4.1.2.2.Lp. Augusta Technical College Procedure Faculty Credentialing

Purpose

Establish the procedure that Augusta Technical College will use to review credit faculty credentials.

I. **Procedures**

   A. All new faculty (adjunct and full-time) credentials will be reviewed during the hiring process. The Deans will complete a Faculty Credentials Checklist for each new faculty and forward to the Provost for approval.

   B. Academic Deans will review and update faculty credentials for faculty within their division prior to teaching a new course not previously approved to teach.

   C. Records will be made of documents not found in the files or documents that are determined to be outdated.

   D. Faculty members whose files are found to be deficient will be notified and given instructions for obtaining any missing documents.

II. **Responsibility**

   A. The Provost has the overall responsibility for ensuring the procedures outlined in this document are fully implemented and for maintaining the records and submitting faculty roster to SACSCOC. Academic Deans will review all faculty files within their division and report findings to the Provost.

III. **Reference**

    A   Faculty Credentials Checklist (Qualifications of Full- Time and Part-Time Faculty)