site and in hard copy in the UWF SACS Reference Library in Building 78/Room 120.

The SACS INFO and more detailed information is located on the UWF SACS Reaffirmation of Accreditation website online at: [https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=ufw_projectMain](https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=ufw_projectMain)
UWF Earns SACS Accreditation Reaffirmation

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) announced today its reaffirmation of the institutional accreditation of the University of West Florida. The renewal of accreditation will span 2005 through 2015. Accreditation by the Commission on Colleges indicates that UWF supports an appropriate mission and demonstrates that its resources, programs and services accomplish this mission.

"Reaffirmation of UWF's accreditation validates our ongoing efforts to enhance our effectiveness, which centers on documented continuous improvement of the quality of student learning," said Barbara Lyman, associate vice president for Academic Affairs.

Reaffirmation of accreditation for UWF follows an extensive period of formal preparation. This included completing the Certification of Compliance, developing a Quality Enhancement Plan that describes a course of action to improve student learning and the completion of reviews by off-site, as well as on-site teams of peer reviewers representing the Commission and SACS accredited institutions.

"Highly deserved thanks and recognition go to Carl Backman, who directed UWF's preparation for reaffirmation, and the many others who contributed to the institution-wide review and planning effort," said Sandra Flake, UWF Provost. "The SACS reviewers acknowledged the contributions and accomplishments of the university, while providing guidance for building on these impressive accomplishments by our faculty, staff and students."

The very positive outcomes of the reaffirmation process reveal that the foundation is being laid for UWF to become, according to the vision articulated by UWF President John Cavanaugh, the best regional comprehensive university in the U.S.

"UWF is an institution distinguished among other things by its commitment to improvement," said President Cavanaugh.

The Commission on Colleges of the Southern Association of Colleges and Schools comprises accredited member institutions of higher education in the Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and Latin America.

To learn more about the reaffirmation process, visit https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=ufw_intro
I. SACS Database

A. The SACS Database holds faculty qualification information and syllabi. This information represents the standards for accreditation.

B. Adding SACS Databases to ARGUS

1. Log into ARGUS, click on Content/Layout to add the channel. In the dropdown of available channels, choose the SACS channel and place in the desired column on your chosen tab. Then click Finish and return to your tab. The channel should now be available to you. If not, close ARGUS and log on once more. Click on the tab that now houses your SACS channel. To access the SACS login screen, first, choose “full screen” to enter the site. THEN log in as per the instructions below.

II. SACS Online Instructions

Information submitted by Drew Carden/Judy Jones:

How to use the new SACS database
Created by Andrew Carden – Updates by Judy Jones
September 15, 2005

Getting Started

• What to use: Microsoft Internet Explorer 6 or Mozilla Firefox for PC, Safari or Mozilla Firefox for Mac.
• Where to go: http://uwf.edu
• How to login: Your Argonet username and password.

The Login Screen

Just enter your Argonet Username and Password and you will be logged into the system.

It is best to maximize this screen so that you will not have a limited view of the information.

What’s Next?

Where you go from the login screen depends on what your role in the system is. Some users will see a list of every department in the college. If you are a College Administrator, you will see a list of every department in the college. If you are a Department Administrator, you will see only your department.
College Administrator Menu

Choose a department and you will be taken to the Department Administrator menu for your department.

Department Administrator Menu

Depending on your role and your department, you may see a slightly different menu. The main focus and the part that everyone sees is the employee list for the menu and a button to create a new SACS record in the department.

Choose the employee you wish to work on and you will be taken to the employee menu.

Note that the SACS records are now divided into Archived records and Current records.

Archived records will list everyone in your department, past and present. Current SACS record will reflect only those teaching in the current semester.

Create New SACS record

You may choose to create a new SACS record to enter a new employee. Click on Create New SACS Record, enter the last name of the person you would like to add, and follow the prompts. If the instructor’s name is NOT listed, a record cannot be posted to the site until the instructor has a Nautical ID. That occurs when this person is added to the payroll system. To add them prior to their first payroll period, you must requisition a Nautical ID though the New User request form at this location: https://nautical.uwf.edu/people/ArgoNetrequest.cfm?initialState=0. It may take a day to process but once it has been created, proceed with instruction at the beginning of this paragraph.

