

# Faculty Roster FAQs

## Instructors included in the Faculty Roster

### **What is the Faculty Roster?**

The Faculty Roster is a SACS required report, listing: (1) all credit courses taught during the review period and as listed in OPUS, (2) the instructor of record for each course, and (3) the instructor's credentials, including information justifying the instructor's credentials for each specific course. The faculty rosters will be maintained internally, starting with the Fall 2010 semester, to ensure compliance. The SACS off-site review team will specifically focus on courses taught during the Fall 2012 and Spring 2013 semesters.

### **What is the definition of "instructor of record?"**

SACS defines the instructor of record as the individual designated by the academic unit as responsible for the course, including developing its content, assignments, and grades. For team based courses in which multiple instructors participate in the design, delivery and assessment of the course, a team coordinator must be assigned.

### **What are exceptions to the Faculty Roster?**

Instructors who are guest lecturers are excluded from the Faculty Roster. A guest lecturer is an individual invited to contribute to a course based on her/his specialized expertise in an area essential to the course and its learning outcomes. Guest lecturers can be internal or external to the academic unit.

### **Who should be listed as instructor of record in OPUS for dissertation and thesis credit hours?**

The committee chair or co-chairs should be listed as instructor of record.

### **Who should be listed as instructor of record in OPUS for independent study courses?**

The instructor of record for independent study courses is the faculty member who signed off on the content of the study and who will be evaluating the student.

### **Are voluntary faculty (i.e, preceptors,) included in the faculty roster?**

Voluntary faculty who serve as supervisors to practicum requirements and other non-credit sections are excluded from the Faculty Roster. Those voluntary faculty who are listed as instructor of record for a credit-bearing course must be listed on the roster.

**Are graduate teaching assistants included in the Faculty Roster?**

Graduate teaching assistants who are fully responsible for the course must be included. These usually include all TAs who have completed TATT 605 (Teaching Assistantship).

**Are graduate teaching assistants who teach sub-sections such as labs or discussion groups included in the Faculty Roster?**

Graduate teaching assistants who contribute to a course are not included if a faculty member is teaching the lecture activity.

**Academic Appointment Questions**

**Are professional staff members who teach credit-bearing courses entered in the Faculty Roster database?**

Yes, they must be included as "non-faculty instructors" in the Faculty Roster.

**Should instructors of credit-bearing courses who are not employed by Emory be included in the Roster?**

Yes, because they hold responsibility for a credit-bearing course as the instructor of record they must be included in the Faculty Roster. Examples are paid adjunct faculty, consultants, and faculty who teach credit-bearing courses but who are not reimbursed.

**If a faculty member is teaching a course in a department different than the academic home unit, is a joint appointment required in the other department?**

No, the nature of the appointment is irrelevant to the Faculty Roster. Key is the listing as the instructor of record and the ability to demonstrate expertise in the content covered in the course.

**Instructor Credentials**

**What degrees must be entered in the Faculty Roster?**

All advanced degrees must be entered. In-progress degrees must also be entered and be updated upon completion. Residencies and postdoctoral fellowships may be entered if they provide justification for the faculty credentials.

**What information is needed for each degree?**

Complete degree information includes type of degree (i.e., M.A.,MBA, Ph.D.), discipline of the degree, institution where the degree was conferred, and the year when the degree was awarded. When applicable (i.e., the MBA degree), a concentration must be listed as the discipline of the degree.

### **What is acceptable proof of highest degree?**

Official transcripts are required of the highest degree for all instructors of record.

### **What constitutes an “official transcript”?**

An official transcript is defined as a transcript or other academic record that includes notation that it is official. Each individual official transcript must meet the authentication criteria based on the issuing institution’s standards. The transcripts must possess all of the following:

- a. the issuing institution’s official seal;
- b. signature of the appropriate authorizing agent, preferably the institution’s registrar;
- c. the institution’s official letterhead or stationary;
- d. the institution’s watermark or other identifier; and
- e. date of issue.

Electronic transcripts are acceptable as long as these are received from the university granting the degree or through a third party that is authorized to broker such transactions and that takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. A record of the transaction must be kept in the faculty file to prove that the transcript was received directly from the issuing institution or through a third party.

Unacceptable documents include: 1) copy of paper submission, 2) faxed, scanned, or submissions marked “COPY”, and 3) copy of transcript that has not been duly notarized.

### **What documents are necessary for instructors with terminal degrees conferred by a foreign university?**

Foreign credentials must be evaluated by a National Association of Credential Evaluation Services (NACES) approved organization (see list of organizations at: [www.naces.org](http://www.naces.org)) and submitted to the Dean’s Office.

### **Is it sufficient to obtain the transcript of the highest degree, or is a transcript required for all degrees?**

Transcripts must be obtained for all degrees that are necessary to document faculty credentials for teaching credit-bearing courses. In most cases, this is the highest degree. However, if the highest degree is not in the teaching discipline, transcripts for master’s or other degrees related to the course(s) taught are also required.

