FACULTY CREDENTIALING GUIDE

STEPHEN F. AUSTIN STATE UNIVERSITY

OVERVIEW AND NOTES

This guide provides technical instructions for using pertinent functionalities of Digital Measures to complete the Faculty Credentialing Review Process: logging in, updating credentials, and running the Course Credentialing Review report.

The Faculty Credentialing Review Process will be comprised of different phases and will take place over a matter of months. It is likely that different phases of the process will require credentialing steps to be performed in varying orders or for reports to be run for different groups or individuals. This guide includes a linked Table of Contents for quick reference. It is a good idea to skim over the guide and become familiar with its sections before beginning the Faculty Credentialing Review Process.

Most phases of the Faculty Credentialing Review Process will require a report to be run and reviewed prior to evaluating or updating faculty credentials. Instructions for running reports under varying conditions are available in the *Running the Report* section.

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CREDENTIALING

LOGGING IN

To log in to Digital Measures:

1. Log in to MySFA.
2. Navigate to the Faculty tab.
3. Click "Digital Measures - FAR."

When a typical user enters Digital Measures, he or she will land on the Manage Activities page. The Manage Activities utility allows faculty members to keep track of their own teaching, research, and service activities. The Manage Activities page includes links to each of the data collection screens in the Digital Measures system. Users with permission to manage activities *for* faculty members may make changes to faculty activities on their behalf. (Steps 1 through 6 of *Updating Teaching Qualifications* below detail how to manage data *for* faculty members.)

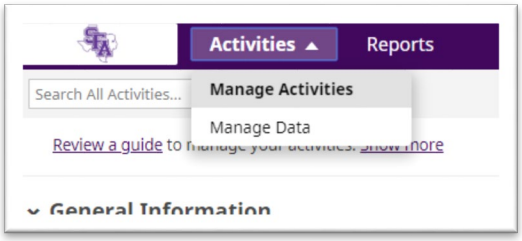
UPDATING *TEACHING QUALIFICATIONS*

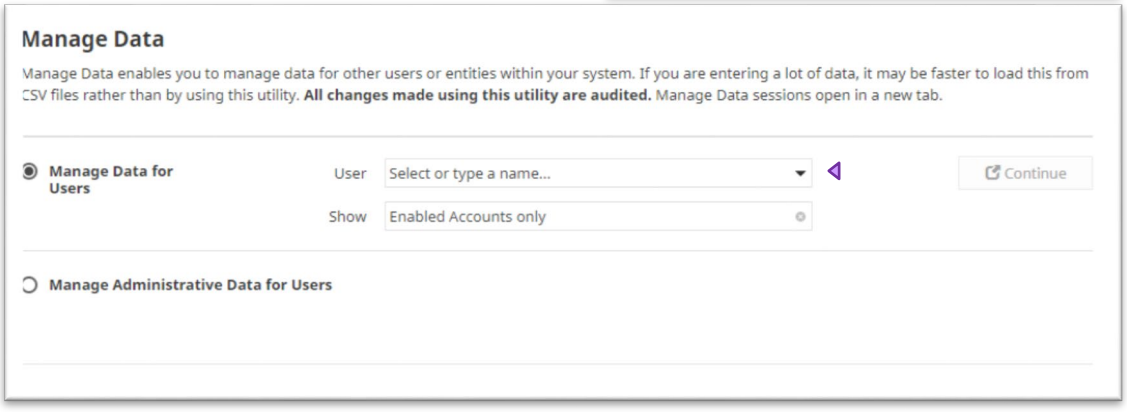
The *Teaching Qualifications* screen in Digital Measures plays a key role in the Faculty Credentialing Process. This screen determines which credentials qualify faculty members to teach each of their courses. Each field of the Teaching Qualifications screen has an important part to play, and this section of the *Faculty Credentialing Guide* demonstrates how to use each one.

MANAGING DATA: THE BASICS

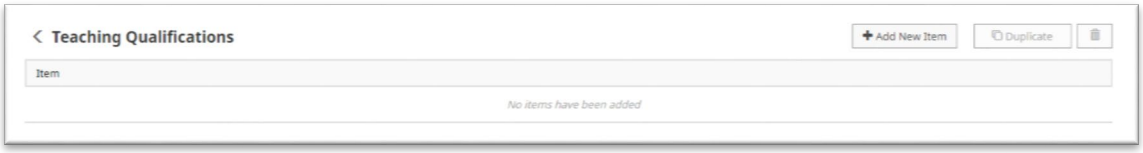
After reviewing the faculty member's credentials via the Course Credentialing Review report, it may be necessary to edit or add credentials in Digital Measures.

1. In Digital Measures, click "Activities."
2. **Click "Manage Data."**
3. From the "User" drop-down menu, select the name of the faculty member whose credentials need to be updated.



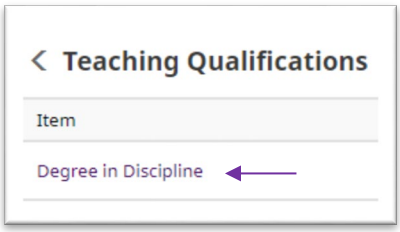


4. Click "Continue."
5. Under the Faculty Credentials heading, click "Teaching Qualifications."
6. It is possible to edit previously entered credentials **OR** enter new credentials.
    (a) If **no credentials** have been added to this screen previously for this faculty member, there will be a grayed out message that reads "No items have been added."

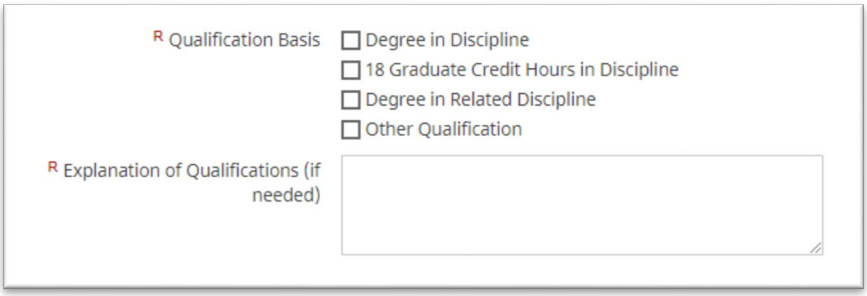


To add credentials, click "Add New Item." [1]

(b) In order **to update previously added credentials,** click the title of the credentialing item that needs to be updated.

