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It is the policy of Florida International University to ensure that all teaching faculty (i.e., instructors of record) possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of accrediting bodies and state agencies. This policy applies to all full-time and part-time teaching faculty and teaching assistants whether they are teaching on one of our campuses, on the web, or off campus (refer to: FIU Guidelines and Procedures for Credentialing Faculty - http://academic.fiu.edu/academicbudget/Guidelines & Proc_for_Cred_Fac_05132009.pdf).

The University uses the Faculty Academic Information Reporting (FAIR) system to process the faculty credentials according to the set guidelines listed in this document.

FIU Credential Guidelines

The SACS Guidelines on faculty credentials are described below:

3.7.1. The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

SACS Credential Guidelines being used by FIU:

3.7.1. a Faculty teaching general education courses at the undergraduate level: doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

3.7.1. d Faculty teaching baccalaureate courses: doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

3.7.1. e Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

3.7.1. f Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

FIU Additional Credential Guidelines

3.7.1. g Meets the University’s policy for Active Artistic/Special Talent will be used to credential individuals whose recent sustained artistic or creative accomplishments directly relates to their instruction of a specific course or set of courses. Because of their successful artistic and creative accomplishments (as attested to by their recognition through national honors, juried shows, grants, or professional renown) these faculty members unquestionably demonstrate a level of advanced accomplishment or understanding which enables them teach
the specific courses at a level which is actually beyond that simply guaranteed by attaining an advanced degree in the field. It is well understood that faculty members’ artistic and creative careers can easily lead to the highest levels of performance in areas beyond those their advanced training prepared them to teach in, and this sort of clearance allows us to certify accomplished individuals for courses on the basis of clear demonstration of advanced accomplishment in the areas the courses address. Individuals whose accomplishments warrant such clearances are so cleared for a period of seven years, and at that point their accomplishments will be reassessed. Only continuing demonstration of this level of success will warrant continuing this method of clearing them for instruction of these courses.

3.7.1. h Meets the University’s policy for Active Research will be used to credential individuals whose recent sustained record of research accomplishments directly relates to their instruction of a specific course or set of courses. Because of their successful research (as attested to by their publications, grants, and/or patents) these faculty members unquestionably demonstrate a level of advanced accomplishment or understanding which enables them teach the specific courses at level which is actually beyond that simply guaranteed by attaining an advanced degree in the field. It is well understood that faculty members’ research agendas and trajectories can easily lead to the highest levels of performance in areas beyond those their advanced training prepared them to teach in, and this sort of clearance allows us to certify accomplished individuals for courses on the basis of clear demonstration of advanced understanding in the areas the courses address. Individuals whose accomplishments warrant such clearances are so cleared for a period of seven years, and at that point their accomplishments will be reassessed. Only continuing demonstration of this level of success will warrant continuing this method of clearing them for instruction of these courses.

3.7.1. i Meets the University’s Policy for Nurse Anesthesiology will be used to credential individuals whose training meets the identified criteria for instruction of nurse anesthetists. Following general academic practice, FIU credentials instructional faculty for all Nursing Anesthesiology courses without the need for a narrative justification and course matrix provided they meet all the following criteria:

1. a Masters degree in Nursing with a major in anesthesiology, or Masters of Science with a major in nurse anesthesiology,
2. a valid national certification as a Certified Registered Nurse Anesthetist (CRNA)
3. a valid Florida Licensure as an Advanced Registered Nurse Practitioner (ARNP).

This clearance is in effect as long as the individuals retain their certification and licensure, and as long as the FIU program in Nurse Anesthesia retains its accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs.

3.7.1 j Meets the University’s Strategic Initiative on Writing Instruction. Approved and funded in 2007 by the Provost’s Office this Writing Program began training teaching assistants from outside of the English Department to instruct our first semester composition courses. The departments of History, Political Science, Religious Studies, Sociology/Anthropology, and International Relations are collaborating with the English Department for this initiative. Each
The program is based in theories of Writing Across the Curriculum and the belief that writing expertise is not only the exclusive purview of the English department. Effective writers from other disciplines, when trained in composition theory and practice, can teach lower-division writing just as effectively as English majors, and even more so than English majors who are not trained in composition—an MA, or even a Ph.D. in English, does not ensure that one is trained in composition.