### **Do all transcripts need to be official, or can the master's be a copy or unofficial, as long as we have the official transcript of the terminal degree?**

Yes, all transcripts must be official.

**Is it necessary to obtain transcripts for instructors who teach in the review period (Fall 2012 & Spring 2013), but are no longer with the university or no longer teaching the course during the 2013-14 academic year?**

Yes, it is necessary to obtain transcripts for all the instructors who teach during the review period (Fall 2012 and Spring 2013).

**When entering graduate credit hours in lieu of the terminal degree or master's degree in the discipline, is it sufficient to identify the minimum 18 graduate credit hours to meet the standard?**

Yes, 18 hours is required, but schools and colleges are encouraged to enter all the courses that are relevant to the teaching assignment. Course information should include credit hours, course number, and course title.

**Is it necessary to enter degrees for Graduate Teaching Assistants?**

Only if the Graduate Teaching Assistant is listed as the Instructor of Record. In that case, either a master's degrees or appropriate graduate credit hours obtained either at Emory or other institution must be entered.

Official transcripts must be obtained as well.

**How is the "terminal degree" determined in the Faculty Roster?**

A degree is terminal if it is the highest degree available in the field, as follows:

1. In disciplines where research doctorates such as the Ph.D. are available, then these are the "terminal degrees."
2. In professional disciplines where there is a professional practice doctorate, such as the D.P.T., J.D., and M.D., these are the "terminal degrees;"
3. For those few programs where the focus of the degree is practice, and a professional practice doctorate is not available (i.e., Medical Imaging Technology), the school or college can determine the "terminal degree" with a justification.

**How can an academic unit justify using master's level faculty if they have the terminal "practice-oriented" degree?**

Schools and colleges may establish a policy that a master's degree is the terminal degree for certain practice oriented programs. Each program must provide a rationale for this policy, which, in turn, must be driven by their accreditation agency's standards, benchmarks, or other best practices in their field. The rationale must be submitted to and approved by the Senior Vice Provost for Academic Affairs.

## **Do licensures, certifications, or other credentials need to be entered in the Faculty Roster?**

Only if they are related to justifying the faculty credentials required to teach a credit-bearing course.

In other words, if the individual has the appropriate terminal degree and further justification is not required, then entry of the license is not required.

## **Courses**

### **Which courses are included in the Faculty Roster?**

All credit-bearing courses must be included. This includes independent studies, dissertation and master's thesis research courses, and ESL courses.

### **What are "sub-topic" courses and how are they handled in the Faculty Roster?**

Any course with a course title suggesting that course content will vary by section and/or be highly specialized by section (i.e., special topic courses) will receive close scrutiny by SACS reviewers. Therefore, certification of compliance must occur at the section level, rather than the course level for all these courses.

All courses that have a sub-topic must be listed by section in the Faculty Roster. If justifications are required, then justifications must be entered by section, not by course.

### **How are cross-listed courses handled in the Faculty Roster?**

The cross-listed course will be reported in the Faculty Roster under the different course numbers, as listed in OPUS. It is the responsibility of the course origination department to verify the credentials of the primary instructor, regardless if the course is cross-listed with other departments. The instructor of record is not credentialed de facto for other courses outside the origination department by virtue of the course being cross-listed.

### **Are course syllabi required as supporting documentation for the Faculty Roster?**

Yes, syllabi will be collected for all courses offered in Fall 2012 and Spring 2013. These documents are needed to establish that the instructor of record has credentials that are related to the learning outcomes of the course. For interdisciplinary courses, the syllabus also will serve as a key document for reviewers.

## **Additional Qualifications or Justifications**

### **When are additional qualifications or justifications needed?**

Justification Narratives are required whenever the match between the discipline of the course content and the faculty degree credentials warrants further clarification.

Each semester, the Office of Institutional Research will review course and faculty degree information and alert the departments to teaching assignments where there may not be a good match. The Justification Narrative forms should be completed by the department chair/associate dean, signed by the Dean, and submitted to Institutional Research. Upon final approval by the Senior Vice Provost for Academic Affairs, the justification form should be kept in the faculty member's credentialing file in the Dean's Office, along with supporting documentation.

**What should be included in a justification?**

The justification may include detail on competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related relevant work expertise 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 more information, please see the **Guidelines for Writing Justification Narratives**.

**If publications are the primary additional qualification, how many publications should be listed?**

List at least 3 publications in the last 5 years that are relevant to the course content.

**Are C.V.s required for SACS?**

Yes, a complete, up-to-date C.V. is required in PDF format for all instructors included in the Faculty Roster. This process will be initiated in Fall 2012. This requirement also includes Graduate Teaching Assistants, professional staff who teach credit-bearing courses, adjuncts, and individuals not employed by Emory who are listed as instructors of record.