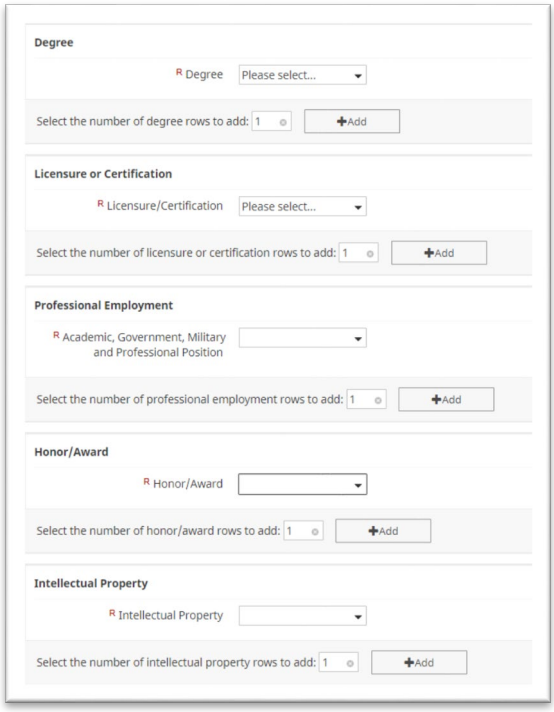


i. On the *Edit Teaching Qualifications* screen, select the check box next to the Qualification Basis that best describes the faculty member's teaching qualification(s).



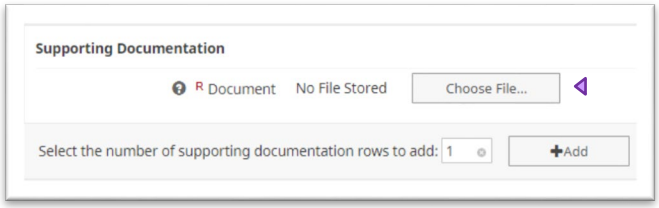
[1] If a faculty member has qualifications in multiple subject areas or disciplines, use the "Add New Items" feature to indicate separate qualification details for each course or course discipline needed. (See *Credentialing by Course* for more information.)

ii. Select the appropriate credentials from the drop-down menus for each type of qualification.[2]



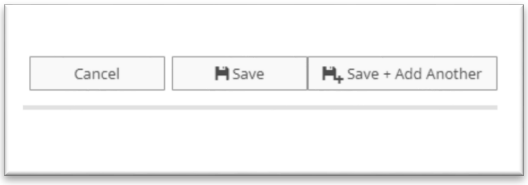
iii. If documents which support the faculty member's credentials are available, they may be uploaded as "Supporting Documentation." For example, if the faculty member has a completed Faculty Certification of Credentials form on file, it may be uploaded here. However, please note that uploading supporting documentation merely augments the credentials in Digital Measures and *does not* eliminate the need to enter faculty members' credentials manually.

To upload supporting documents, click "Choose File," then browse and select the appropriate document. Add additional rows using the "+Add" button, if needed, to add additional supporting documents.



[2] *If the appropriate qualifications are not available through the record reference drop-down menus, it will be necessary to add the qualifications to the appropriate reference screen. See Appendix A to determine how to add records to each screen.*

iv. Once all updates have been made to the *Teaching Qualifications* screen, click "Save."

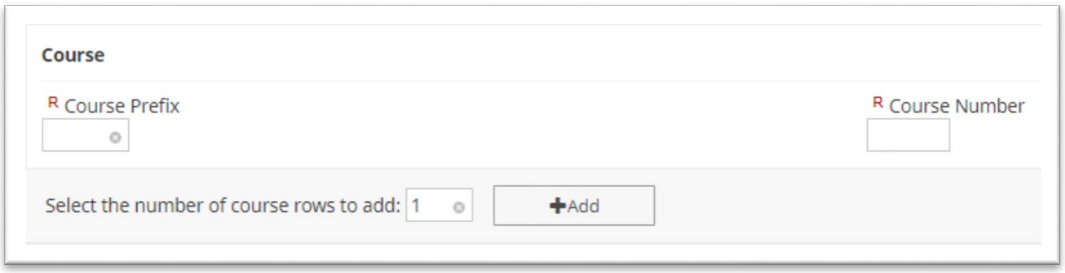


Once changes made to the Teaching Qualifications screen have been saved, the updates can be checked by running (or re-running) the Course Credentialing Review report. (For instructions, see *Running the Report* below.)

CREDENTIALING BY COURSE

As mentioned above, credentials are used to determine whether faculty members are qualified to teach specific courses. Digital Measures makes linking qualifications to courses easy by allowing users to associate courses with qualifications directly in the *Teaching Qualifications* screen.

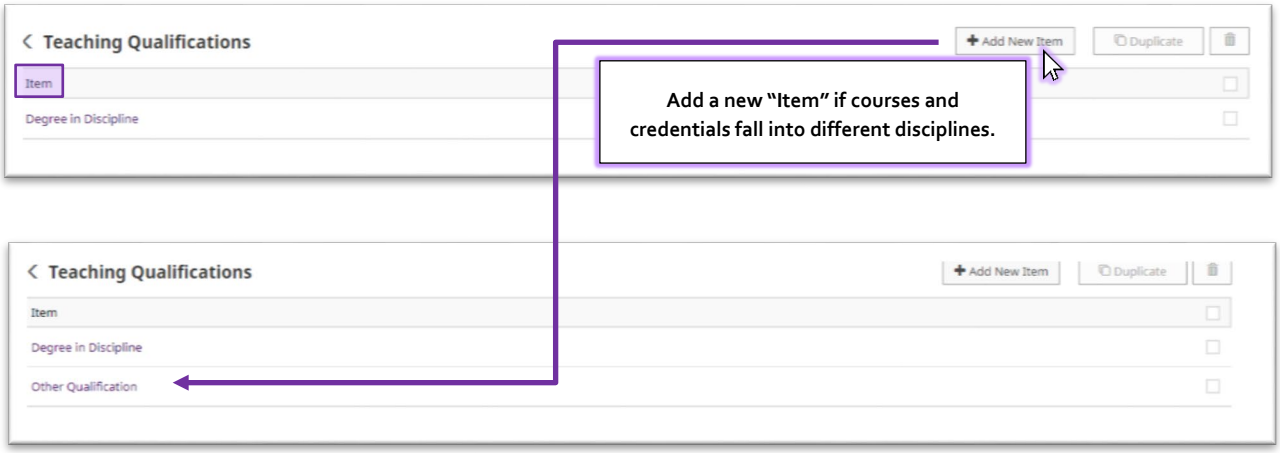
The "Course" section is found at the bottom of the *Teaching Qualifications* screen.



After qualifications have been added into the *Teaching Qualifications* screen, it is important to also add the information for each course the faculty member teaches and link them to the appropriate credentials. This allows SFA to ensure all faculty are qualified to teach their assigned courses.

The faculty credentialing process will be ongoing as faculty teach more and more classes with each passing semester. As faculty members teach new courses, the new courses will need to be added to the *Teaching Qualifications* screen and linked to the appropriate credentials.

Individual faculty members often teach a variety of courses. Therefore, a single degree or a single professional position may not be sufficient to qualify the faculty member to teach every course he or she is assigned. Digital Measures allows users to create different "Items" or groups of qualification records in the *Teaching Qualifications* screen. Since courses are linked to individual "Item" records for credentialing, these Item records can be used to compartmentalize credentials and courses by subject.

