



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: FACULTY CREDENTIALING

Code: CC1201

Policy Reference: C0502 Faculty Credentialing; E0104 Faculty Course Certification

All faculty are subject to credentialing and review of their qualifications per Higher Learning Commission policies and Wisconsin State Legislation TCS3. Faculty, including those teaching 400 and 600 level courses, must meet the current credentialing requirements to teach their program or courses. Methods of credentialing may include but are not limited to program credentials and course certification. Those teaching 400 or 600 level courses may hold separate requirements for those teaching credit-bearing courses.

Per Higher Learning Commission standards, faculty must meet credentialing standards on a continuous basis. Faculty may not be “grandfathered” or exempt from meeting requirements. The Credentialing Office will perform periodic audits of faculty qualifications as program credentials are updated or renewed, or as course content is updated. Those not found to be in compliance may be given the option of a credential development plan or other means of certification to remain in compliance to department needs per the determination of the Pathway Dean, Director, or Faculty Lead. Faculty will be notified of their status concluding audits, and Pathway Deans and Faculty Leads will receive periodic reports to identify qualified faculty. The Faculty Credential Review Committee (FCRC) will review and determine policies and procedures related to the Credentialing of faculty.

The Credentialing Office will maintain records of faculty credentials and current Standard Operating Procedures. Please refer to current Standard Operating Procedures for credentialing standards, audits, and course certification as noted above. Faculty credentialing files will include documentation of qualifications, as well as records of any actions of faculty credential audit results.

Office of Responsibility: Human Resources Credentialing Office

Last reviewed on March 30, 2021