CERTIFICATION OF CREDENTIALS FORM
SUBMISSION & APPROVAL GUIDE

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OVERVIEW

The Certification of Credentials Form must be submitted for each new faculty member hired to teach courses at SFA. The form helps ensure that each faculty member is qualified to provide instruction for the courses they have been hired to teach, per SFA Policy 7.1 (Academic and Professional Qualifications) and SACS Standard 6.2a (Faculty Qualifications). Instructors who teach undergraduate courses must have a master’s degree or 18 graduate credit hours in the discipline in which they teach. Instructors who teach graduate courses must have a terminal degree in the discipline in which they teach. In some cases, professional experience or accomplishments may qualify an individual to teach in his or her professional discipline.

Submitting the completed Certification of Credentials Form certifies that SFA has received official transcripts documenting the instructor’s qualifying degree(s).

Responses to the Certification of Credentials Form must be approved by the head of the academic unit and the dean of the college in which the faculty member will be teaching. When the form is submitted for a faculty member, it automatically enters an approval workflow. This guide includes a link to the form, an outline of the steps in the Certification of Credentials Approval Workflow, and a short manual which describes how to advance through the approval process.

Please contact the Office of Institutional Research with any questions.
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APPROVAL PROCESS OUTLINE

Form Submitted for New Faculty Member

• If Rejected, Begin UPDATE Form Process

Academic Unit Head Approval

• If Rejected, Begin UPDATE Form Process

Dean Approval

Responses Saved for Load into Digital Measures by OIR
Certification of Credentials Form

FORM SUBMISSION

When an instructor is hired, he or she will likely not have MySFA access in time to complete and submit the Certification of Credentials Form for himself or herself. Therefore, the form will most likely be completed and submitted by the head or administrative assistant of the academic unit in which the instructor will teach.

The link to the Certification of Credentials Form is located on the Resources tab in MySFA, under the “Faculty Credentials” heading.
Click the link “Enter Certification of Credentials” to access the Certification of Credentials form. Users will be logged in to Microsoft Office 365 in order to access, complete, and submit the form.

Once in the form, answer questions in the order in which they are shown on the screen. As questions are answered, more questions will populate as appropriate, based on previous answers. Required fields are marked with a red asterisk (*).

Once submitted, the form responder will receive emails regarding the approval status of the form as it moves through the approval workflow. If the form is rejected at any step, the form responder will be asked to make updates or corrections to form responses via the Certification of Credentials UPDATE Form.
If the Certification of Credentials Form is rejected, please use the Update form to make corrections to form responses. Responses to these forms are saved and loaded into Digital Measures (SFA’s official credentialing tool) by the Office of Institutional Research.
Update Faculty Certification of Credentials Form

This form is used to make updates or corrections to the Certification of Credentials Form. It is not necessary to respond to every question on this form—only those questions or sections which require updates or corrections.

Once submitted, this form will be routed through an approval process identical to that of the Certification of Credentials Form.

The Certification of Credentials Form documents that instructional faculty meet SFA Policy 7.1 (Academic and Professional Qualifications) requirements.

This form is owned and maintained by the Office of the Provost.

Hi Morgan, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Instructor's First Name *

   Enter your answer

2. Instructor's Last Name *

   Enter your answer

3. Does the instructor have a middle name? *

   - Yes
   - No

Submit
ACADEMIC UNIT HEAD APPROVAL

When the Certification of Credentials Form is submitted, it is first routed to the Head of the Academic Unit in which the faculty member will be teaching. The approval request is made via email.

Location of Form Responses

Responses to the Certification of Credentials form are found in the body of the approval email, AND they can be accessed by clicking the link titled “Certification of Credentials Form Response for [Instructor’s Name].” Clicking this link opens a SharePoint item with an attachment.

Click the title of the attachment (Instructor’s_Name_CoC_Response_Details.html) to download and review the responses from the Certification of Credentials Form.
The response document will open in a web browser as an .html document. Feel free to save a copy of the .html response document by printing the page (or printing to PDF).

### Approving or Rejecting Form Responses

After reviewing the responses, it is time to approve or reject the form. Return to the email. If the responses on the form are correct and qualify the instructor to teach the courses he or she has been hired to teach, click “Approve.” If the responses on the form are incorrect or incomplete and/or do not qualify the instructor to teach the courses he or she has been hired to teach, click “Reject.”
Clicking “Approve” or “Reject” will open the Approvals page in Microsoft Flow.