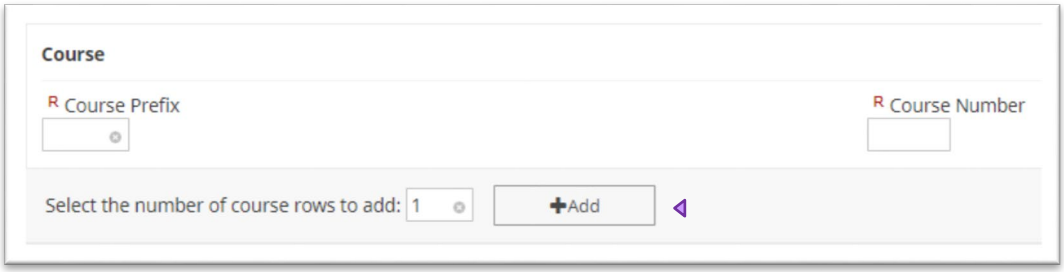


To add courses to the *Teaching Qualifications* screen:

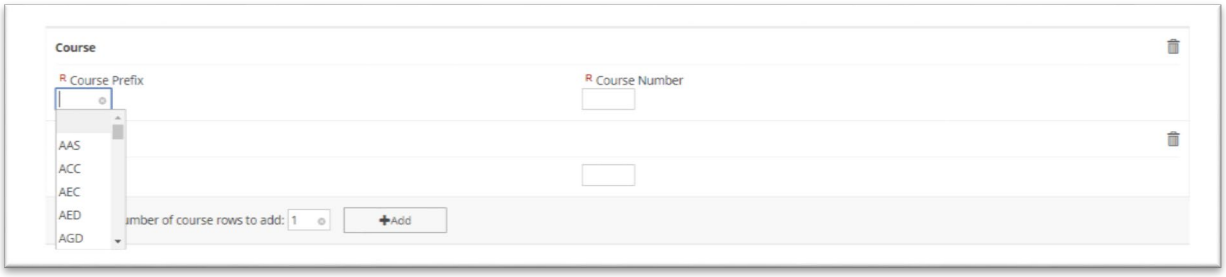
1. Note any courses missing from the faculty member's *Teaching Qualifications* screen.
2. Determine which credentials qualify the faculty member to teach the course(s).
3. Click the title of the Item to which courses need to be added.

If a new Item (group of credentials) needs to be added to accommodate qualifications and courses in a different subject or discipline, follow the instructions under Step 6 of Managing Data: The Basics.

4. In the Course section, click "+Add" to add as many blank course rows as needed.



5. Type in the appropriate Course Prefix and Course Number or select them from the drop-down menu for each applicable course.

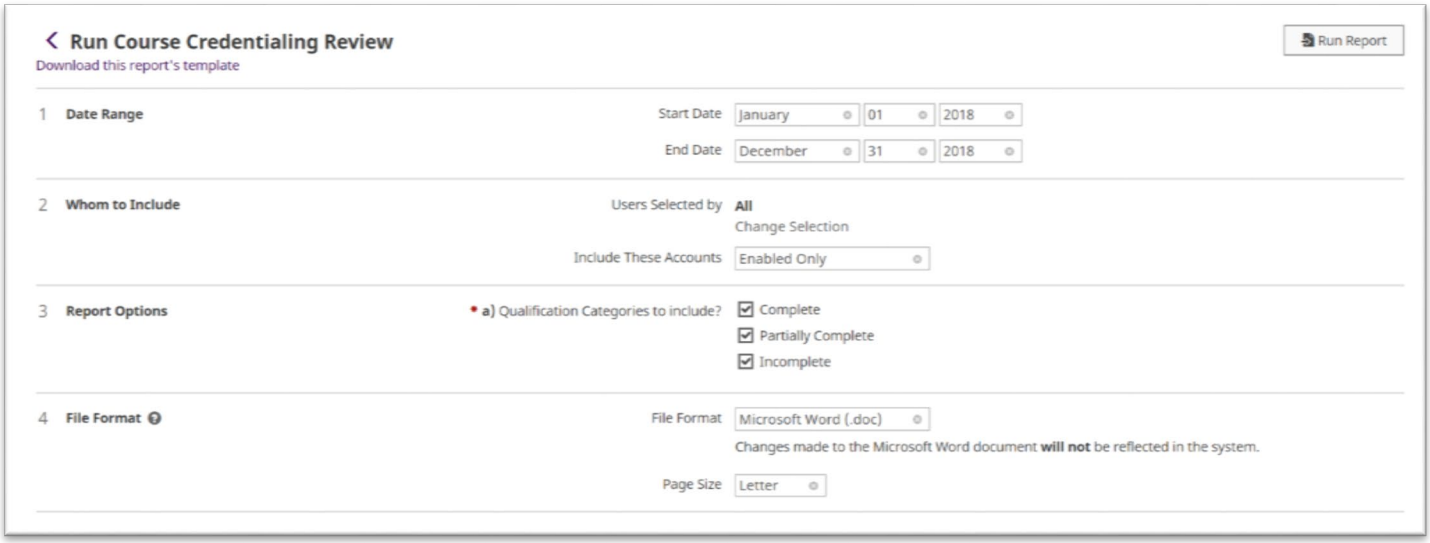


6. Click "Save."
7. Repeat this process as needed to link all courses with the appropriate credentials.

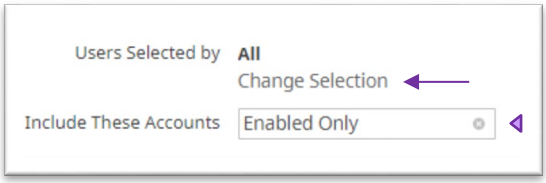
Once changes made to the Teaching Qualifications screen have been saved, the updates can be checked by running the Course Credentialing Review report. (For instructions, see *Running the Report* below.)

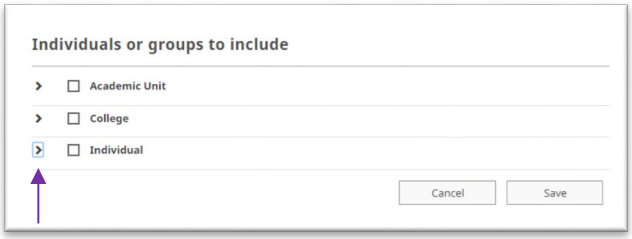
RUNNING THE REPORT

Run the Course Credentialing Review report.



1. Click "Reports."
2. Click "Course Credentialing Review."
3. In the Date Range, change the Start Date to August 01, 2018, and change the End Date to December 31, 2019.

