

Faculty Hiring Process and Credentialing Verification (8/12/2018)

Full Time Faculty

1. Posted job description must include minimum requirements for the position.
 - a. Departments are strongly encouraged to place the minimum requirements within People Admin's disqualifying questions section as an applicant pre-screen.
 - b. If minimums are below university approved minimums (See list of terminal degrees) the position job description will be reviewed by the Assistant Vice President for Education Effectiveness and Institutional Accreditation to assess minimum requirements before the position is posted.
2. Applicants submit unofficial transcripts as part of application process. [recommended but optional]
3. Search Committee reviews qualified applicants and selects candidates for interview.
 - a. Those candidates are forwarded to OEI for approval before they are scheduled for an interview.
4. After the selection process is complete the final applicant will provide official transcript to the department/college for review (see 5b for ABD).
 - a. Transcripts should be reviewed per the credentialing policy.
 - i. <https://policy.wright.edu/policy/2035-faculty-credentials>
 - ii. Dean or chair is responsible for confirming that credentials are relevant and appropriate to the programs in which they will teach.
 - iii. Exceptions can be requested as outlined in the exception process.
 - iv. Transcripts not in English must be translated into English by a verified documented source (UCIE recommended translator, faculty in specified language discipline, etc).
5. The department/college sends the official transcript, verification document, and any other required documentation to Human Resources.
 - a. Chairs/Deans must attach a verification letter.
 - i. Template attached or available from Associate Provost.
 - b. Faculty candidates who are ABD (All But Dissertation) must submit their most current official transcript. Upon receiving their terminal degree, they must submit their final transcript within the timeline specified by the CBA.
 - c. Retain a copy of information sent to HR in the candidate's personnel file.
6. Human Resources is responsible for collecting and storing original transcripts and performing background check, visual compliance and education verification.
 - a. The HR education verification only ensures the transcript(s) match the institution(s) listed on the education report.
 - b. The original transcripts will be filed in the faculty member's confidential personnel file.
7. Offer Letter Template is obtained from the Associate Provost's Office.
 - a. Request the current template with each new hire.

8. The following must be submitted to the Provost's Office for signature:
 - a. Two copies of offer letter signed by Dean
 - b. Candidate's CV
 - c. Copy of posting in people admin.

9. **Offer letters WILL NOT be signed by the Provost until required transcripts are received and reviewed, degree verification confirmed, and background check completed.**

Adjunct Faculty

1. Each academic year colleges who intend to hire adjuncts during that academic year must create an adjunct posting in PeopleAdmin
 - a. The posting should include minimum position requirements in line with the credentialing policy.
2. To be an adjunct, you must be teaching a course for credit at the University.
3. Adjuncts must apply via PeopleAdmin
 - a. Reapplication is necessary if they have not taught in 18 months.
 - i. After 18 months, they become inactive in HR.
 - b. If teaching in two different colleges, the individual will need to apply to each college's PeopleAdmin posting.
 - c. Staff who are teaching a course must apply through the PeopleAdmin system as an adjunct.
 - i. Hourly employees cannot be adjuncts, unless part of their regular job duties.
 - ii. Salaried staff may not be compensated for adjunct duties using overloads.
4. A hiring proposal is created for each "new" adjunct.
 - a. The semester, college, and department will need to be listed.
 - b. The chairs will be required to approve the proposal.
 - i. Deans will be in the approval que but can be bypassed at their request.
 - c. The Associate Provost Office and HR will track all adjuncts.
5. When completing the hiring proposal the following must be done:
 - a. One of two boxes will need to be checked with regards to credentialing.
 - i. Hire- Credentials have been reviewed by the hiring department/college, meet the policy and all documents have been sent to HR.
 - ii. Provisional hire- Credentials have been reviewed by the department/college but the documents needs to be sent to HR.
6. First time adjuncts will provide official transcript to the department/college for review. Transcripts should be reviewed per the credentialing policy.
 - i. <https://policy.wright.edu/policy/2035-faculty-credentials>
 - ii. Dean or chair is responsible for confirming that credentials are relevant and appropriate to the programs in which they will teach.
 - iii. Exceptions can be requested as outlined in the exception process.
 - iv. Transcripts not in English must be translated into English by a verified documented source (UCIE recommended translator, faculty in specified language discipline, etc).