You may also have your new instructor sign into Argus as a New User to create an account at https://nautical.uwf.edu/people/argonet/main.cfm?fuseaction=acct_new
Part-Time Faculty Review Forms

The Part-Time Faculty Review Forms modules give you the option of printing the whole department’s adjuncts and graduate teaching assistants choosing only semester and year OR just one instructor, semester and year by choosing the criteria necessary. This form **MUST** be printed out at the close of every semester, filled out, signed by the Department Chair and sent to the Dean’s office for all adjuncts and graduate teaching assistants. Please note that the drop down will display ALL employees in your department. It must be understood that this form pertains to adjuncts and graduate teaching assistants ONLY. Full-time faculty administrators may have a part-time faculty review form automatically generated. Because they are evaluated yearly by their department chair, their forms will not be utilized and should be destroyed.

The SACS database will be updated in the Dean’s office with the date of the *Most Recent Evaluation* entered in the *Documentation Information* module noted below contingent upon receipt of the current semester’s review form. The original hard copy will be placed in the personnel file housed in the Dean’s Office.

A copy of the Part-Time Faculty Review Form may be kept in the instructor’s home department.

**Employee or Department Member Menu**

<table>
<thead>
<tr>
<th>Employee Menu :: Andrew Carden</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Degree Information</td>
<td></td>
</tr>
<tr>
<td>Documentation Information</td>
<td></td>
</tr>
<tr>
<td>View Printable SACS Form</td>
<td></td>
</tr>
<tr>
<td>View And Create Syllabi</td>
<td></td>
</tr>
</tbody>
</table>

Everyone sees the same menu here. It contains the five modules necessary to complete the instructor information in the database.

We will break them down one at a time.
## General Information

As the record shows, Andrew Carden is a teacher for the Anthropology Department. He is regular faculty and is paid out of E&G. He teaches Lower and Upper Division courses for Anthropology and meets faculty requirements.

* Please remember that if the “Meets faculty requirements based upon advanced academic work in the teaching fields” is YES, then the “Meets qualification based upon ‘demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes’ in lieu of advanced academic preparation” must be checked NO. This reflects on the SACS Form in Numbers 8 and 13. They cannot both be yes and they cannot both be no.

The description field is now filled and he has a vita on file (which has to be electronically uploaded). You can change any information on the form or choose a new vita to upload. Simply click Save Changes at the bottom of the page. **Once you save changes, they are permanent.** To view the vitae currently on file for Andrew, click the “View” button to the right of the “Browse” button. The vita will appear and can be edited or printed as needed from this screen. To exit from the vita, click the browser’s back button to return to the employee menu.

### Changes

- Click the New Degree button at the bottom of the list to add a new degree to the list. Fill in all the information and click Save. If one of the degrees is incorrect for that person, click Remove to remove the degree from the list.

---

### Degree Information

As we can see, Andrew Carden has one degree on file. It is a Bachelor’s of Science in Computer Science received in 2005 from the University of West Florida. You can change any information about the degree and click Save to save the record. As you change information, the border behind it will turn black to remind you to save before you leave the page. Remember, if you do not click save before you leave the page all of the information for that degree will revert to what it was when you arrived on the page.
## Documentation Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Yes</th>
<th>No</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official copies in personnel file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two letters of recommendation on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed SACS form on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside reviews on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean's approval for file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of offer on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment letter on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most recent evaluation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bare Changes

This is the page you will see if you are in the **College Administrators’ group**. This is information that is generally on file in the Dean’s office and can only be verified by looking at hard copy (paper) records.

**Department Administrators’ group** members can see all of this information and notify the Dean’s office if they believe any of it is inaccurate. Only **College Administrators** may change any field in this module.

## View Printable SACS Form

This will bring up a printable version of Andrew Carden’s SACS information from the submitted database entries onto the two (2) page paper form (shown below) to be kept on file in the Dean’s office. After verifying the information is correct, this form should be printed and signed by your Department Chair to be placed in the hard copy personnel file located in the Dean’s Office. Copies may be kept in department.