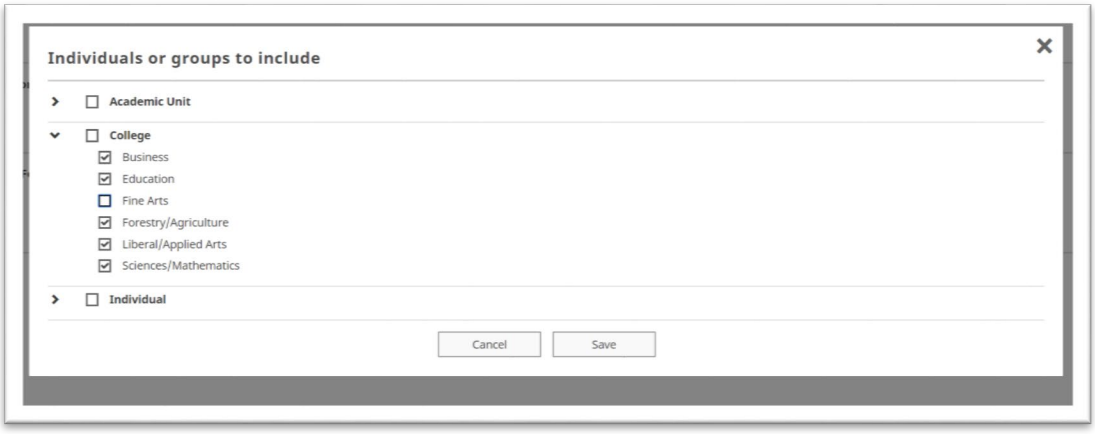




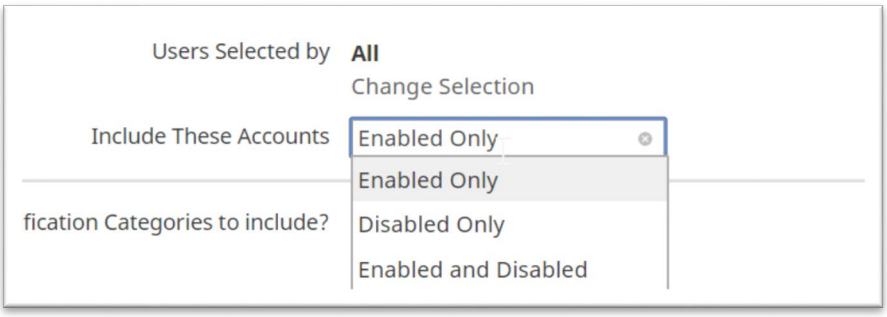
4. In Section 2, click "Change Selection."

   (a) If running the report for a **single faculty member**, click the arrow next to "Individual" to see a list of available faculty members. (It may be necessary to change the selection from "Enabled Only" to "Enabled and Disabled" in the drop-down menu to view all faculty for this date range.) Check the box next to the name of the faculty member whose report is being run, then click "Save."

   (b) If running the report for an academic unit, college, or any combination of multiple units or colleges, check the box(es) next to the appropriate group(s). (Clicking the arrows next to "Academic Unit" and "College" displays all academic units and colleges for which the report can be run. Checking the box next to "Academic Unit" or "College" will select all groups in that category. If all groups are selected, clicking the checkbox next to individual units or colleges will deselect them.) Once the appropriate selection has been made, click "Save."

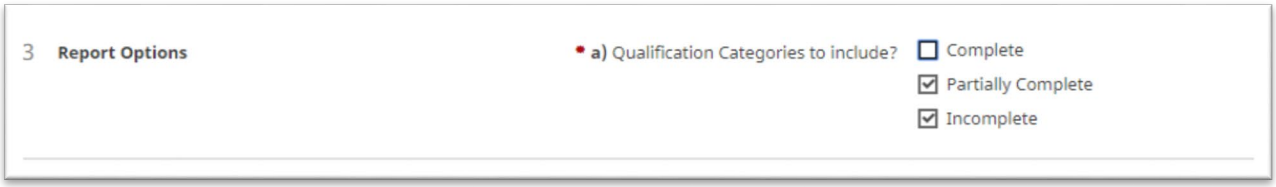


It may be necessary to change the selection from "Enabled Only" to "Enabled and Disabled" in the drop-down menu to view all faculty for this date range.

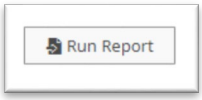


5. (a) If running the Course Credentialing Review report for an **individual,** leave all three Qualification Category check boxes selected.

   (b) If running the Course Credentialing Review report for an **academic unit or college,** it is possible to pull the reports only for individuals within those groups whose current credentialing statuses fall into the categories "Complete," "Partially Complete," or "Incomplete."[3] To use this report option, check the box next to at least one desired Qualification Category. At least one Qualification Category must be checked. Selecting *all* Qualification Category check boxes will include all faculty from all categories in the report.



6. Be sure the report file format is set to "Microsoft Word (.doc)," then click **"Run Report"** in the top right corner. The report will download as a Word document.



[3] For definitions and examples of Qualification Categories, see Appendix C.

APPENDIX A—MANAGING DATA: ENTERING CREDENTIALS

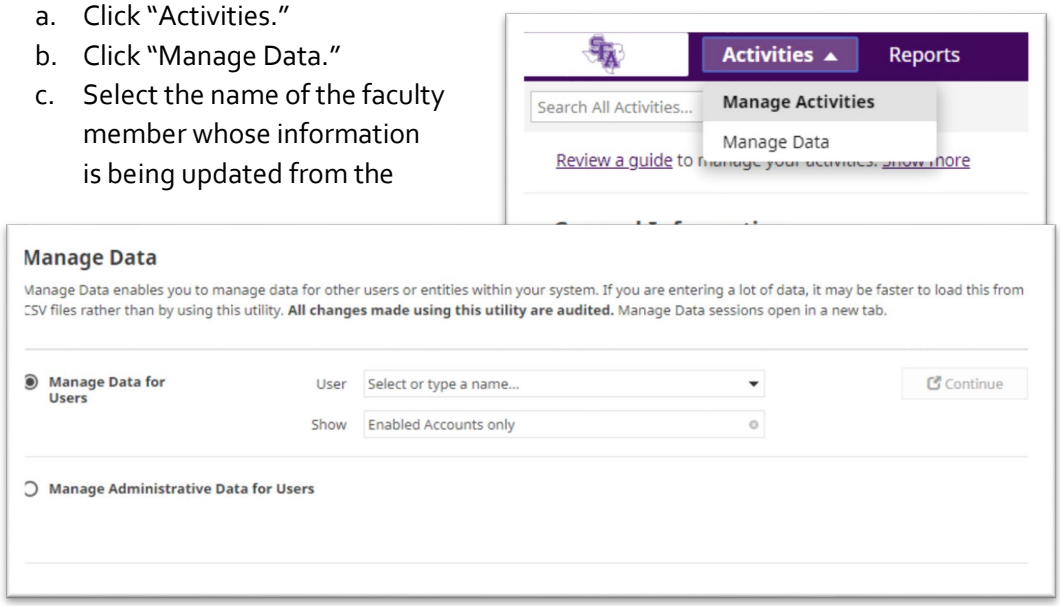
Some credentials or activities are missing from the drop-down menu fields in faculty members' Teaching Qualifications screens. If the missing credentials or records qualify the faculty to teach a course, it may be necessary to add the credentials or activities to the appropriate *activity* screen.

