

CERTIFICATION OF CREDENTIALS FORM SUBMISSION & APPROVAL GUIDE

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of Institutional Research
(936) 468-3806
SFA_IR@SFASU.EDU
Rusk 106

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).

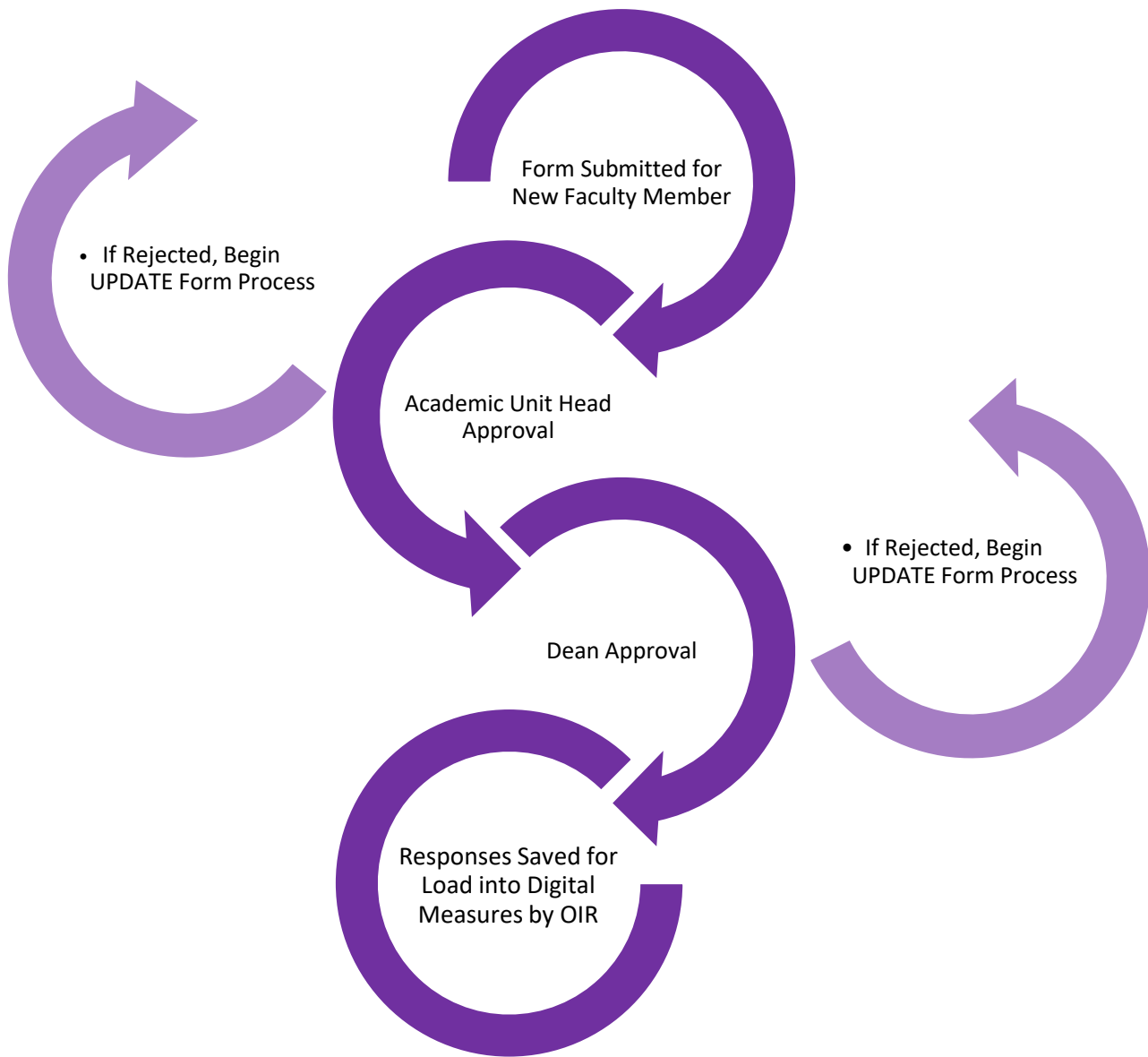
Responses to the Certification of Credentials Form must be approved by the head of the academic unit and the dean of the college in which the faculty member will be teaching. When the form is submitted for a faculty member, it automatically enters an approval workflow. This guide includes a link to the 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



LINK TO THE CERTIFICATION OF CREDENTIALS FORM

[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.