*****Please remember that if Number 8 is **NO**, then a written justification is required for completion of this form. Various examples of justifications can be viewed in the Nautical Roster located online at https://nautical.uwf.edu/accreditation/dsp_facultyRoster.cfm or the Chair of your department may enter a short justification as necessary for the individual. Samples of information noted in the justification may be submitted to the Dean’s office for inclusion in personnel files.
Syllabi

In the **dropdown boxes**, you will see previous, current and future semesters listed. You will be able to make changes only to the previous semester and add a new syllabus for the current and next semesters. You will, however, be able to view syllabi from previous semesters, but no changes can be made.

* Pick a Semester -> Course -> Faculty Member -> Course Reference Number

Next, you will see courses listed in the **dropdown boxes** for you to choose from to edit or add your syllabus.

* Pick a Semester -> Course -> Faculty Member -> Course Reference Number

Now, you will see instructors listed in the **dropdown boxes** for you to choose from to edit or add your syllabus.

* Pick a Semester -> Course -> Faculty Member -> Course Reference Number

Last, you will see course reference numbers listed in the **dropdown boxes** for you to choose from to edit or add your syllabus.

* Pick a Semester -> Course -> Faculty Member -> Course Reference Number

You will then be able to see the instructor for the course and any information that goes with it. Once your syllabus has been uploaded, under the “Syllabi” heading on the right, you will see a “View” button which will allow you to open the syllabus in a new window.

Help

The Help Information housed in this module is the same information that has been incorporated into this manual. It was written by Andrew Carden and Judy Jones and contains instructions for entering data to both the SACS Database and the Electrical and Computer Engineering ABET Database Administration* component. Any revisions and updated information will be added to the HELP module for your reference.
Other Features

The SACS Database will gain new features over time. The application will continue to grow and new features will be added to help make the administrative tasks of the academic division easier and faster.

*Additional Required Criteria for Electrical and Computer Engineering

The module for ABET accreditation database is used ONLY by the Electrical and Computer Engineering Department.

**ABET Database Administration**

By Andrew Carden and Judy Jones
Revised April 20, 2006

Getting Started

- **What to use:** Microsoft Internet Explorer 6 or Mozilla Firefox for PC, Safari or Mozilla Firefox for Mac.
- **Where to go:** [http://uwf.edu/acad](http://uwf.edu/acad)
- **How to login:** Your Argonet username and password.

The Login Screen

Enter your Argonet username and password and you will be logged into the system. The ABET system is shared with the much larger SACS system for college accreditation data. For the purpose of this document we will ignore everything but ABET-related functions of the application.

Department Administration

Department Administrators are faculty and staff members that have access to data for everyone in the Electrical and Computer Engineering department. There are very few members in this group. If you are in this group you will be taken to this screen:

Choose an instructor from the second list (where the arrow is pointing) to view their ABET data. This will take you to the ABET Menu for that instructor.
ABET Menu

The ABET menu displays all the courses for which the instructor has entered ABET data.

This figure indicates no course information has been entered by the instructor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Year</th>
<th>Print</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This figure indicates courses listed for printing, editing and may be removed from the database. **Once a record has been removed, it cannot be retrieved.**

Entering New Course Information

Click the New ABET Record button and a blank record will be added.

Click the Edit button on an existing record and you will see the ABET record as shown in the next figure.
This is the bulk of the ABET data. Choose the course; semester and year for the class you have data. The instructor name cannot be changed (it is your name, or the name of the instructor you are entering data for).

The rest of the questions should be familiar to you. Fill out the information for the class, or just save what you have changed and come back later to finish.

To save what you have entered, click the **Save Changes** button at the bottom of the page. You can use your **back** button to return to the ABET menu and move on to another course, or you can click **View Course Outcomes** and enter the course outcomes for the current course.

### Course Outcomes

The list of course outcomes works similarly to the list of courses for an instructor. Click the **New ABET Outcome** button and the click **Edit** on the new record.

