



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

Tuesday, May 2, 2017

MEMORANDUM

To: Academic Deans, Department Chairs and Directors

From: Janet Kistner 
Vice President for Faculty Development and Advancement

Subject: Summer 2017 Certification of Instructor SACS Qualifications

Deadline: Wednesday, May 10, 2017

In order to comply with the guidelines established by FSU Policy 3A-2, "Policy for Credentialing Faculty Members", the academic dean of each college is required to certify, in writing, that:

1. **Each adjunct instructor of record** meets Policy (and SACSCOC) 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 or school director of a stand-alone school, must submit certifications of faculty instructors, using the attached form, to the Vice President for Faculty Development and Advancement by Wednesday, May 10, 2017 (See instructions at the top of the form for more details). You will find detailed information about SACS requirements in "Policy for Credentialing Faculty Members," at <http://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/fda/FSU%20Policy%203A-2.pdf> (*FSU Policy 3A-2*).

Certification of the credentials of graduate teaching assistants will be done online using the Graduate Student Tracking System (see accompanying document for more information).

This memorandum will be posted to the Office of Faculty Development and Advancement website at <http://fda.fsu.edu/Faculty-Employment/Faculty-Credentialing>. Please direct any questions regarding this procedure as appropriate to your dean's office, school director, or to the Office of Faculty Development and Advancement.

Attachment (*sent in fill-in pdf format*)

cc: President John Thrasher
Provost Sally McRorie
Dean Nancy Marcus
Assistant Vice President Renisha Gibbs