Experienced TAs who have earned a masters degree in their discipline are selected for this program based upon their department’s recommendation and review of a writing sample. Throughout their participation they are carefully trained and monitored. More information on this Initiative may be found in Appendix G.

3.7.1 k Meets the University’s Policy for Aerospace/Military Science. Approved in Spring 2010 by the Provost’s Office. FIU has undergraduate ROTC programs in both the Air Force and Army. These programs do not award degrees but do qualify our students for Commissioned Officer status in the Military upon graduation. Most instructors are provided to the University through the Military. The University provides them with Courtesy Appointments and credentials their instruction of the courses provided they meet one the criteria designated in the policy. More information on this Initiative may be found in Appendix H.

FIU Credential Methodology

The degree information for all teaching faculty (faculty, adjuncts and graduate teaching assistants) for the Fall 2008 and Spring 2009 were collected from the academic units and entered into the credential database.

- The Classification of Instructional Programs (CIP) code of the degrees was assigned by Office of Planning & Institutional Research (OPIR)
- New teaching faculty must have the Credential Form approved by the Academic Budget and Personnel office

To determine if the faculty is qualified to teach, the CIP code of the course is matched to the CIP code of the degree.

- A table of terminal degrees was generated (See Appendix A)
- A table of related disciplines was generated (See Appendix B)
- A review the CIP codes of all active courses was completed
- For new courses the CIP code is assigned by OPIR

Credentialing Procedures

Faculty Credential Manual
Instructors are considered credential appropriate in a variety of ways:

- Review the level of the course and their highest degree. Below are the degree level guidelines:
  - Undergraduate courses require a Master’s degree or higher
    - NOTE: An MBA, by itself, is considered too general therefore insufficient to warrant automatic clearance. In such cases, completion of at least 18 graduate hours in the teaching discipline is required. For example, if an instructor with an MBA seeking approval to teach undergraduate Finance courses, then the instructor must have completed a minimum of 18 graduate credit hours in Finance. Such hours do not necessarily need to be completed as part of the degree itself.
  - Graduate courses require a Ph.D., equivalent degree or a terminal degree

If the level of the degree is not appropriate based on the level of the course, then the faculty member is not credentialed to teach that course unless an exception is approved (See exceptions procedures).

If the level of the faculty’s degree is appropriate based on the level of the course, the credential review of the CIP code of the degree and course(s) is completed.

- Match Course CIP code against the degree CIP code and degree level (direct match)
  - If the course CIP code matches the degree CIP code and the degree level is appropriate, then the faculty is qualified to teach the course
  - If no match, then the related discipline is used (if applicable). If the related discipline matches then the faculty is qualified to teach the course
  - Otherwise, a narrative justification is required of the instructor’s qualifications to teach this/these course(s)

  Note: The CIP code match is done at the 4-digit CIP level (exceptions: Psychology, SJMC whose match is done at the 2-digit level) which means the first 4-digits of the course CIP will be matched against the 4-digits of the degree CIP code

- Match Course CIP code against related discipline degree CIP code and degree level (indirect match). Note: The CIP code matching varies from 2, 4 or 6 digits on related discipline match

- Related Discipline Process:
  - Review the degree discipline of the faculty in each academic department
  - Each Dean or designee review suggested related disciplines
  - For best practices review other institutions faculty rosters
  - Deans submit requests for related disciplines degrees in their area
  - The Provost Office approves the related disciplines
  - Approved related disciplines are programmed in the Faculty Academic Information Reporting system (FAIR) by OPIR staff

- Available Exceptions
For some departments, the CIP code match was set at the 2 or 4 digit level

- First Year Experience course – earned Master’s degree
- Honors College courses (IDH) – earned Master’s degree
- Liberal Studies (IDS) – earned PhD or Terminal Degree
- College of Education’s Field Experience courses – earned Master’s degree in Education
- College of Business’ Undergraduate General Education courses – earned Master’s in Business

Courses with the below listed designations are matched at the course level and degree level only (no specific CIP matching).
- Directed Individual Studies (Z)
- Graduate Dissertation (G)
- Graduate Thesis (T)
- Supervised Research (R)
- Supervised Teaching (S)

Zero credit, exchange and remedial courses have no credential requirements. Thus any degree CIP or level is acceptable.