The screenshot displays the MySFA website interface. At the top, the Stephen F. Austin State University logo and name are visible on the left, and the 'mySFA' logo is on the right. A navigation bar below the header contains several tabs: HOME, FINANCIAL AID, EMPLOYEE, RESOURCES (which is currently selected), WORKFLOW, BUDGET & FINANCE, ADVISOR, FACULTY, and RESEARCH. Below the navigation bar, the 'Resources' section is active, showing a grid of service categories. The 'FACULTY CREDENTIALS' category is highlighted in purple, and a blue arrow points to the link 'Enter Certification of Credentials' within this category. Other categories visible include Dining Services, Institutional Effectiveness and Assessment, Space Scheduling and Utilization, Printing Services, Technical Services and Email Lists, and Travel.

COURSE EVALUATIONS AND SURVEYS	DINING SERVICES	TECHNICAL SERVICES AND EMAIL LISTS
	Faculty/Staff Meal Plans – Signup or Change View Meal Plan Balance & Purchase History Purchase Additional Dining Dollars View Dining Dollars Balance & Purchase History	The Help Desk Self-Service Banner Standard Email Lists Emails Sent to Admitted Students Faculty/Staff Directory
	INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT	TRAVEL
	Nuventive Improve	Travel Travel Guidelines
	SPACE SCHEDULING AND UTILIZATION	PROCUREMENT SERVICES
	Astra Schedule Platinum Analytics	P-Card Records Portal Receiving Form for Purchase Orders
	PRINTING SERVICES	FACULTY CREDENTIALS
Online ordering and delivery for your printing and graphic design needs Printing Services		Enter Certification of Credentials ← Certification of Credentials Form Submission & Approval Guide

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.

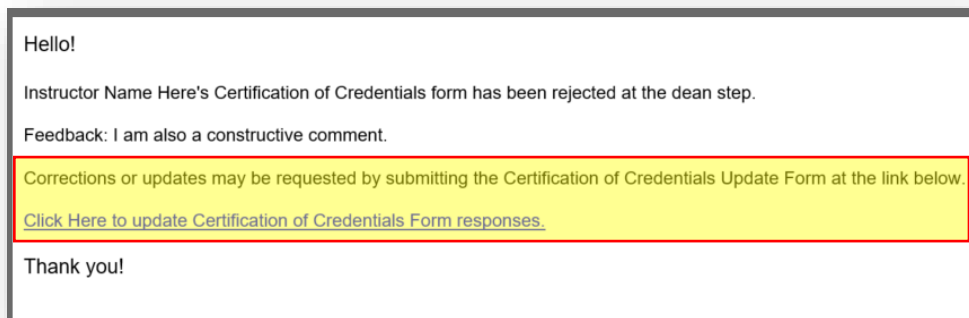
Once in the form, answer questions in the order in which they are shown on the screen. As questions are answered, more questions will populate as appropriate, based on previous answers. Required fields are marked with a red asterisk (*).

1 Certification of Credentials Form

The screenshot shows a web form titled "Stephen F. Austin State University Faculty Certification of Credentials". The form is set against a purple header with white text. Below the header, there is a white area with a purple border containing the following text: "Hi Morgan, when you submit this form, the owner will be able to see your name and email address." Below this, a red asterisk indicates a required field. The form contains three questions: 1. "Instructor's First Name" with a text input field; 2. "Instructor's Last Name" with a text input field; 3. "Does the instructor have a middle name?" with radio buttons for "Yes" and "No". A purple "Submit" button is located below the questions. At the bottom of the form, there is a footer with the text: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password. Powered by Microsoft Forms | Privacy and cookies | Terms of use".

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.