7. The department/college sends the official transcript, verification document, and any other required documentation to Human Resources.
 - a. Chairs/Deans must attach a verification letter.
 - i. Template attached or available from Associate Provost.
 - b. Retain a copy of information sent to HR in the candidate's personnel file.
 - c. The original transcripts will be filed in the faculty member's confidential personnel file.
8. An offer letter **must** be completed every semester.
 - a. The signed letter must be received by the department **BEFORE the first class period they teach**.
 - b. An offer letter template can be obtained from HR or Associate Provost's Office.
 - i. Departments/colleges can add language specific for their college.
 - ii. No language should be removed from the template.
 - iii. Highlighted sections of the template can be modified.
 1. Number of pays can be modified to match EPAF each semester.
 - c. Send a signed copy of the offer letter to your HR analyst.
 - d. The offer letter must contain language that the position is contingent upon an official credentialing documentation by HR and enrollment numbers.
9. The department should create an EPAF.
 - a. Please include all required information to justify pay and salary on EPAF.
 - i. Semester
 - ii. Course(s) teaching
 - iii. Credit hours
 - iv. Total pay
 - v. Any additional required info
10. Adjunct Transcripts
 - a. Official transcripts and chair verification must be on file in HR for every adjunct.
 - b. The first time an adjunct teaches at WSU, they can teach one semester without official transcripts on file.
 - c. If the official transcripts and chair verification are not on file in HR by the end of their first semester teaching at WSU, the adjunct will **be ineligible** to teach at WSU until official transcript(s) and chair verification are received.
 - i. Even if 18 months has passed.
 - d. EPAFs for adjuncts who have received the one semester exemption but do not have official transcripts on file **will not** be approved until transcripts are received.

[IMPORTANT: There will be no exceptions to this rule. An adjunct teaching in a subsequent semester without official transcripts on file will **NOT** be paid for services rendered during the period of time the university is out of compliance with HLC.]
11. HR will process the adjunct for payment when they have:
 - a. Signed offer letter
 - b. Verified transcripts on file
 - i. First time ever adjuncts will have one semester to provide.
 - c. Complete EPAF sent

List of Non- PhD Terminal Degrees (8/12/2018)

1. Doctor of Education (EdD)
2. Educational Specialist (EdS)

Arts:

3. Doctor of Arts (DA)
4. Doctor of Modern Languages (DML)
5. Doctor of Music (DM or DMus)
6. Doctor of Musical Arts (DMA) (Usually awarded to performance majors in the musical arts)
7. Doctor of Philosophy (DPhil)
8. Doctor of Professional Studies (DPS)

Design:

9. Doctor of Architecture (D.Arch)
10. Master of Architecture (M.Arch)
11. Master of Art and Design (MAD) [2]
12. Master of City Planning (MPLAN, MCRP, MUP, MCP, MCD or MURP)
13. Doctor of Design (DDes)
14. Master of Design (MDes) [3]
15. Master of Fine Arts (MFA)
16. Master of Graphic Design (MGraph) [4]
17. Master of Landscape Architecture (MLArch and/or MLA)

Healthcare:

18. Doctor of Behavioral Health (DBH)
19. Doctor of Healthcare Administration (DHA)
20. Doctor of Health Science (DHSc)
21. Doctor of Medical Physics (DMP)
22. Doctor of Nursing Practice (DNP, DNS, DNSc, DNAP)
23. Doctor of Occupational Therapy (DOT or OTD)
24. Doctor of Physical Therapy (DPT)
25. Doctor of Podiatric Medicine (DPM)
26. Doctor of Psychology (PsyD)
27. Doctor of Public Health (DrPH, DPH)
28. Doctor of Rehabilitation (Rh.D.)
29. Doctor of Science (DSc)
30. Doctor of Social Science (DSocSci)
31. Doctor of Social Work (DSW)

Law:

32. Doctor of Canon Law (JCD)
33. Doctor of Juridical Science (JSD/SJD) (in the U.S.)

Management:

34. Doctor of Business Administration (DBA)
35. Doctor of Economic Development(DED)
36. Doctor of Management (DMgt or DM)
37. Master of Project Management (MPM)
38. Doctor of Public Administration (DPA)

Religion:

39. Doctor of Ministry (DMin)
40. Doctor of Theology (ThD or DTh)

Technology:

41. Doctor of Computer Science (DSc.Comp, DCS, D.C.Sc.), D.C.Sc.)
42. Doctor of Engineering (Dr.-Ing./DEng/Dr. Eng./EngD)
43. Doctor of Information Technology (DIT)
44. Master of Library and Information Science (MLIS, MLS, MSLS) (Given in the US, by an ALA accredited school or program.)