See the instructions below to learn how to enter credential and activity information into different screens tied to *Teaching Qualifications*.

DEGREE

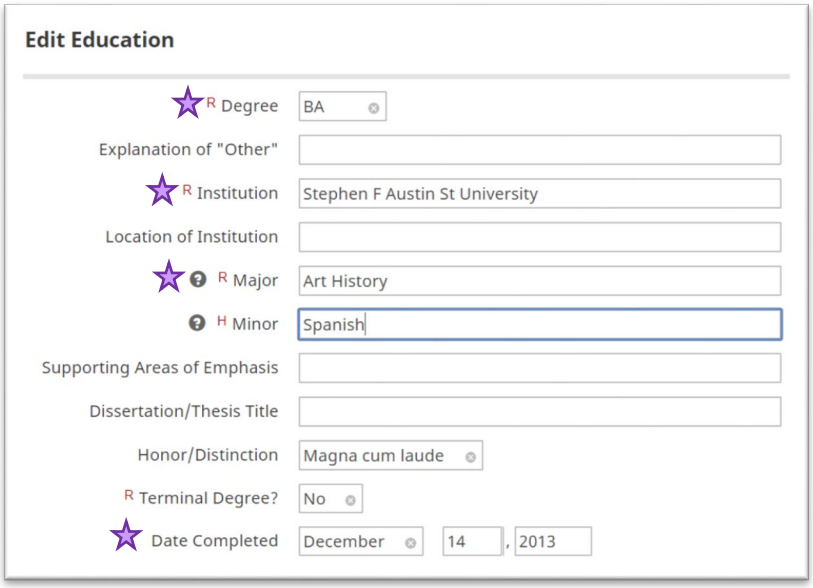
☆ An actual transcript must be consulted when entering the required education fields. The official transcript must be on file, as prescribed by SFA policy.

a. Click "Activities."
b. Click "Manage Data."
c. Select the name of the faculty member whose information is being updated from the drop-down menu, then click continue.



d. Under the Faculty Credentials heading, click "Education."
e. To enter a new degree, click "Add New Item." To edit a degree that has already been added, click the title of the degree.

f. Once in the *Education* screen, enter or edit values in the appropriate fields.



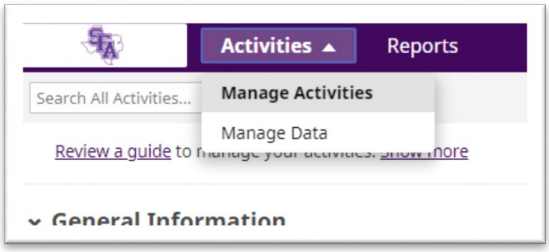
Required education fields include:

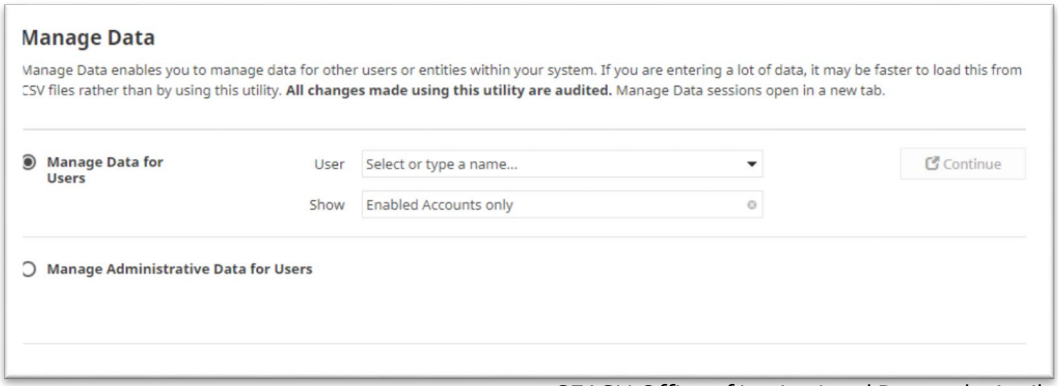
- Degree
- Institution
- Major
- Full Date (Month, Day, Year)

g. Once the necessary changes have been made, click "Save."

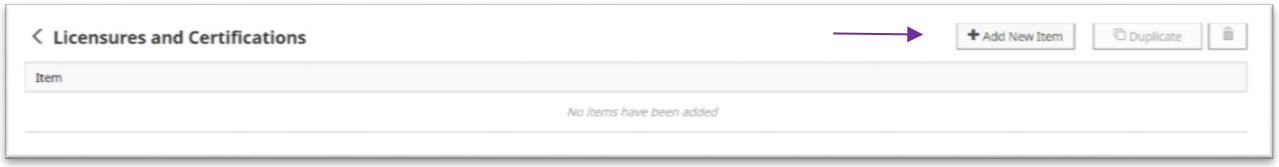
LICENSURES AND CERTIFICATIONS

a. Click "Activities."
b. Click "Manage Data."
c. Select the name of the faculty member whose information needs to be updated from the drop-down menu, then click continue.

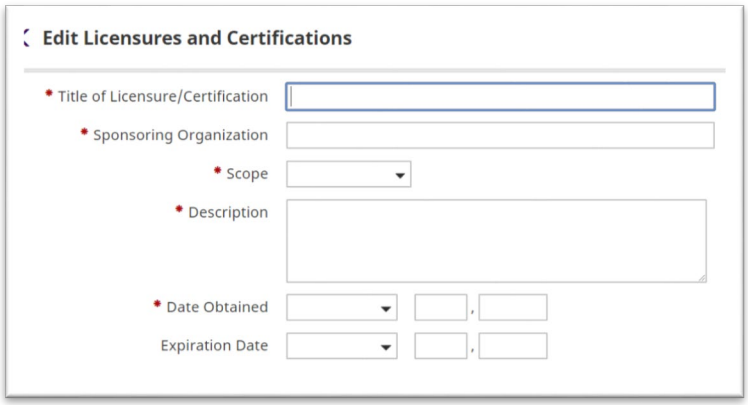




d. Under the General Information heading, click "Licensures and Certifications."
e. To enter a new licensure or certification, click "Add New Item." To edit a licensure or certification that has already been added, click its title.



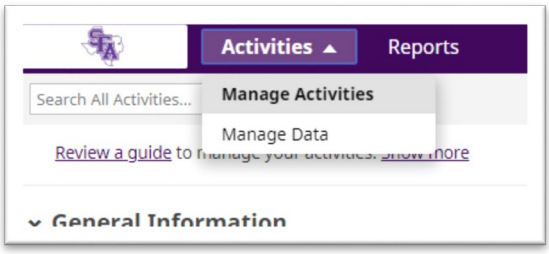
f. Once in the *Licensures and Certifications* screen, enter or edit values in the appropriate fields.