2 Rejected at Dean Step Email Example with Update Form Link



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 *

2. Instructor's Last Name *

3. Does the instructor have a middle name? *

Yes

No

Submit

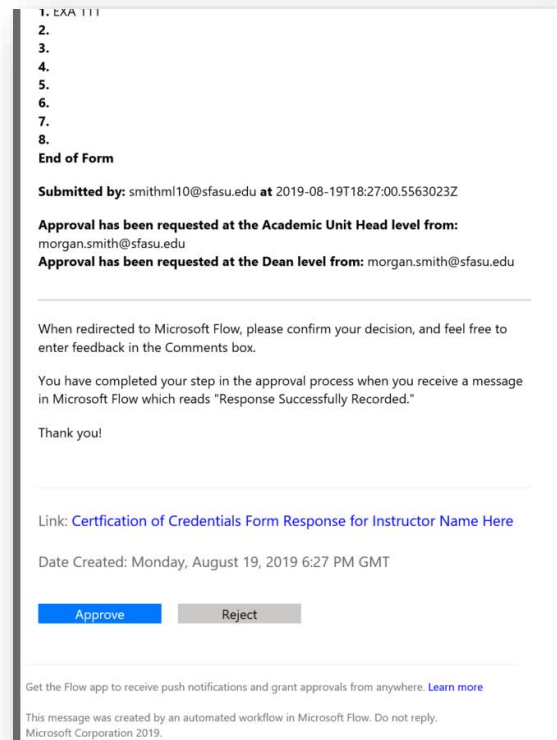
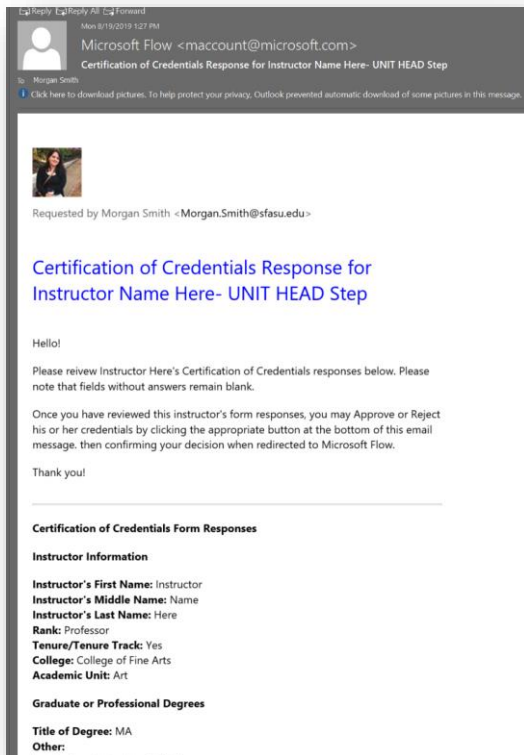
This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password.

Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)

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.

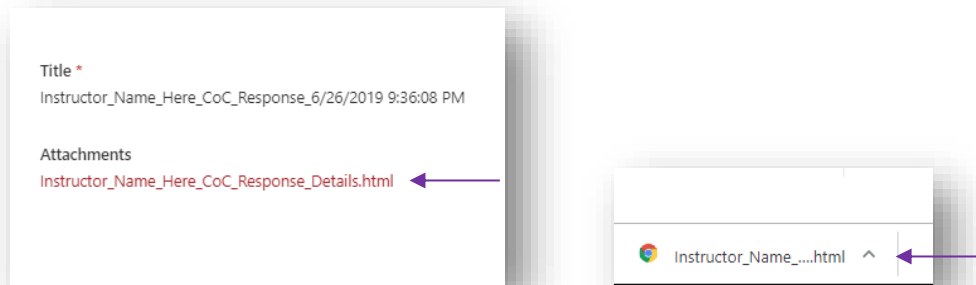
Location of Form Responses



4 Unit Head Approval Email Example

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.



Certification of Credentials Form Responses

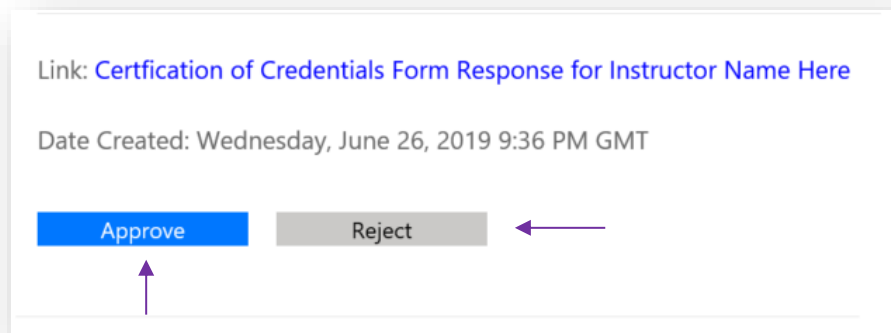
Instructor Information

Instructor's First Name: Instructor
Instructor's Middle Name: Name
Instructor's Last Name: Here
Rank: Instructor
Tenure/Tenure Track: No
College: College of Fine Arts
Academic Unit: Art

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).