- Beginning Summer 2009, credentialing will be established at the time of hire for new faculty.
  - The degree information will be gathered
  - The degree and course(s) will be reviewed

- For existing faculty teaching a new course, the credentialing is done prior to the start of the term.

**Related Disciplines Description**

When instructors are not credentialed directly by their advanced degree, they may be credentialed by an approved related discipline (established by the Office of the Provost) between their degree and the CIP code for the course they will teach. A Table of Related Disciplines that establishes these relationships is built into FIU's credentialing system. Approved relationships have been established at the following levels:

- **Six-byte CIP Code** — for example, the table relates Biostatistics (26.1102) with Statistics (27.0502)
- **Four-byte CIP Code** — for example, the table relates all the 14.08xx degrees to Civil Engineering
- **Two-byte CIP Code** — for example, the table relates all the 54.xxxx degrees to History
- **Course Prefix** — for example, the table relates American Studies (05.0102) to the AMH (American History) prefix in the History Department
- **Course prefix and Course Level** — for example, the table relates Spanish Language Teacher Education (13.1320) to all lower-division SPN (Spanish) courses, thus allowing individuals with this degree to teach all 1,000 and 2,000 level Spanish courses
- **Specific Course** — for example, the table relates BCN 5766 (Codes and Regulations) to City Planning (04.0301)
To view the related disciplines for a specific degree or course, please see Appendix B.

Exceptions Procedures

- Exceptions must be approved by the Office of the Provost
- When instructors are not credentialed by their advanced degree or by an approved CIP relationship, they must be credentialed through a narrative justification of the instructor’s qualifications to teach this/these course(s). Such credentialing is based on the proposed instructor’s academic and professional preparation; diplomas, certificates, or relevant licensures; publications and presentations in the field; honors, awards, and professional recognitions; and other demonstrated competencies, skills, and experiences which the instructor brings to the University. These must be clearly tied to the specific courses to be taught and should establish beyond doubt that the instructor is qualified to teach the specific courses they are to be assigned.
  - A Justified with Other Relevant Qualifications memorandum must be completed for each course credentialed through a narrative justification. See template in Appendix C. The template can also be found in the Office of Academic Budget and Personnel website.
- For each course an instructor is credentialed to teach by justification, a “Course Objective Qualifying Matrix” must be submitted which provides six “reference bullets:”
  - Three summarizing essential course objectives, and
  - Three summarizing instructor qualifications which bear directly on the objectives and clearly establish the instructor’s qualification to engage in instruction to facilitate accomplishment of those objectives.
  - The qualifying attributes should be drawn from the narrative justification approved for the instructor for the course in question. Since the instructor’s academic preparation does not immediately qualify instruction in these cases, the qualifying bullets should discuss professional preparation; certificates, or licensures; other competencies, skills, and experiences which the instructor brings to the teaching of the course (of course, they should be clearly tied to the specific objective identified). Qualifying attribute bullets are limited to thirty words.
  - Note that where more than one individual is credentialed by justification for a course, the “course objective bullets” must be the same for each instructor. The qualifying attributes, of course, may vary, but they must relate to the common objective bullets.
  - A Course Objective Qualifying Matrix must be completed for each course credentialed through a narrative justification. See template in Appendix D. The template can also be found in the Office of Academic Budget and Personnel website.
- The Office of the Provost reviews all such justifications and where the justifications warrant the instructor’s teaching the courses proposed, it will either approve the justification for the appropriate period (seven years for full-time faculty members, or four years for part-time faculty members) or employ one of additional clearance categories beyond the advanced degree.
and related-discipline categories mentioned above: the Active Artistic/Special Talent Clearance in the Discipline, the Active Research Clearance in the Discipline Clearance, the Nursing Anesthesiology Clearance, and the Strategic Writing Initiative.

- The Office of the Provost must approve the exception for the comment of masters plus 18 graduate credit hours in the teaching discipline.

**Responsibilities of Primary and Secondary Instructors at FIU**

Primary Instructors are the instructors of record for courses at FIU. They have primary instructional responsibilities and are normally the individuals who deliver the instruction to the students, grade the students’ work and performance, and assign the grades for the course. Only one individual will be listed as primary instructor (an exception is made in the case of team-taught courses where the team-members equally share the responsibilities and grading). Primary Instructors are on the Faculty Roster, and must be credentialed for instruction of the course.