The following screen will appear:
The outcomes in bold are the minimum the course should meet. If your course meets other outcomes, they should be added here as well. Choose an outcome, fill out the criteria and methods of assessment, and enter the number and percentage of students that achieved this outcome. Then click **Save Changes** on the bottom of the page. The record will be added to the database. Use the browser’s **back** button to return to the outcomes list.
Here is an example of an outcome list:

<table>
<thead>
<tr>
<th>Outcome Achieved</th>
<th># Students</th>
<th>% Students</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>12</td>
<td>100%</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>10</td>
<td>12</td>
<td>100%</td>
<td>Edit</td>
<td>Remove</td>
</tr>
</tbody>
</table>

To remove outcomes that were added by mistake click Remove. The data CANNOT BE RETRIEVED once removed. To make changes to the data for that outcome click Edit and modify the data.

When you have completed all outcomes for the course, use the browser’s back button to return to the ABET data for that course. Click back again to return to the course list.

Editing and Removing Course Records

If you wish to edit the main data or the outcomes for a course, click the Edit button. To remove a course record and ALL the outcomes for that course, click Remove. Once again, data CANNOT BE RETRIEVED once it is removed.

Questions, Comments, and Help

We would be glad to help you with any questions or concerns you have about the database and new additions to the system. Please e-mail Dustin Mink at dmm23@students.uwf.edu or call 857-6018 and someone with the CAS support team would be happy to discuss the system with you. Thank you for all your patience with our progress. Comments are welcome and encouraged. Help us make this system as useful to you as possible.

IV. Faculty Qualifications Roster (Nautical Roster)

This roster reflects information entered into the SACS database combined with information from other on-campus databases. To access the qualifications roster, go to the following link, https://nautical.uwf.edu/accreditation/dsp_facultyRoster.cfm where you will see various ways to sort the lists contained within the roster and verify that the information for your department has been entered correctly. You will need to login using your ArgoNet username and password.

Secure Login:

Once you have logged in, you will see roster options (per drop downs in the figure below) for information needed to search by semester, college, departments or by instructor.
You must choose a semester, but may pick from the other columns as needed. This can be done by college, department or by individual. You must choose a semester to search, but you will have the option to see the entire university, your college, or a specific individual. To choose an individual, once you have made your choices, click on SEARCH, and your result should look like the figure below (showing only information for the current semester).

Note the information listed includes Status (Regular Faculty), Primary Position (101480-00) and FTE (1.00). The course name, hours and class enrollment are listed under the Prefix/Number which is in blue. This links to the syllabus for that course. The Academic Credentials, Qualifications, and Competencies for degrees achieved by the instructor are in the center. Meets Academic Requirements will display Yes or No, the College and Department. The Yes will verify that hard copy credentials are located in the Dean’s office personnel files. If there is a No, a justification MUST be noted in the Meets Other Requirements column which will verify other supporting documents held in the instructor’s hard copy personnel file. The red “T” indicates a terminal degree and “Yes” under Transcript verifies an original transcript is housed in the hard copy personnel file in the Dean’s office. Meets Other Requirements column is not filled in as there is no justification needed for this instructor. The column Vitae Uploaded is in blue, indicating a link to the instructor’s vita entered electronically and housed in the database. A hard copy of the vitae is to be housed in the personnel file in the Dean’s office.

These items are all tied to the SACS database making the entered information vital to the matching credentials housed in personnel files in the Dean’s office.

Please remember that all information should be updated for the current semester.
V. Personnel File (Hard Copy) Requirements

1. Letter of Offer

   A. “Letter of offer” is the original offer to the prospective Faculty or Adjunct. This letter originates from the Dean’s office and includes the listing of criteria required for hire. All original criteria received in the department must be forwarded to the Dean’s office. Copies may be kept in department. Some of these items include:
      1. Original Transcript
      2. Current Curriculum Vitae
      3. Letters of Recommendation
      4. Any additional documentation to be included in personnel file
   B. “Letter of offer” originates from the Department for Graduate Teaching Assistant. Original signed letter of offer kept in the Dean’s office for personnel file.