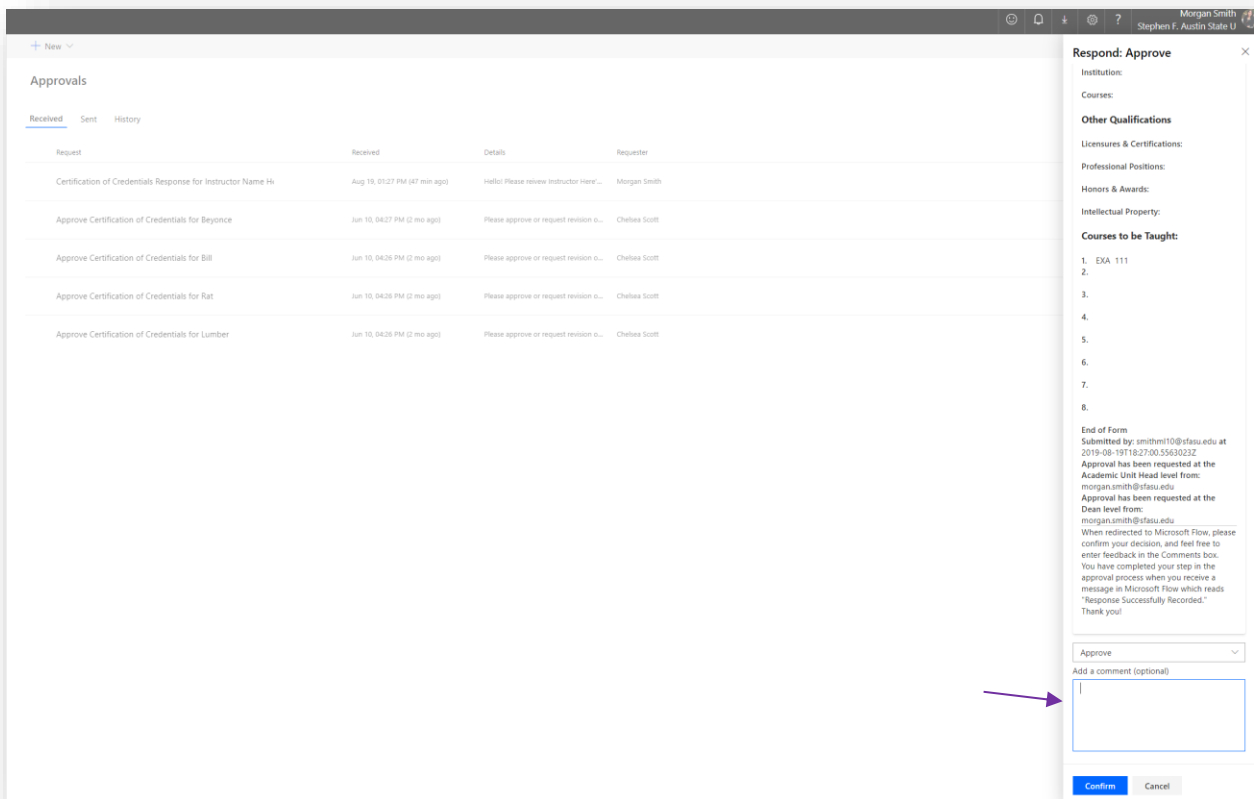
Approving or Rejecting Form Responses

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.

5 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.”

Status
You have chosen to **Approve** this request.

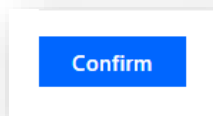
Add comments (optional)
Leave your opinion...