List of Professional Degrees

45. Advanced Practice Registered Nurse (APRN, CRNA, NP, CNS)
46. Biotechnology (ALM)
47. Dental Science (DDSc, Dr.Odont)
48. Dentistry (MDS, MSD, MDSc, or DCLinDent)
49. Education (MEd, MAT, MT, EdS)
50. Engineering (MEng, MASc, MMSc, PD)
51. Lawyer (LLM, LLD, JSD, JD, DJur)
52. Medicine (MD, DO, MBBS)
53. Midwifery (MMid, MScMid, CNM)
54. Ministry (DMin)
55. Psychology (PsyD)
56. Public Policy (MPP)
57. Social Science (DPhil)
58. Social Work (MSW, DSW, ProfD)

List of Certifications (Assumes a bachelor's degree in field)

CPA must have: Successful completion of the Uniform Certified Public Accountant Examination, 150 semester units of college education, and one year of accounting related experience

Verification of Transcript Template (8/12/2018)

Date: _____

To: Human Resources (exceptions need to go through the exception process)

Re: Transcript Verification for (faculty member)

I, (Chair/Dean Name), Chair or Dean of _____, verify that I have reviewed the attached original transcript for, (faculty name).

HLC and University policy requires:

- To teach undergraduates, faculty must have a Masters degree (or higher) and at least 18 credit hours of graduate study relavent to the field in which they are teaching.
- To teach graduate students, faculty must be a member of the Graduate Faculty, have a terminal degree, and at least 18 credit hours of graduate study relavent to the field in which they are teaching.
- If the above conditions do not apply, the faculty must have an exception.

I attest that (faculty member),

Check one of the following:

_____ has a Masters degree (or higher) and at least 18 credit hours of graduate study relavent to the field in which they are teaching and is eligible to teach undergraduate courses for the Department of _____.

_____ has a Terminal degree and at least 18 credit hours of graduate study relavent to the field in which they are teaching and is eligible to teach undergraduate and graduate courses for Department of _____. The faculty member appears to be qualified and will complete the process to become a member of the Graduate Faculty.

_____ should be granted an exemption and attached is the necessary form and all required documentation to begin the approval process.

Sincerely,

Name, Title and Signature

Faculty Credentialing Exceptions (updated 8/12/2018)

1. All continuing and newly appointed faculty must meet credentialing guidelines as stated in the Faculty Credentialing Policy (#2035). This policy allows for exceptions under limited circumstances. Exceptions should be extremely rare in most departments.
2. To request an exception, an exception packet must be completed by the Chair/Dean and forwarded to the Office of the Provost.

The exception packet must include ALL of the following:

- a. Exception Request Form Cover Sheet
 - i. If appropriate, syllabi for specific course(s) to be taught at WSU for which the exception applies.
- b. Transcript verification form
- c. Letter from Program Head communicating why the exception is requested and appropriate.
- d. Copy of the candidate's academic transcript
- e. Copy of the candidate's CV
- f. **Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.** This may require multiple documents. Verifiable expertise is typically not based exclusively on years of teaching experience.
 - i. Examples of **verifiable** documents for faculty exceptions:
 - A letter from a source external to the program that verifies a minimum of three years in the field and outlines why and in what field the candidate is an expert.
 - Evidence of verifiable scholarly works in the field in which the exception is requested.
 - Copies of credentials relevant to the exception including expiration dates if appropriate.

The Approval Process

1. Send the complete exception packet to the Office of the Provost. (250 University Hall)
 - a. The packet will be logged and reviewed to ensure all necessary materials are present.
 - b. Original transcript will be taken to HR. A copy will be put with the packet.
2. The packet will be given to the appropriate program Curriculum Committee for faculty review.
 - a. The committee should direct any credentialing questions to the Associate Provost Office.
 - b. The committee will review to make sure the exception meets HLC criteria and University policy.
 - i. Additional accreditation criteria should be considered as required on a per program basis.
3. The faculty committee will submit the packet back to the Associate Provost Office with one of the following decisions:
 - i. Exception accepted and for what length of time

- ii. More information needed (specify what is needed)
 - iii. Exception denied
- 4. The Associate Provost Office in conjunction with the Provost will review the faculty committee's decision and take one of the following actions.
 - i. Accept the faculty committee's recommendation, or
 - ii. Return to the appropriate program Curriculum Committee with the additional requested information.
 - iii. Request a second opinion from a Faculty body constituted by the Faculty Senate Executive Committee. The decision of this body is the final recommendation to the Provost.
- 5. If approved, the exception letter and supporting documentation will sent to HR and placed in the faculty members confidential personnel file.
 - a. An approved copy will be sent back to the originating department/college.
 - b. The HR transcript sheet will reflect the approved exception.
- 6. In situations where a continuing faculty member's credentials no longer qualify them, the Provost Office will contact the Chair/Dean to discuss next steps.