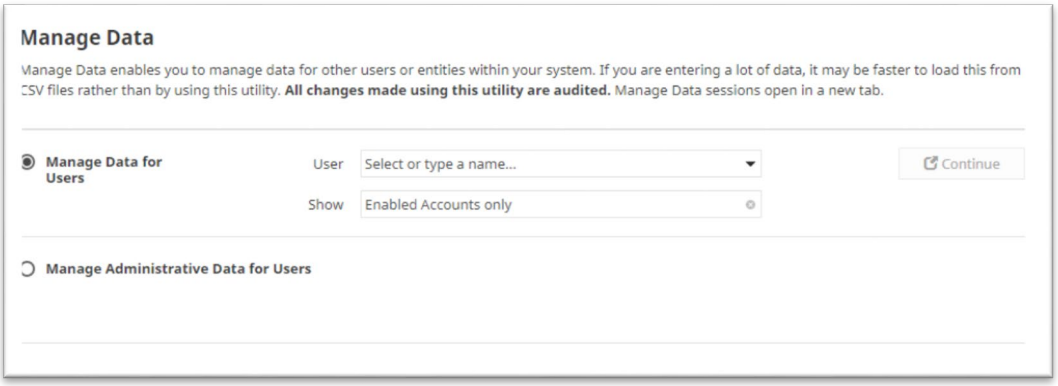


g. Once the necessary changes have been made, click "Save."

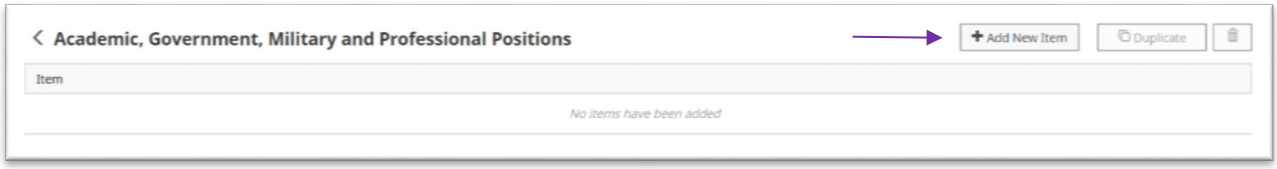
PROFESSIONAL EMPLOYMENT (ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS)

a. Click "Activities."
b. Click "Manage Data."
c. Select the name of the faculty member whose information needs to be updated from the drop-down menu, then click continue.

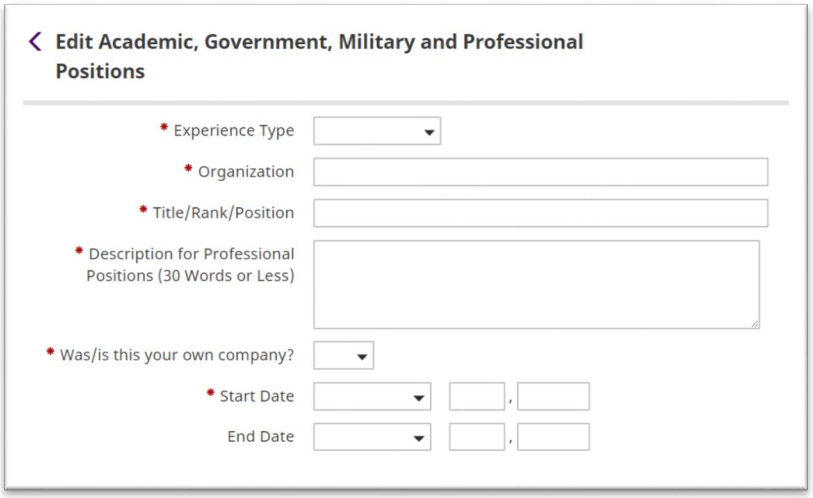




d. Under the General Information heading, click "Academic, Government, Military and Professional Positions."
e. To enter a new professional position, click "Add New Item." To edit a professional position that has already been added, click its title.



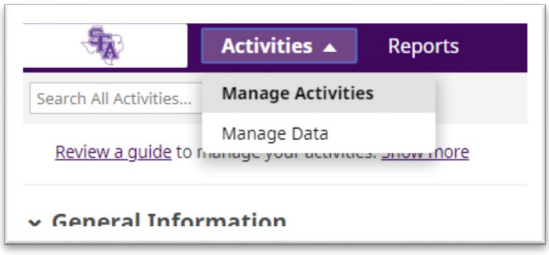
f. Once in the *Academic, Government, Military and Professional Positions* screen, enter or edit values in the appropriate fields.

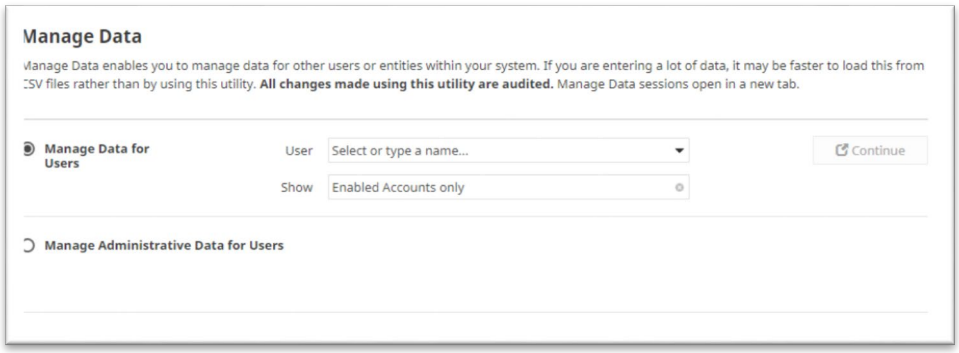


g. Once the necessary changes have been made, click "Save."

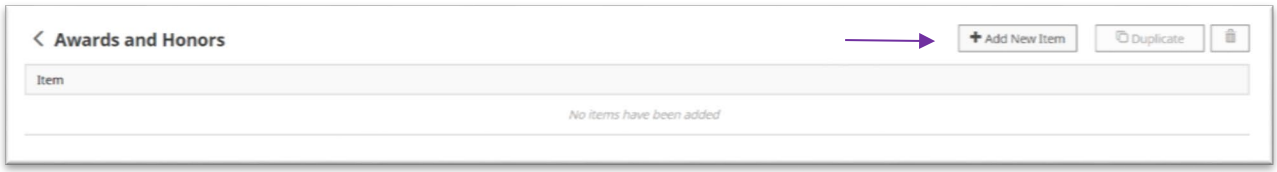
HONORS AND AWARDS

a. Click "Activities."
b. Click "Manage Data."
c. Select the name of the faculty member whose information needs to be updated from the drop-down menu, then click continue.