✓ Approve
✗ Reject

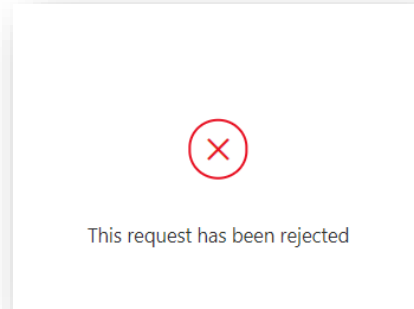
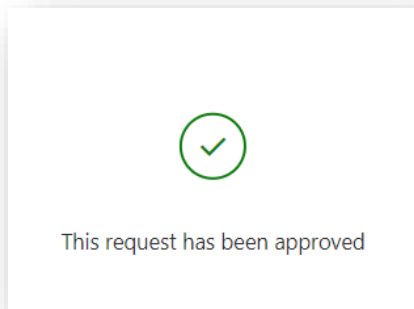
Add text to document decisions as needed in the “Add Comments” text field (e.g. regarding areas which require more information or revision). Please note the Comments box has a 255-character limit. The form responder will be able to view these comments, and they will be archived.

Add comments (optional)
Leave your opinion...

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



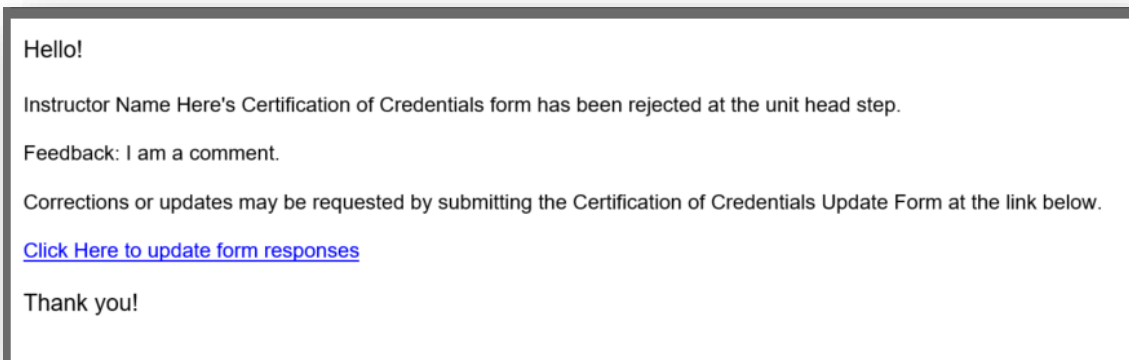
Once submitted, the approval card will disappear, and a notification will appear displaying the status of the approval request.



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



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

The screenshot shows an email interface with the following content:

From: Microsoft Flow <maccount@microsoft.com>
Subject: Certification of Credentials Response for Instructor Name Here- DEAN Step

To: Morgan Smith
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Requested by: Morgan Smith <Morgan.Smith@sfasu.edu>

Certification of Credentials Response for Instructor Name Here- DEAN Step

Hello!

Please review Instructor Here's Certification of Credentials responses below. Please note that fields without answers remain blank.

Once you have reviewed this instructor's form responses, you may Approve or Reject his or her credentials by clicking the appropriate button at the bottom of this email message, then confirming your decision when redirected to Microsoft Flow.

Thank you!

Certification of Credentials Form Responses

Instructor Information

Instructor's First Name: Instructor
Instructor's Middle Name: Name
Instructor's Last Name: Here
Rank: Professor
Tenure/Tenure Track: Yes
College: College of Fine Arts
Academic Unit: Art

Graduate or Professional Degrees

Title of Degree: MA
Other:

1. EXA 111
2.
3.
4.
5.
6.
7.
8.
End of Form

Submitted by: smithml10@sfasu.edu at 2019-08-19T19:29:12.8583270Z

Approval has been requested at the Academic Unit Head level from: morgan.smith@sfasu.edu
Approval has been requested at the Dean level from: morgan.smith@sfasu.edu

When redirected to Microsoft Flow, please confirm your decision, and feel free to enter feedback in the Comments box.

You have completed your step in the approval process when you receive a message in Microsoft Flow which reads "Response Successfully Recorded."

Thank you!