The designation of “secondary” for Secondary Instructors is used to indicate the relative and differential roles in the instructional and grading activities associated with courses. Listed below are the pre-approved roles played by secondary instructors. If the role a Secondary Instructor plays is not one of those indicated below, a detailed narrative must be submitted to the Office of Academic Budget and Personnel which describes the role and responsibilities of the secondary instructor. It is not acceptable for an individual to be listed as the “primary” instructor while the individual listed as “secondary” actually carries out, substantially, the duties of a “primary” instructor.

The following roles for Secondary Instructors are pre-approved by Academic Affairs for undergraduate courses:

- Graduate students may serve as secondary instructors who are supervised graders, teaching assistants, and laboratory instructors assisting the Primary Instructor. These students can take on increasingly substantial roles in delivering instruction—this generally follows the pattern of moving from working under the direct supervision and active guidance of an experienced faculty member, through substantial responsibility for the grading of a course taught by the Primary Instructor, to cases where the GA has sufficient preparation to come to serve as a Primary Instructor (of course such assignment would require the GA to be added to the Faculty Roster and be credentialed for instruction of the course).
- Adjuncts may serve as secondary instructors who engage in grading, provide instruction, or serve as clinical faculty members provided they are working under the direct supervision and active guidance of an experienced faculty member who acts as the Primary Instructor for the course.
- Secondary Instructors may be used to provide instruction for a portion of a course, and may for that portion function as if they were primary instructors. In such courses individual secondary instructors may provide no more than one-third of the instruction of the course and collectively they may not provide half of the instruction.

Graduate Teaching Assistants (admitted graduate students who have completed a minimum of eighteen graduate semester hours in the teaching field) may be listed as the Primary Instructors for courses. The Faculty Credential Manual
designated of the Graduate Assistant as “primary” here recognizes the fact that this individual plays the predominant role in the delivery of instruction and assessment of the students in the linked laboratory, recitation, or clinical sections or courses, while working under the advice and guidance of an experienced faculty member.

Graduate students with a masters degree in the teaching field (or those who have advanced well beyond this status in the teaching field) may be assigned as primary instructors where their department or program judges they are sufficiently prepared to be instructors of record.

Adjuncts with a masters degree in the teaching field (or with a masters degree and at least eighteen hours of graduate work in the teaching field) may be assigned as primary instructors where their department or program judges they are sufficiently prepared to be instructors of record.

**FIU Faculty Credentials and Data Flow**

It is the responsibility of the hiring unit to submit a Certification of Credentials form to the Provost’s Office. Individuals hired with a teaching responsibility may be granted approval to teach on the basis of their academic credentials or via other relevant qualifications which may include, but not limited to, Active Research, Active Artistic/Special Talent, Nurse Anesthetist, masters degree plus 18 graduate credits hours in the teaching discipline, or other broader discipline-related qualifications.

Once approved, the paperwork of new hires, those not already in ADP nor PantherSoft, is forwarded to the appropriate departments by Academic Affairs. This allows for the creation of an employee record in ADP as well as a PantherID in Panthersoft. For those already in FIU’s systems, their information is forwarded to Space and Scheduling in order to assign the instructor to their designated course(s). The Office of Planning and Institutional Research (OPIR) receives a copy of the approved credentialing form along with the teaching justification and course objective matrix (if necessary). If an instructor is approved via justification, a memo and the Course Objective Qualifying Matrix is only required when such is based on Justification with Other Relevant Qualifications. In other words, justifications based on: 18 graduate hours, active research, artistic talent, and nurse anesthetist do not need a memo. Such information is noted in the Certification of Credentials form. All documentation provided by the Provost’s Office is later used to update the Faculty Academic Information Reporting System (FAIR). The Justification with other Relevant Qualifications memorandum and the Course Objective Qualification Matrix must also be sent electronically. Both must be in the appropriate template.

- Meets the University’s Nurse Anesthetist Policy

**Faculty Academic Information Reporting System**

The Faculty Academic Information Reporting (FAIR) system is an online computer software system designed to facilitate the administration and maintenance of faculty credentials. The system provides the capability to determine an instructor’s eligibility to teach based on the University’s Faculty Credential Guidelines. It integrates data from various systems and provides a centralized location for faculty credentials and assigned workload.

The system determines if the instructor’s degree and assigned course match and flags each record as either credential appropriate or not. Various online as well as Excel reports are generated to obtain faculty, course and credentialing information.

