July 22, 2015

MEMORANDUM

To: Academic Deans, Department Chairs and Directors

From: Janet Kistner
Interim Vice President for Faculty Development and Advancement

Subject: Fall 2015 Certification of Instructor SACS Qualifications

Deadline: Wednesday, August 19, 2015

In order to comply with the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the FSU “Credentialing Faculty Members” Policy, the academic dean of each college is required to certify, in writing, that:

1. Each adjunct instructor of record meets SACS guidelines for teaching the course which s/he has been assigned to teach (e.g. holds a Master’s degree in the teaching discipline or has earned at least 18 graduate credit hours in the teaching discipline); and
2. Any full-time faculty member instructor of record (tenure-track, specialized, and non-tenure-track) who is assigned to teach a course outside the academic field in which he/she earned the terminal degree is qualified based on other credentials (e.g., other degrees and related work experience, demonstrated competencies and achievements).

Each dean must submit certifications of faculty instructors, using the attached form, to the Vice President for Faculty Development and Advancement by Wednesday, August 19, 2015 (See instructions at the top of the form for more details). You will find detailed information about SACS requirements in the “Credentialing Faculty Members Policy” at http://policies.fsu.edu.

Certification of the credentials of graduate teaching assistants will be done online using the Graduate Student Tracking System (see accompanying document for more information). Deans are asked to notify the Dean of the Graduate School via memo or email when the online certifications of all graduate teaching assistants in their college are completed. Certifications need to be completed by August 19, 2015.

This memorandum will be posted to the Office of Faculty Development and Advancement website at http://fda.fsu.edu under General Faculty Information, then University Policies. Please direct any questions regarding this new procedure as appropriate to your dean’s office or to the Office of Faculty Development and Advancement.

Attachment (sent in fill-in pdf format)

cc: President John Thrasher
    Interim Provost Sally McRorie
    Dean Nancy Marcus

211 Westcott Building, 222 S. Copeland Avenue, P.O. Box 3061480, Tallahassee, Florida 32306-1480
Telephone: 850.644.6876  Fax: 850.644.3375  http://fda.fsu.edu