NOTE: Exceptions may be done for a limited time and are subject to future reviews. Any exception approved prior to 8/1/2018 must reapply to comply with the most recent University policy.

Exception Request Form Cover Sheet

Date: _____

Department/College Requesting Exception: _____

Contact person for Exception: _____

Exception for (name of candidate): _____

Specific Field or Course(s) for which the exception applies: _____

Attached to this form:

- ___ Course(s) Syllabi (if applies)
- ___ Transcript verification form
- ___ Program Head letter of support
- ___ Copy of the candidate's transcript
- ___ Copy of the candidate's CV
- ___ Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.

Program Curriculum Committee

___ Exception accepted on _____ (date) for _____ length of time
Needs to be reviewed again before _____ Semester

___ More information needed (specify what is needed):

___ Exception denied

Provost Office

- ___ Accept the program curriculum committee decision
- ___ Return to program curriculum committee (additional information attached)
- ___ Request a second opinion from Faculty Senate

Faculty Senate (if requested)

___ Exception accepted on _____ (date) for _____ length of time
Needs to be reviewed again before _____ Semester

___ Exception denied

Provost Office

- ___ Approved until _____
- ___ Denied

ADJUNCT Offer Letter (8/12/2018) One Semester

Date _____

Name _____

Address _____

City, State Zip _____

Dear **Dr./Mr./Ms.** _____

We are pleased to offer you an adjunct faculty position in the Department of _____ at Wright State University, for _____ Semester 20____. You will be teaching _____. **(list all courses and credit hours)** Your pay for the semester will be _____ which will be paid in _____ **installments** over the semester.

This is a one-semester appointment. This offer is contingent upon Human Resources having on file original copies of your official transcripts and any other required documentation. **(list documents)**

This offer is contingent upon enrollment and can be terminated if sufficient enrollment numbers are not achieved.

As an adjunct faculty member, you will participate in the State Teachers Retirement System of Ohio (STRS). STRS offers three retirement plans: Defined Benefit, Defined Contribution and Combined. You have 180 days from your hire date to notify STRS of your plan selection. Both you and the university will contribute to your retirement account. Your contribution of 14% will be deducted on a pre-tax basis (federal and state) from your pay. The university will contribute 14% of your pay. The percentage of the university's contribution to be deposited into your STRS account will depend on your plan selection.

All WSU employees are exempt from Social Security contributions on earnings from the university. WSU employees hired on or after March 31, 1986 are required to pay a Medicare contribution of 1.45% of their earnings.

Department/College can add any additional language

Sincerely,

TITLE

College of _____

I accept the offer contained herein as indicated by my signature below.

Signature

Date

Cc: **Chair**
Dean
Human Resources

Procedure for processing stipends that exceed the 20% rule. (8/12/2018)
(Additional compensation policy 8580.1 section 2)

1. Stipends are initiated using Personnel Action Forms (PAFs) by the supervisor of the faculty or staff member who is assuming duties that are clearly outside the scope of their job responsibilities.
 - a. Note: staff stipends are limited to no longer than one year per policy guidelines.
2. Every Stipend PAF must include a listing of the additional job duties, preferably signed by the faculty/staff member and the supervisor.
 - a. For stipends being renewed if the job duties have not changed, a copy of the original signed agreement can be attached.
 - b. Stipends must have an end date (they cannot be continuous)
 - i. They should only be for one year unless a specific reason is outlined
 - c. Stipends need to be on a separate PAF from the base salary
 - d. One stipend per PAF
 - e. The notes must include base salary and any additional stipends and the amount.
3. **BEFORE** making an offer or renewing an existing PAF, it is the responsibility of the supervisor initiating the PAF form to confirm with the college BFO that the total stipend compensation¹ provided to the employee does not exceed 20% of his/her base salary.
4. If the total stipend compensation exceeds 20%, the supervisor and/or college BFO should inform the HR Business Partner (HRBP) before having the employee agreed to the additional duties or the renewal PAF is submitted for processing.
 - a. The HRBP will work with HR and the Associate Provost Office to complete the review for an exception.
5. The Associate Provost Office will communicate to the supervisor and college BFO if the stipend exception has been granted.
 - a. If granted, the documentation with the employee can be completed and the PAF processed through normal approvals.