2. Signed Original SACS Form (Attachment FF – Faculty Qualifications Worksheet Compliance with SACS Criteria printed from database)

   A. Updated to Current Status
   B. Original sent to Dean’s office.
   C. Copies may be kept in department.

3. Vitae

   A. Updated to Current Status
   B. Submitted to Dean’s office.
   C. Copies may be kept in department.

4. Transcript of Highest Degree

   A. Acceptable-
      1. Original transcript with watermark, raised seal, comparable markings for verification of authenticity sent to CAS Dean’s office.
      2. Original transcript received from faculty/adjunct prospective UWF department.
      3. Original transcript received via United States Postal Service, FED EX, etc. from university granting the degree.
      4. Originals must be submitted to Dean’s office. Copies may be kept in department.
   B. Unacceptable
      1. “Issued to Student” transcripts.
      2. Copy paper submission.
      3. Faxed scanned or submissions marked “COPY” will NOT be accepted.
      4. Copy of transcript that has not been duly notarized.
5. Most Recent Evaluation

A. SUSSAI – Faculty, Adjunct, Graduate Teaching Assistant
   1. Issued by The University

B. Annual Evaluation - Faculty
   1. Issued by Department Chair

C. Part-Time Review Form – Adjunct, Graduate Teaching Assistant
   The Part-Time Review Form is accessible in the SACS database and issued by
   the Chair of the Department. These forms are current for the semester and
   should be printed out at the end of each semester for adjunct and graduate
   teaching assistant evaluations. Department Chair signature is necessary as
   well as a check in the appropriate box for evaluation purposes. The original
   forms should be sent to the Dean’s office for placement into personnel file.
   Copies may be kept in department.

6. Work Assignment

A. Regular Faculty/Adjuncts
   1. Work assignment letters updated for current semester. Copies may be kept
      in department.

B. Graduate Teaching Assistants
   1. Work assignment letters desired, but optional. Copies may be kept in
      department.

7. Other Documents Supporting Decision to Hire Faculty, Adjunct or GTA

A. Letters of Recommendation, originating from Department members for
   Graduate Assistants who have moved up to Adjunct status.
B. Outside Reviews requested by Department Chair for UWF graduated Adjuncts
   who have moved to Faculty Status
C. Letters of recommendation from other employers
D. Certificates of competence (e.g., CPA certificate)
E. Letters of recommendations from peers
F. Letters from other colleges/universities indicating that they would be willing to
   hire the individual as an instructor (College of Business has some of these
   letters)
G. Examples of publications
H. Portfolios related to prior work experiences

Obviously, not all files contain all of the above. There must be documentation in the hard
copy file showing that the person hired has at least the level of knowledge and skills we would
expect of someone we would have hired that had traditional academic credentials.

VI. Instructor of Record

1. Qualifications Required

A. Faculty – Minimum Master’s Degree in the Teaching Field
B. Adjunct – Minimum Master’s Degree in the Teaching Field or has completed a
   Master’s Degree and 18 or more graduate semester hours in the teaching field
   with a Master’s degree pending.
C. Graduate Teaching Assistant – Minimum 18 or more graduate semester hours in the teaching field

VII. Transcript Request Form for UWF Graduates

1. Transcript Request Form has been disbursed only to the College of Arts & Sciences Departments. This form is for SACS PURPOSES ONLY. There is NO CHARGE. This Form must be signed by the student and Associate Dean, then, forwarded to the Office of the Registrar. The UWF transcript will be sent to the Dean’s office for placement in hard copy personnel file. A copy may be sent to department upon request.

2. Form Sample (College of Arts & Sciences)

VIII. FAQ’s

Q - Please clarify “most recent evaluation” for me. Does this mean the evaluation from their department chair?

Yes. Evaluation refers to the assessment by the chairperson. Evaluation files are available for faculty, adjunct and graduate teaching assistant. For regular faculty, this is their yearly evaluation. For adjuncts or graduate teaching assistants, these evaluations are the Part-Time Faculty Review Form required at the close of every semester.

Q – Do I need to have Recommendation Letters for our department Graduate Teaching Assistants?