[Link: Certification of Credentials Form Response for Instructor Name Here](#)

Date Created: Monday, August 19, 2019 7:29 PM GMT

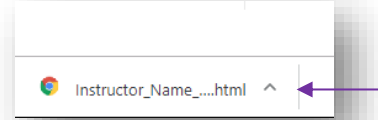
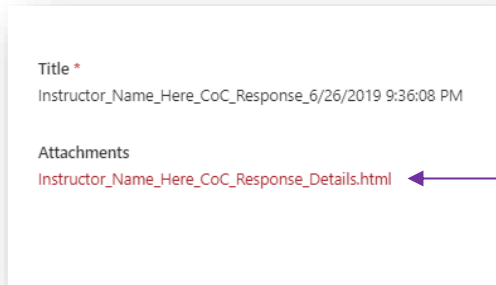
Get the Flow app to receive push notifications and grant approvals from anywhere. [Learn more](#)

This message was created by an automated workflow in Microsoft Flow. Do not reply. Microsoft Corporation 2019.

7 Dean Approval Email Example

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.



Certification of Credentials Form Responses

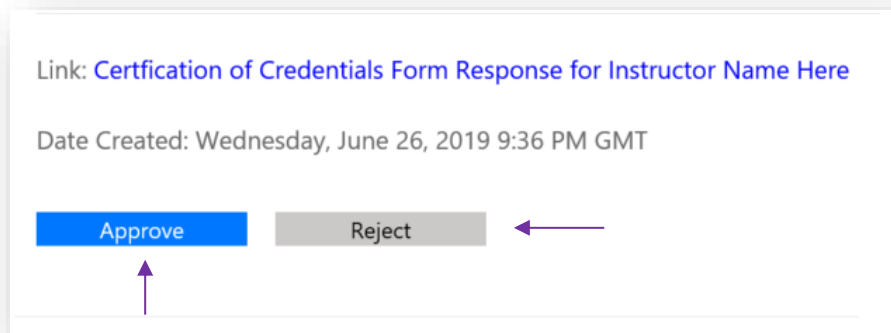
Instructor Information

Instructor's First Name: Instructor
Instructor's Middle Name: Name
Instructor's Last Name: Here
Rank: Instructor
Tenure/Tenure Track: No
College: College of Fine Arts
Academic Unit: Art

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).