Faculty Credential Manual
The data uploaded into FAIR comes from two different information systems: *Automatic Data Processing System (ADP)* and *PantherSoft (PS)*. The Office of Planning and Institutional Research (OPIR) maintains and updates FAIR; however, OPIR has no direct capabilities to update ADP or PantherSoft.

**Integrated Systems**

- **ADP** - Employee demographic data is downloaded from this system. All employee data is downloaded prior to the start of the term and twice during the term.
- **PS** – Course data and faculty workload is downloaded from this system. Course data and faculty workload are downloaded daily.

The diagram below depicts the interaction between the systems.

![Figure 1 Data Integration](image)

Specific data is downloaded from the systems during the term to ensure the data is current. The table below displays some of the information downloaded into FAIR. For a detailed description of the key Data fields, see Appendix F.

**Table 1 Fields Downloaded into FAIR**

<table>
<thead>
<tr>
<th><strong>Data Sources</strong></th>
<th><strong>Download Schedule</strong></th>
</tr>
</thead>
</table>
| **Some key ADP Data:**
PANTHERID, ADPID, SAL_ADMIN_PLAN=payplan, EMAIL_ADDRESS, LAST_NAME, FIRST_NAME, MIDDLE_NAME, JOBCODE, DEPTID, FTE, BIRTHDATE, ADMIN_CODE | Complete Download - once/twice per semester |
| | Periodic Download – bi-weekly |
### Data Sources

<table>
<thead>
<tr>
<th>Some key PantherSoft Data:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Course Catalog (based on courses offered) Elements:</strong></td>
</tr>
<tr>
<td>TERMID, CRSCIP, CRSPRE, CRSPNO, PCRTYPE, CRSCREDIT, CRSTITLE, CRSCOLLEGE, CRSDPT= AcadOrg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Download Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Download – daily synchronization. Note: the last download for a given term usually two/three weeks after end of term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Instructor Workload – Primary Only (instructor specific) Elements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMID, PANTHERID, LNAME, FNAME, CRSCOLLEGE, CRSDPT, CRSREFNUM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Download Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Download – daily synchronization. Note: the last download for a given term usually two/three weeks after end of term</td>
</tr>
</tbody>
</table>

Cancelled courses and courses with zero enrollments (headcount is zero) are not downloaded after the first week of each semester. Only primary instructors are downloaded and matched against their demographic employee information. The system organizes the downloaded course data and the faculty workload by term.

### Faculty Activity Credentials for Teaching

FAIR combines class scheduling information with human resource information to allow the completion and evaluation of teaching credentials required. **The instructor workload from PS drives FAIR** but it interacts with the HR data. In other words, all active employees are downloaded into FAIR. However, such employees will only appear in the credentialing page **if and only if** they are teaching for the active term(s) within FAIR. Instructor workload data **may not be entered** into FAIR and then **uploaded to PantherSoft**. The data does not flow in such direction. Again, course and instructor information must first be added to PantherSoft by the Academic Unit or Space & Scheduling. If an instructor appears in the instructor workload but does not appear in the credentialing page, then it is because the new instructor’s demographic data was not retrieved during the ADP download. Such instructors are assigned temporary demographic information until their personal data is downloaded from ADP during a periodic download. Once the instructor appears in the credentialing page, then it allows for the entry/edit of faculty activity credentials for teaching. This includes: degree/credential information, Curriculum Vitae (CV), licensure/certifications, justifications and matrices.

The credentialing page’s most significant function is in the credentialing of instructional faculty. In its simplest form, the system performs an automatic review of faculty credentials based on the courses taught and the degree(s) earned. The match of the courses and degree(s) earned is done based on the CIP (CIP2000) code of each. The CIP provides a taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completions activity. The 2000 edition (CIP-2000) is the third revision of the taxonomy and presents an updated taxonomy of instructional program classifications and descriptions. CIP Website: [http://nces.ed.gov/pubs2002/cip2000/](http://nces.ed.gov/pubs2002/cip2000/).

All new courses added to the catalog will have the CIP code assigned by OPIR. The course CIP codes are reviewed on a regular basis. Any CIP code course corrections to existing courses are sent to the Faculty Credential Manual.
Registrar’s office. Additionally, detailed degree information was collected for all teaching faculty (faculty, adjuncts and graduate assistants) during the Spring and Summer 2008 semesters. OPIR assigned the teaching faculty degrees a CIP code based on their degree discipline. A process is now in place to collect the detailed degree information at the point of hire via the Certification of Credentials Form.