Yes. The GTA criteria are necessary to justify instruction for any courses or labs they may be teaching.
Q – What are the qualifications for faculty or adjuncts?

**Faculty teaching general education courses at the undergraduate level:** a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

**Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:** a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

**Faculty teaching baccalaureate degree courses:** a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

**Faculty teaching graduate and post-baccalaureate course work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.

**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.

Q – What happens if the faculty adjunct or graduate teaching assistant criteria isn’t submitted at the beginning of the semester the person is to begin teaching?

The Dean's office is required to receive credentials before the semester begins. It is strongly recommended that departments strive to obtain the information or instruct the new employee to forward documentation to the Dean’s office once the hiring process begins.

Q – How do I enter SACS information for a new hire if the instructor’s name is not in the database?

A course assignment and Nautical ID must be processed for a newly hired instructor to appear in the listing. This information is processed in the Office of Human Resources. If the information is not yet available for the database, you may still forward qualifying documents to the Dean's office. We ultimately prefer to receive a complete packet (SACS form, original transcript, vita, recommendation letters and any supporting documents submitted), but a partial packet can be sent noting the specific missing documentation will be sent promptly.

Q- What do I do if a department instructor is from another college within UWF?

If an instructor is “shared” with another college, the hard copy originals should be housed with the instructors “home” college and department. Notarized copies of the transcript may be kept in the Dean’s office and the department. The instructor must be added to the department listing, a SACS form printed, signed and forwarded to the Dean’s office. A copy may be kept in the department.
Competence and Qualifications of Instructional Personnel for The University of West Florida College of Arts and Sciences

Adopted by the College of Arts and Sciences Council on December 19, 2003

Purpose:
The College of Arts and Sciences is committed to employing instructional personnel who possess the appropriate academic credentials. Thus, this policy is intended to ensure that personnel who teach credit courses and noncredit degree program components within the University of West Florida College of Arts and Sciences are fully competent and appropriately qualified in their teaching disciplines. This policy follows the mandates of the University of West Florida Faculty Credentials Policy (endorsed by the Faculty Senate on June 13, 2003) as well as the Southern Association of Schools and Colleges guidelines. There may be some exceptional cases where the College of Arts and Sciences employs individuals who offer the most appropriate combination of academic credentials and professional experience. However, the College of Arts and Sciences expects
   1) that all instructional personnel in the College of Arts and Sciences possess a theoretical knowledge base relevant to the discipline, and
   2) that professional experience offered in lieu of academic credentials is equivalent to the disciplinary achievements normally signaled by the appropriate degree in the teaching discipline.

Competence and Qualifications:
Individuals hired to teach credit courses and other components of degree programs must, under ordinary circumstances, hold, as a minimum, the following academic credentials.

For all undergraduate courses and other bachelor's degree components:
   • A master's degree in the teaching discipline or
   • A master's degree with 18 graduate semester hour credits in the teaching discipline.

For all graduate courses and other graduate program degree components:
   • An earned doctorate/terminal degree in the teaching discipline
      or
   • An earned doctorate in a related discipline.

It is recognized that occasions may arise when individuals may qualify for instructional duties on a basis other than standard academic credentials. In such cases it is the responsibility of the recommending body and the hiring authority to demonstrate and document that the individual being assigned instructional duties has the equivalent knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds the standard academic credentials. Documentation of credentials used in lieu of standard academic credentials must be maintained in the individual's official personnel file.

Official Documentation of Degrees Held and Credits Earned:
The official personnel files of individuals who teach credit courses and other components of degree programs must include official copies of transcripts documenting appropriate degrees earned and other credits used to demonstrate competence and qualification in the teaching discipline. In addition, the personnel files must contain all transcripts, forms, and letters of recommendation routinely required by the Office of the Dean of the College of Arts and Sciences.

Faculty who lack the appropriate degree in the teaching discipline as defined above must provide additional documentary evidence of acceptable experience and training. The method of
documenting this experience and training will be comparable to evidence submitted for other personnel decisions within the College of Arts and Sciences. In each case, a portfolio shall be developed by the applicant and the administrator charged with making the case for equivalence. The outside evaluation will take place by the end of the first regular semester (Fall or Spring) of employment. If no evaluation has taken place within this time frame, the individual will not be eligible to teach until the prescribed outside review is completed. This policy in no way limits the prerogative of chairs initially to hire appropriate instructional personnel.

