



## Instructor Credentials System (ICS) Basic Information Office of Faculty Development and Advancement

### Purpose of ICS:

Florida State University is committed to ensuring that all of its instructors are qualified to teach the courses to which they have been assigned, in accordance with FSU Policy 3A-2 and SACSCOC Comprehensive Standard 3.7.1 (Faculty Competence). The Instructor Credentials System (ICS) was designed to collect, approve, store, and report documentation of the credentials that make each instructor qualified to teach.

### Concept of ICS:

Each instructional faculty member and adjunct instructor will have an ICS Profile completed for them by staff in their academic unit, under the direction of their department chair, school director, or dean/associate dean. Each instructor is assigned one or more C.I.P. codes in which they are qualified to teach based on their credentials, including official transcripts verifying academic degrees as well as alternative credentials such as professional experience, certifications, and scholarly accomplishments. Each semester, reports are run that compare the C.I.P. Code(s) assigned to the instructor with the C.I.P. Code of each course they are teaching. If they match (at 4 digits), this indicates that they are qualified to teach the course. If they do not match, an error is produced and its cause is investigated.

**Example:** General Mathematics (27.0101) matches at the 4-digit level with other related C.I.P. Codes such as Algebra (27.0102) and Geometry (27.0104). It does not match with Statistics (27.0501). Thus, any faculty member who is a mathematician who also is qualified to teach Statistics should be assigned two C.I.P. Codes in the ICS: 27.0101 and 27.0501.

## Definitions:

1. C.I.P. Code: The [Classification of Instructional Programs](#) (CIP) system provides a taxonomic scheme that supports accurate tracking and reporting of fields of study across the U.S.
2. Credentials: evidence of a person's qualification to teach; used here to indicate that an instructor has attained the academic degree considered to be highest in a field.
3. Alternative Credentials: Evidence of a person's qualification to teach; specifically, credentials outside attainment of highest degree in a field such as certificates earned, licensure, teaching accomplishments and honors, research publications and presented papers, professional experience, etc.
4. Matching Report: The report, available at department/school, college, and FDA levels, that matches the first 4 digits of the assigned and approved instructor C.I.P. Code against the course C.I.P. Code. Mismatches are identified as errors to be investigated and resolved.
5. Program Director: The qualified faculty member who is assigned by the Chair/Director to coordinate a specific degree program at a specific level. Assignment of program directors follows the same approval route as instructor credential profiles.
6. Degree Program Inventory (DPI): FSU records its degrees in the Degree Program Inventory, available at: <https://www.ir.fsu.edu/resources.aspx>. A list of certificates offered by FSU is also available at that link.