In addition to the direct and indirect discipline match, a **terminal degree** is generally accepted as the highest degree in a field of study. An earned academic (or research) doctorate such as a Doctor of Philosophy is considered the terminal degree in most academic fields of study. Many professional degrees are also considered terminal degrees because they are the highest professional degree in the field (for example the JD and MD). Some terminal degrees are at the masters level. For instance, FIU considers the M.F.A. (Master of Fine Arts) as the terminal degree for Creative Writing. As a policy, a minimum of a Master’s degree is necessary to teach undergraduate level courses. For graduate courses, a doctorate, professional or terminal degree is required. Only a handful of departments consider a Master’s degree in the teaching discipline acceptable for graduate courses thus instructors will get cleared. Therefore, an instructor with only the M.F.A. would be considered credentialed appropriate for graduate Creative Writing courses. The credentialing process diagram is displayed below:

![Credentialing Diagram](image)

In addition to performing the credentialing matching, a number of reports are generated off the system by OPIR. These daily reports currently include:

- Courses without instructors
- Instructors without degrees
- Instructor credentialing problems (Credential Appropriate Flag No)
- Data Integrity Issues (i.e. instructors with multiple IDs, name irregularities, instructors in wrong department)
- Instructors not in ADP
- Other discrepancies reported as deemed necessary
Guidelines and Course-Degree CIP Matching as noted in FAIR

FAIR has been implemented to adhere to the Credentialing Procedures described above. Instructors academically qualified (direct match, related-discipline match, exceptions) to teach their designated courses have been noted in FAIR as Credential Appropriate Yes.

Instructors not academically qualified but approved to teach will always display Credential Appropriate No but Approved Exception Yes. Additionally, such cases will list a Justification for Exception or Explanation for Teaching Course. These teaching exceptions may take the following values:

- Justified with other relevant qualifications
- Master’s Degree or higher with 18 graduate hours in teaching discipline
- Meets the University’s Artistic/Special Talent
- Meets the University’s Policy for Active Research
- Meets the University’s Policy for Aerospace/Military Science
- Meets the University’s Policy for Graduate Teaching Assistants
- Meets the University’s Nurse Anesthetist Policy

In certain instances, there will be instructors not academically qualified and not approved to teach in future semesters the designated course. Such cases will always display Credential Appropriate No and Approved Exception No. These are considered Terminal Justifications. The justification for teaching is always noted as Justified with Other Relevant Qualifications.

Roster Procedures for SACS

The data in FAIR was used to prepare the SACS rosters. However, the rosters were created by running an external programming script that read the data from FAIR and generated individual departmental spreadsheets.

The following items were applied to the roster, the justification memo and course objective matrix:

- If the faculty does not have an earned degree, the field is left blank
- For faculty with graduate degrees, omit the Baccalaureate degree. Only display the Baccalaureate degree if it is the highest earned degree.
- The course’s department is used to sort the rosters. Some modifications were made to the course departments in FAIR. For example, the Theater, Dance and Music courses did not have a separate department assigned to them.
- The long title of the course is used in the roster the justification memo and course objective matrix. The course description and the long title were provided by Enrollment Services and the College of Law.
- Full-time and part-time status was determined by faculty’s assigned FTE. If the total FTE is greater than 0.85, then the faculty was considered full-time.
- The CVs were collected from the Academic Units and are attached to the rosters.
- Transcripts are collected and scanned by the Academic Budget and are attached to the rosters.
Appendix A Terminal Degrees by Department*

*As of May, 2010

**Accounting**
*Terminal Degree for each discipline taught in Accounting*
- DBA, Ph.D. in Accounting
- DBA, Ph.D. in Taxation

**African and African Diaspora Studies**
*Terminal Degree for each discipline taught in African-New World Studies*
- Ph.D. in African-American/Black Studies

**Architecture**
*Terminal Degree for each discipline taught in Architecture*
- Doctorate of Architecture
- Doctorate of Design Studies
- Master in Design Studies
- Master of Architecture
- Master of Architecture in Urban Design
- Master of Art in Architecture
- Master of Science in Advanced Architectural Studies
- Master of Science in Architecture
- PhD. in Architecture