The applicant will contribute the following to the portfolio:

1. All transcripts, forms, and letters of recommendation routinely required by the College of Arts and Sciences for employment.

2. A Curriculum Vita
   The vita should clearly delineate educational, performance, exhibition, and/or other specialized activities that provide evidence of extensive experience and training at the highest professional level. The vita should clearly define publication headings; e.g., books and other monographs, journal articles, conference proceedings, and technical reports as appropriate. The vita should clearly define shows, performances, exhibitions, or related activities, and must define as well the artistic and/or professional context or those shows, performances, exhibitions, or related activities. Items that are not yet in print, or which are forthcoming but have not yet occurred, should be listed in a separate category.

3. Applicant's Self-Assessment and Related Evidence
   The self-assessment will explain how the items listed in the Curriculum Vita constitute extensive experience and training at the highest professional level in the teaching discipline. The applicant's self-assessment must also address not only the quantity but also the quality and significance of his/her work and must include appropriate evidence to support the applicant's case. Examples might be: articles, the context and/or makeup of a juried exhibition, the context and findings of an independent juried review of a performance, the ranking and acceptance rate of the journals in which work is published, the number of citations to the candidate's work, and other related measures.

The administrator will contribute the following to the portfolio:

1. A copy of the approved departmental scholarly/creative activities statement.
2. A cover letter that
   Describes and explains the range and scope of duties the individual will discharge in the department, including any and all expectations in the areas of teaching, scholarly/creative activity, and service.
   Establishes how the individual’s qualifications, content knowledge base, and instructional capabilities are equivalent to those expected of an individual who holds appropriate academic credentials in the discipline.
   Does NOT rely on individual's collegiality, willingness to work hard, be a team player, punctuality or reliability to establish equivalence to the appropriate degree in the discipline. These are worthy characteristics in faculty but do not constitute arguments for equivalence to the appropriate degree.

Once complete, this portfolio will be submitted to a minimum of two individuals who hold the rank of Chair or higher (or a comparable position) at a 4-year public or private and SACS accredited institution comparable to the University of West Florida. In cases where a discrepancy arises between the recommendations given by the two outside reviewers, a third reviewer with the same
credentials as above may be identified to review the portfolio. The reviewer(s) will certify that, in their best professional judgment:

1. The submitted evidence demonstrates that the individual being assigned instructional duties has the knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds standard academic credentials.
2. This individual could be hired to hold a comparable academic and instructional position at another institution.

These letters of certification will become part of the individual's official personnel file maintained by the College of Arts and Sciences, with copies included in the portfolio and other suitable locations.

After an instructor who lacks the appropriate degree in the discipline has completed teaching a course, the Department Chair will provide to the Dean of the College of Arts and Sciences a letter that documents satisfactory job performance.

Applicability:
This policy pertains to all individuals assigned instructional duties and who are officially responsible for assigning student grades. This includes, but is not limited to, regular full- and part-time faculty, visiting faculty, adjuncts, and nonacademic staff assigned to occasional teaching.

In the event courses and/or activities are designed for a mixture of credit and noncredit students, the academic credential requirement pertaining to the credit course prevails.

In the event an instructional assignment includes both undergraduate and graduate credit courses the academic credential requirement for graduate courses prevails.

Graduate Teaching Assistants:
Graduate teaching assistants who are listed as the instructor of record for undergraduate courses they teach must hold a bachelor's degree and have successfully completed at least 18 graduate semester hour credits in the teaching discipline. In certain cases, graduate students with fewer than 18 hours of graduate credit in the teaching discipline may act as instructors of record if the course constitutes part of a teaching training program (e.g., a practicum or internship) for which they receive intensive supervision. Graduate teaching assistants may not teach graduate courses unless they hold an earned doctorate/terminal degree in the teaching discipline or a related discipline. In addition, graduate teaching assistants must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated on a regular basis.