Note: Stipends are given for additional duties where Overloads (EPAFs) are used for teaching only.

Stipends must be on a PAF form

EPAFs are used only for:

1. Adjunct hires
2. Academic Faculty Summer Salary
 - a. Cannot exceed 3 months' salary
3. Overloads during regular academic year

¹ Total stipend compensation represents the sum of all stipends the employee receives.

Shared Governance Verification of Faculty Qualifications (8/12/2018)

Date: _____

To: Associate Provost

Re: Faculty Credentials exception request based on unique, tested experience/expertise for (faculty candidate)

University policy¹ and Higher Learning Commission requirements² are designed to ensure that students have access to faculty members who are experts in the subject matter that they teach, and who can communicate knowledge in that subject to their students. Minimally qualified faculty must not only possess content expertise, but should be able to engage professionally with colleagues regarding the learning objectives for program graduates, as well as possess the knowledge, skills and dispositions appropriate to the credential awarded.

When Wright State University indicates that a faculty member whose responsibility includes teaching (including part-time or adjunct faculty) is qualified by means of an offer of employment, it is asserting its confidence in the faculty member's content expertise along with the ability of the faculty member to help position students for success not only in a particular class, but also in their academic program and their careers after they have completed their program.

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Teaching faculty (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess:

- (a) an academic degree which is at least one level above the level at which they teach (or a terminal degree) and which includes at least 18 graduate credit hours relevant to the program in which they teach, or
- (b) equivalent tested experience

To be qualified to teach graduate courses, the Faculty member must also demonstrate a record of research, scholarship or achievement and be recognized as a member of the graduate faculty.

Tested experience must include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. Tested experience is typically not based exclusively on years of teaching experience, although other experiential factors may be considered on a case-by case basis.) The value of using tested experience to determine minimal faculty qualifications depends upon the relevance of the individual faculty member's experience both to the degree level and to the specific content of the courses the faculty member is teaching.

1 [HTTPS://POLICY.WRIGHT.EDU/POLICY/2035-FACULTY-CREDENTIALS](https://policy.wright.edu/policy/2035-faculty-credentials)

2 [HTTP://DOWNLOAD.HLCOMMISSION.ORG/FACULTYGUIDELINES_2016_OPB.PDF](http://download.hlcommission.org/facultyguidelines_2016_opb.pdf)

I, (Faculty Chair Name), Chair of (Program Curriculum Committee), verify that the Faculty curriculum body overseeing the program in which the above-named Faculty candidate is being considered for full-time or adjunct status has reviewed the candidate's qualifications. This candidate does not meet the minimum academic credentials. The Faculty have considered whether or not the candidate possesses verifiable experience equivalent to the minimum required academic credentials. The results of that consideration are reported below.

Committee members present: (List of fully affiliated program faculty reviewing and voting on the candidate's skill sets, certifications, and experiences)

Report Votes (Yes/No/Abstain) for each the following:

Faculty Candidate: _____

Date: _____

- YES / NO / ABSTAIN The candidate has experience that provides reasonable confidence in the candidate's content expertise and possesses the knowledge, skills, and dispositions appropriate to the credential awarded by a degree program under this curriculum body's supervision.
- YES / NO / ABSTAIN The candidate has experience that provides reasonable confidence in the candidate's ability to help position students for success beyond the scope of a particular class, but also in their academic program and career.
- YES / NO / ABSTAIN The candidate has experience that provides reasonable confidence in the candidate's ability to engage professionally with colleagues regarding the learning objectives for program graduates.
- YES / NO / ABSTAIN The candidate holds specific expertise or certification that appropriately qualifies them to teach a limited set of courses in which the faculty should not reasonably be expected to provide guidance to student outside the scope of the course content. Examples of such courses might include a technical lab practicum corequisite with a lecture course, a pass/fail recreation course, or a remedial course that does not qualify to be a part of any program of study. List the course(s), credit hours, grading method (pass/fail or letter grade), and any programs for which

Below, is a brief summary of the key evidence discussed in positive support of these claims:

(List one or two key experiences or credentials deemed most relevant and convincing, please note any time limitations to any credentials as appropriate.)

Sincerely,

Name, Title and Signature