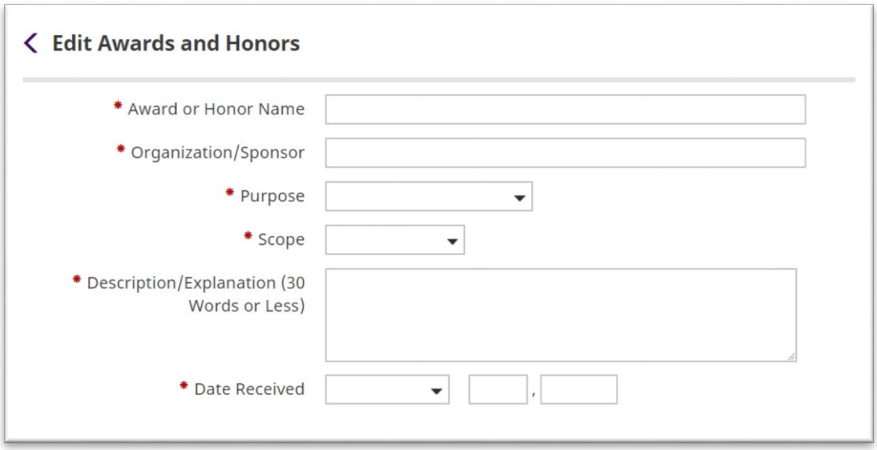




d. Under the General Information heading, click "Awards and Honors."
e. To enter a new honor or award, click "Add New Item." To edit an honor or award that has already been added, click its title.



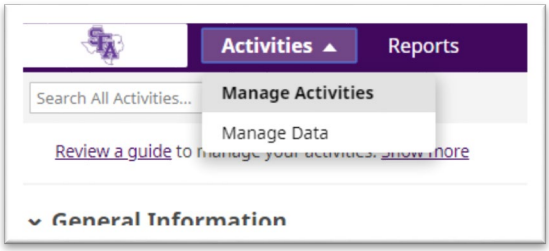
f. Once in the *Awards and Honors* screen, enter or edit values in the appropriate fields.

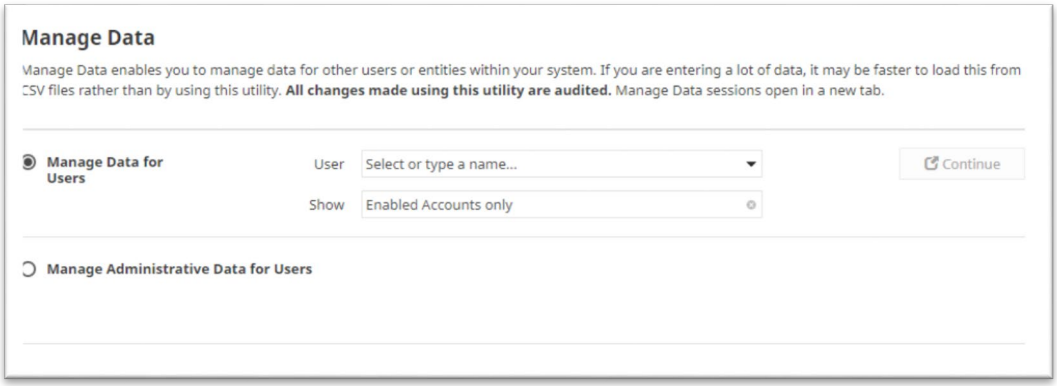


g. Once the necessary changes have been made, click "Save."

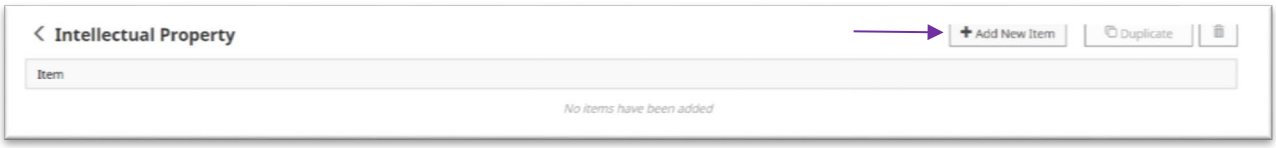
INTELLECTUAL PROPERTY

a. Click "Activities."
b. Click "Manage Data."
c. Select the name of the faculty member whose information needs to be updated from the drop-down menu, then click continue.

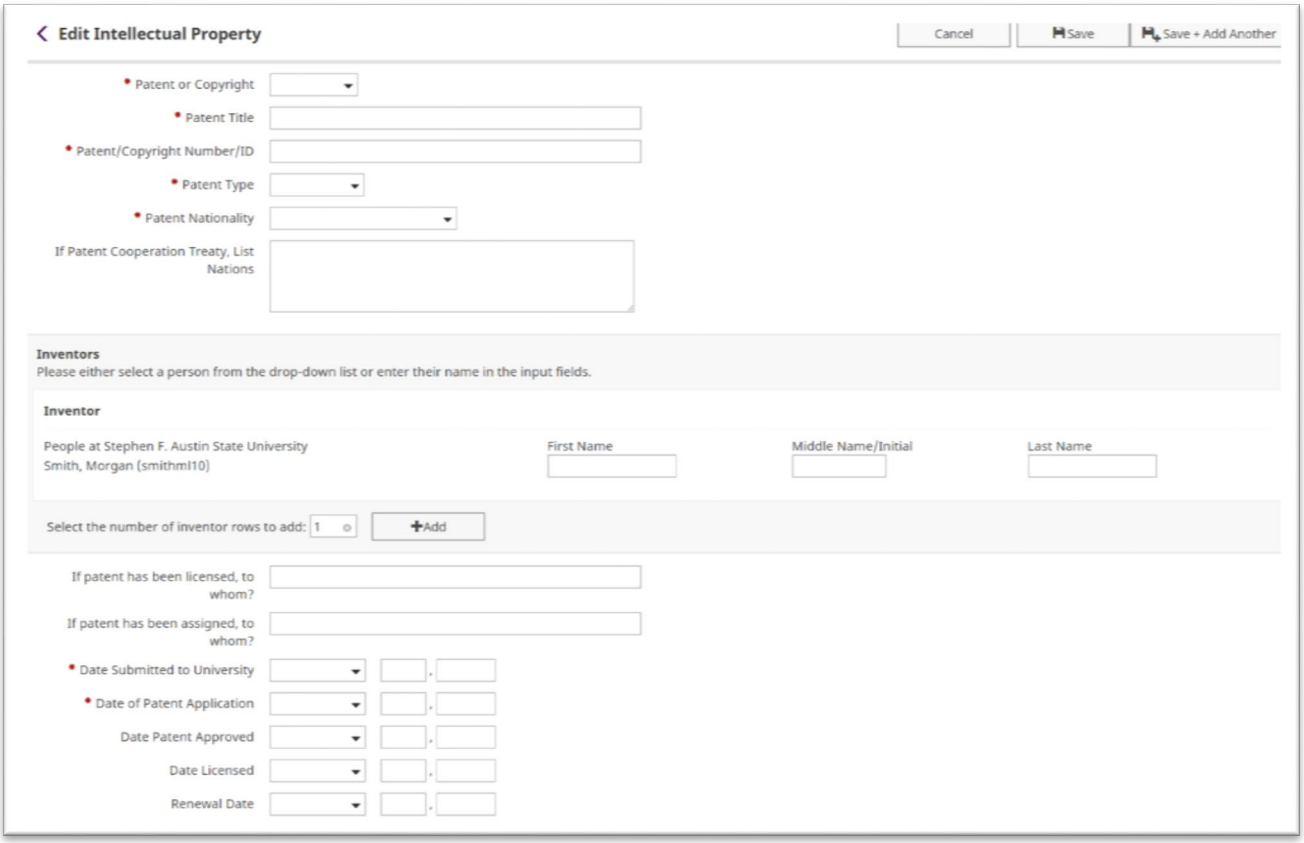




d. Under the Scholarship/Research heading, click "Intellectual Property."
e. To enter a new intellectual property record, click "Add New Item." To edit a record that has already been added, click its title.



f. Once in the *Intellectual Property* screen, enter or edit values in the appropriate fields.



g. Once the necessary changes have been made, click "Save."