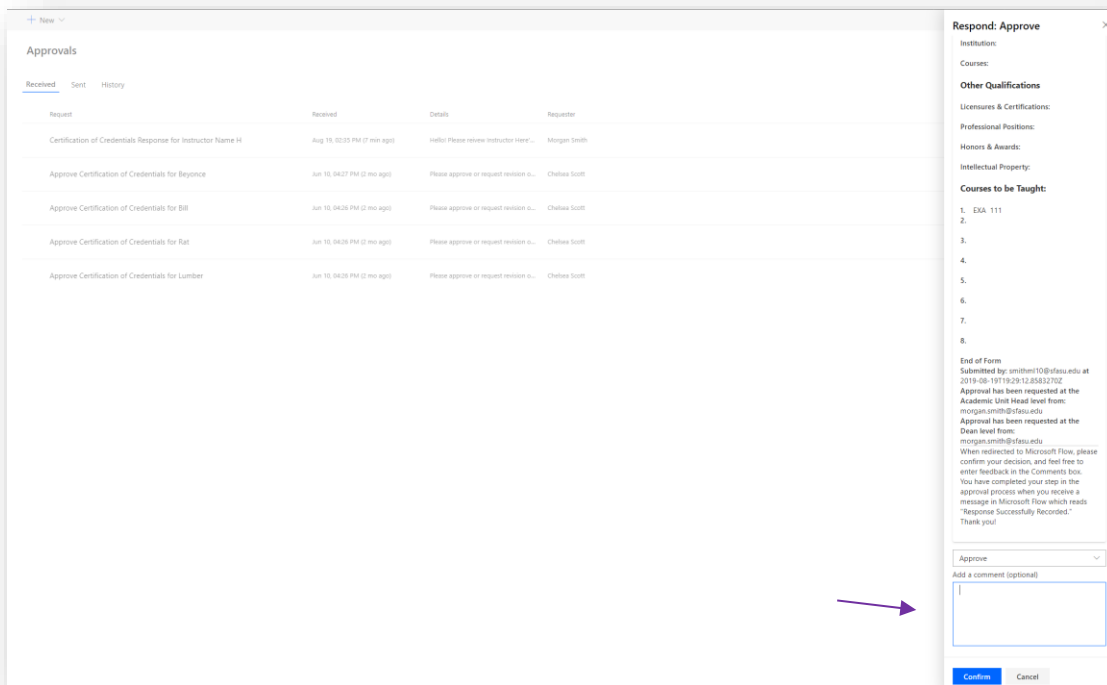
Approving or Rejecting Form Responses

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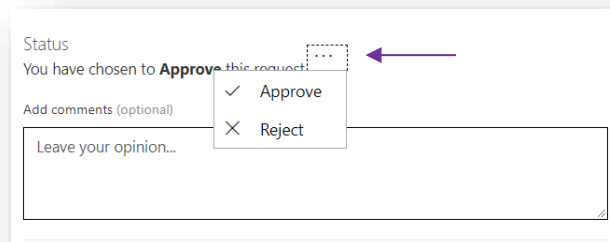


Clicking “Approve” or “Reject” will open the Approvals page in Microsoft Flow.

8 Dean Step Approval Page with Approval Cards



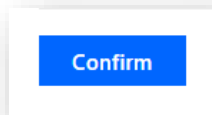
If needed, it is possible to change the selected status on this page from Approve to Reject or vice versa by clicking the ellipsis (...) then selecting “Approve” or “Reject.”



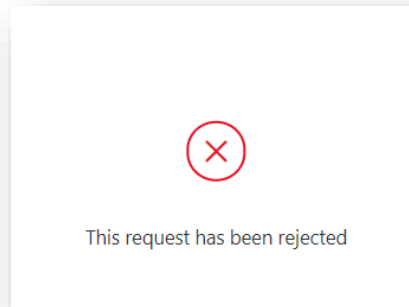
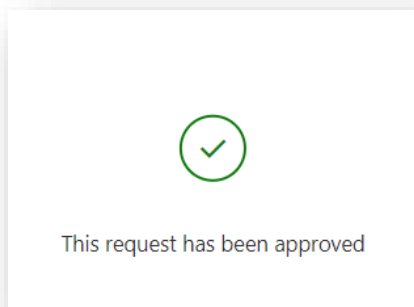
Add text to document decisions as needed into the “Add Comments” text field (e.g. regarding areas which require more information or revision). Please note the Comments box has a 255-character limit. The form responder will be able to view these comments, and they will be archived.



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



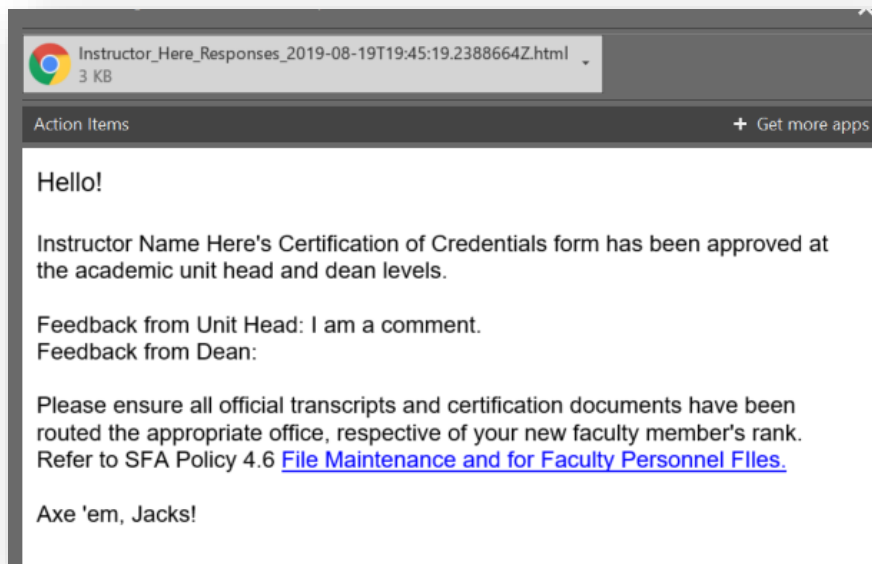
Once submitted, the approval record will disappear, and a notification will appear displaying the status of the approval request.



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 off 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



10 Rejected at Dean Step Email Example