Source of Degrees:
Degrees used to satisfy academic credential requirements must be from a U. S. regionally accredited institution or from a non-U. S. institution deemed to be equivalent to a U. S. regionally accredited institution.

Noncredit Courses and Activities:
Individuals who teach noncredit courses and other non-degree-related activities must hold academic credentials and/or have a record of successful experience in the field(s) in which they are assigned to teach. The official personnel files of individuals who teach non-credit courses and other non-degree-related activities must include appropriate documentation of competence and qualification in the teaching field.
Limitations:
This policy on competence and qualifications of instructional personnel relates only to the instructional duties of such personnel. The minimum qualifications for hiring and promotion of personnel with faculty rank (e.g., lecturer, instructor, assistant professor, associate professor, professor, etc.) are set forth elsewhere.
Departmental Requirements: This policy does not preclude academic departments from requiring additional or specialized documentation appropriate to the field in order to justify equivalency.

Addendum:
Policy Competence and Qualifications of Instructional Personnel
Endorsed by UWF Faculty Senate June 13, 2003

Purpose:
This policy is created to ensure that personnel who teach credit courses and noncredit degree program components at the University of West Florida are fully competent and well qualified in their teaching disciplines.

Competence and Qualifications:
Individuals hired to teach credit courses and other components of degree programs must, under ordinary circumstances, hold, as a minimum, the following academic credentials. For undergraduate courses and other bachelor's degree components: A master's degree in the teaching discipline or a master's degree with 18 graduate semester hour credits in the teaching discipline. For graduate courses and other graduate program degree components: An earned doctorate/terminal degree in the teaching discipline or in a doctorate in a related discipline. It is recognized that occasions may arise when individuals may qualify for instructional duties on a basis other than standard academic credentials. In such cases it is the responsibility of the recommending body and the hiring authority to demonstrate and document that the individual being assigned instructional duties has the knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds the standard academic credentials. Documentation of credentials used in lieu of standard academic credentials must be maintained in the individual's official personnel file.

Applicability:
This policy pertains to all individuals assigned instructional duties and who are officially responsible for assigning student grades. This includes, but is not limited to, regular line full- and part-time faculty, visiting faculty, adjuncts, and nonacademic staff assigned to occasional teaching. In the event courses and/or activities are designed for a mixture of credit and noncredit students, the academic credential requirement pertaining to the credit course prevails. In the event an instructional assignment includes both undergraduate and graduate credit courses the academic credential requirement for graduate courses prevails.

Graduate Teaching Assistants:
Graduate teaching assistants who are listed as the instructor of record for undergraduate courses they teach must hold a bachelor's degree and have successfully completed at least 18 graduate semester hour credits in the teaching discipline. Graduate teaching assistants may not teach graduate courses unless they hold an earned doctorate/terminal degree in the teaching discipline or a related discipline.
Source of Degrees:
Degrees used to satisfy academic credential requirements must be from a U. S. regionally accredited institution or form a non-U. S. institution deemed to be equivalent to a U. S. regionally accredited institution. Official Documentation of Degrees Held and Credits

Earned:
The official personnel files of individuals who teach credit courses and other components of degree programs must include official copies of transcripts documenting degrees earned and other credits used to demonstrate competence and qualification in the teaching discipline.

Noncredit Courses and Activities:
Individuals who teach noncredit courses and other non-degree-related activities must hold academic credentials and/or have a record of successful experience in the field(s) about which they are assigned to teach. The official personnel files of individuals who teach non-credit courses and other non-degree-related activities must include appropriate documentation of competence and qualification in the teaching field.

Limitations:
This policy on competence and qualifications of instructional personnel relates only to the instructional duties of such personnel. The minimum qualifications for hiring and promotion of personnel with faculty rank (e.g., lecturer, instructor, assistant professor, associate professor, professor, etc.) are set forth elsewhere.

Faculty Qualifications
Faculty 20.
The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.

Credential Guidelines
1. Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

4. Faculty teaching baccalaureate degree courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course
hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

5. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

6. 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.