APPENDIX B—CREDENTIAL EXAMPLES

Find examples of different categories of credentials below.

DEGREE

"Full-time and part-time faculty members teaching credit-earning courses leading toward the baccalaureate degree, other than activity courses, normally must have completed at least 18 graduate semester hours in the content discipline and, at a minimum, hold a master's degree from an accredited institution."

"Each faculty member teaching courses at the master's degree level normally must hold a terminal degree from an accredited institution, usually the earned doctorate, in the content or related discipline. A master's degree in the content discipline coupled with a doctoral degree in a related discipline may be appropriate. It is the responsibility of the academic unit head to justify the master's degree, or master's degree in the content discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. All faculty members teaching courses at the doctoral degree level normally must hold a terminal degree from an accredited institution in the content or related discipline."

SFA Policy 7.1 retrieved from http://www.sfasu.edu/policies/

LICENSURES AND CERTIFICATIONS

Examples of Licensures and Certifications:

1. Member of the American Bar Association
2. Standard Certificate, Principal EC-12
3. CPR Certification
4. Certified Public Manager
5. Licensed Dietitian
6. Licensed Professional Counselor
7. Certified Forester
8. Licensed Clinical Social Worker
9. Registered Nurse
10. Elementary Education K-8

Questionable Licensures and Certifications:

1. Member of Graduate Faculty
2. SFA Property Management Training
3. Driving Safety Course (SFA)
4. Purchasing Workshop (SFA)

PROFESSIONAL EMPLOYMENT (ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS)

Common Academic, Government, Military, and Professional Position entries include:

1. Academic employment – Post-secondary
2. Academic employment – K-12
3. Professional employment
4. Military employment
5. Government employment
6. SFA Area coordinator
7. SFA Dean (including associate)
8. SFA Chair (including associate/assistant)
9. SFA Director

Examples of Academic, Government, Military & Professional Positions:

1. Associate Professor
2. Secondary School Teacher
3. General Counsel
4. Department Chair
5. Assistant Principal
6. Probation Officer
7. Business Owner

Questionable Entries for Academic, Government, Military & Professional Positions:

1. Guest Speaker
2. SFA Committee Member
3. Local representative for national
4. Student organization advisor
5. Honor society member

HONORS AND AWARDS

Common categories of awards/honors include:

1. Leadership
2. Teaching
3. Scholarship/Research
4. Service/Community
5. Service/Professional
6. Service/University

Examples of Awards and Honors:

1. Regents Professor
2. Purple Heart
3. Educator of the Year
4. Distinguished Professor
5. UPW Woman of the Year
6. Years of Service Award

Questionable Awards and Honors:

1. Faculty Tenure and Rank Promotion
2. Graduate Faculty Membership
3. Nomination to Faculty Senate
4. ADA Advisory Committee Appointment

INTELLECTUAL PROPERTY

Common intellectual contribution activities include:

1. Book review
2. Book, Chapter in Non-Scholarly or Scholarly Book
3. Book, Chapter in Textbook
4. Book, Non-Scholarly or Scholarly
5. Book, Textbook
6. Broadcast Media
7. Conference Proceeding
8. Instructor's Manual
9. Encyclopedia Entry
10. Journal Article
11. Law Review
12. Magazine/Trade Publication
13. Manuscript
14. Material Regarding New Courses/Curricula
15. Monograph
16. Newsletter
17. Newspaper
18. Column in Journal or Newspaper
19. Research Report
20. Software
21. Software, Instructional
22. Study Guide
23. Technical Report
24. Translation or Transcription

Example Intellectual Contributions:

1. Conference proceeding
2. Manuscript
3. Textbook
4. Academic journal article
5. Instructional Software
6. Newsletter
7. Instructor's Manual
8. Revised textbook

Questionable Intellectual Contributions:

1. Accreditation self-study documents
2. Student research
3. Presentations
4. On-line course development
5. Course syllabi
6. Consultation
7. Artistic products

APPENDIX C—DEFINITIONS AND EXAMPLES OF CREDENTIALING QUALIFICATION CATEGORIES

Credentialing Qualification Categories refer to a faculty member's level of credentialing completeness per course.

COMPLETE

Faculty members whose current credentials in Digital Measures qualify them to teach **ALL** of their courses as listed in the Course Credentialing Review report are considered ***Complete***. Our goal is for 100% of SFASU faculty members to be considered completely credentialed.

Course	Qualification Reason	Credential	Other Experience
GOL 101 Fundamentals of Earth Science (3 cr.)	Degree in Discipline	PHD, Geology. Case Western Reserve Universit.	
GOL 131 Introductory Geology (3 cr.)	Degree in Discipline	PHD, Geology. Case Western Reserve Universit.	
GOL 471 Local Field Trip (1 cr.)	Degree in Discipline	PHD, Geology. Case Western Reserve Universit.	

PARTIALLY COMPLETE

Faculty members whose current credentials in Digital Measures qualify them to teach **SOME** of their courses as listed in the Course Credentialing Review report are considered ***Partially Complete***. These faculty members require further credentialing.

Course	Qualification Reason	Credential	Other Experience
ELE 441 Student Teach in Ele School (6 cr.)	Degree in Discipline	MED, Educational Leadership. Stephen F Austin St University.	
SED 442 Std Teach SED Learn Community (6 cr.)	Degree in Discipline	MED, Educational Leadership. Stephen F Austin St University.	
SED 541 PBIC Intern/First Semester (2 cr.)	**MISSING QUALIFICATION**		
SED 542 Field Intern/Second Semester (1 cr.)	**MISSING QUALIFICATION**		

INCOMPLETE

Faculty members whose current credentials in Digital Measures **DO NOT** qualify them to teach **ANY** of their course as listed in the Course Credentialing Review report are considered ***Incomplete***. These faculty members require full credentialing.

Course	Qualification Reason	Credential	Other Experience
HIS 133 U.S. History Survey, 1000-1877 (3 cr.)	**MISSING QUALIFICATION**		
HIS 134 U.S. History, 1877-Present (3 cr.)	**MISSING QUALIFICATION**		