*Dean Step Approval Page with Approval Cards*

If needed, it is possible to change the selected status on this page from Approve to Reject or vice versa by clicking the ellipsis (...) then selecting “Approve” or “Reject.”
Add text to document decisions as needed in the “Add Comments” text field (e.g. regarding areas which require more information or revision). Please note the Comments box has a 255-character limit. The form responder will be able to view these comments, and they will be archived.

Click “Confirm” to submit the approval or rejection to the next step of the workflow.

Once submitted, the approval card will disappear, and a notification will appear displaying the status of the approval request.
If **approved**, the request is routed to the Dean for final approval.

If **rejected**, the form responder receives an email informing him or her of the approval decision and displays comments from the approval page. This email also includes a link to the *Certification of Credentials Update Form*. The Certification of Credentials Update Form allows the form responder to amend responses entered into the original Certification of Credentials Form. **The responder need not re-enter all information into the Update form—only responses to questions or sections which require more information or corrections.** When the Certification of Credentials Update Form is submitted, it enters another approval workflow identical to that of the original Certification of Credentials Form, and all approval steps must be repeated.

*6 Rejected at Unit Head Step Email Example*

```
Hello!

Instructor Name Here's Certification of Credentials form has been rejected at the unit head step.
Feedback: I am a comment.
Corrections or updates may be requested by submitting the Certification of Credentials Update Form at the link below.  
[Click Here to update form responses]

Thank you!
```
DEAN APPROVAL

When the Certification of Credentials Form is submitted, it is first routed to the Head of the Academic Unit in which the faculty member will be teaching, then to the Dean of the College. The approval request is made via email.

Location of Form Responses

To access the response to the Certification of Credentials Form, click the link titled “Certification of Credentials Form Response for [Instructor’s Name].” Clicking this link opens a SharePoint item with an attachment.

Click the title of the attachment (Instructor’s_Name_CoC_Response_Details.html) to download and review the responses from the Certification of Credentials Form.
The response document will open in a web browser as an .html document. Feel free to save a copy of the .html response document by printing the page (or printing to PDF).

**Approving or Rejecting Form Responses**

After reviewing the responses, it is time to approve or reject the form. Return to the email. If the responses on the form are correct and qualify the instructor to teach the courses he or she has been hired to teach, click “Approve.” If the responses on the form are incorrect or incomplete and/or do not qualify the instructor to teach the courses he or she has been hired to teach, click “Reject.”
Clicking “Approve” or “Reject” will open the Approvals page in Microsoft Flow.

8 Dean Step Approval Page with Approval Cards

If needed, it is possible to change the selected status on this page from Approve to Reject or vice versa by clicking the ellipsis (…) then selecting “Approve” or “Reject.”
Add text to document decisions as needed into the “Add Comments” text field (e.g. regarding areas which require more information or revision). Please note the Comments box has a 255-character limit. The form responder will be able to view these comments, and they will be archived.

Click “Confirm” to submit the approval or rejection to the next step of the workflow.

Once submitted, the approval record will disappear, and a notification will appear displaying the status of the approval request.

If approved, the form responder receives an email informing him or her of the approval decision, and the comments from the approval page are displayed. The data is then transferred into an Excel table to be uploaded into Digital Measures by the Institutional Research Office. Please ensure all official transcripts and certification documents have been routed to the appropriate office, respective of the new faculty member’s rank.
If rejected, the form responder receives an email informing him or her of the approval decision, and the comments from the approval page are displayed. This email also includes a link to the Certification of Credentials Update Form. The Certification of Credentials Update Form allows the form responder to amend responses entered into the original Certification of Credentials Form. The responder need not re-enter all information into the Update form—only responses to questions or sections which require more information or corrections. When the Certification of Credentials Update Form is submitted, it enters another approval workflow identical to that of the original Certification of Credentials Form, and all approval steps must be repeated.

9 Approved at All Levels Email Example

Hello!

Instructor Name Here's Certification of Credentials form has been approved at the academic unit head and dean levels.

Feedback from Unit Head: I am a comment.
Feedback from Dean:

Please ensure all official transcripts and certification documents have been routed the appropriate office, respective of your new faculty member's rank. Refer to SFA Policy 4.6 File Maintenance and for Faculty Personnel Files.

Axe 'em, Jacks!

10 Rejected at Dean Step Email Example

Hello!

Instructor Name Here's Certification of Credentials form has been rejected at the dean step.

Feedback: I am also a constructive comment.

Corrections or updates may be requested by submitting the Certification of Credentials Update Form at the link below.

Click Here to update Certification of Credentials Form responses.

Thank you!