**Art and Art History**
*Terminal Degree for each discipline taught in Art and Art History*
- DOA, Ph.D. in Art History, Criticism and Conservation
- MFA in Fine/Studio Arts (for applied art courses)
- MFA in Photography (for applied art courses)

**Asian Studies**
*Terminal Degree for each discipline taught in Asian Studies*
- Ph.D. in Asian Studies/Civilization

**Athletic Training**
*Terminal Degree for each discipline taught in Athletic Training*
- MS in Athletic Training/Trainer

**Biological Sciences**
*Terminal Degree for each discipline taught in Biological Sciences*
- Ph.D. in Biology/Biological Sciences

**Biomedical Engineering**
Faculty Credential Manual
Terminal Degree for each discipline taught in Biomedical Engineering
  Ph.D. in Biomedical/Medical Engineering

Chemistry
  Terminal Degree for each discipline taught in Chemistry
  Ph.D. in Chemistry

Civil & Environmental Engineering
  Terminal Degree for each discipline taught in Civil and Environmental Engineering
    Ph.D. in Civil Engineering
    Ph.D. in Environmental/Environmental Health Engineering

Communication Sciences and Disorders
  Terminal Degree for each discipline taught in Communication Sciences and Disorders
    Ph.D. in Audiology/Audiologist and Speech-Language Pathology/Pathologist

Computing and Information Sciences
  Terminal Degree for each discipline taught in Computing and Information Sciences
    Ph.D. in Computer and Information Sciences

Construction Management
  Terminal Degree for each discipline taught in Construction Management
    Ph.D. in Construction Engineering Technology/Technician.

Criminal Justice
  Terminal Degree for each discipline taught in Criminal Justice
    Ph.D. in Criminal Justice/Safety Studies

Decision Sciences & Information Systems
  Terminal Degree for each discipline taught in Decision Sciences and Information Systems
    DBA, Ph.D. in Management Information Systems

Dietetics and Nutrition
  Terminal Degree for each discipline taught in Dietetics and Nutrition
    Ph.D. in Dietetics/Dietitian

Earth and Environment
  Terminal Degree for each discipline taught in Earth and Environment
    Ph.D. in Geology/Earth Science for Earth Sciences
    Ph.D. in Environmental Studies for Environmental Studies

Economics
  Terminal Degree for each discipline taught in Economics

  Faculty Credential Manual
PhD in Economics

**Electrical and Computer Engineering**
*Terminal Degree for each discipline taught in Electrical and Computer Engineering*
- Ph.D. in Electrical, Electronics and Communications Engineering

**English**
*Terminal Degree for each discipline taught in English*
- MFA in Creative Writing (Creative Writing courses)
- Ph.D. in English Language and Literature

**Environmental and Occupational Health**
*Terminal Degree for each discipline taught in Environmental and Occupational Health*
- Ph.D. in Public Health

**Epidemiology and Biostatistics**
*Terminal Degree for each discipline taught in Epidemiology and Biostatistics*
- Ph.D. in Public Health

**Finance and Real Estate**
*Terminal Degree for each discipline taught in Finance and Real Estate*
- DBA, Ph.D. in Finance (for Finance courses)
- Ph.D. in Real Estate (for Real Estate courses)

**Global & Sociocultural Studies**
*Terminal Degree for each discipline taught in Global & Sociocultural Studies*
- Ph.D. in Anthropology
- Ph.D. in Demography and Population Studies
- Ph.D. in Geography
- Ph.D. in Sociology

**Health Policy Management**
*Terminal Degree for each discipline taught in Health Policy and Management*
- Ph.D. in Health Services Administration

**Health Promotion and Disease Prevention**
*Terminal Degree for each discipline taught in Health Promotion and Disease Prevention*
- Ph.D. in Public Health

**History**
*Terminal Degree for each discipline taught in History*
- Ph.D. in History
Hospitality and Tourism Management
*Terminal Degree for each discipline taught in Hospitality and Tourism Management*
  Ph.D. in Hospitality Administration/Management

Interior Design
*Terminal Degree for each discipline taught in Interior Design*
  Master of Art in Interior Design
  Master of Interior Design
  Master of Science in Interior Design
  MFA in Interior Design
  Ph.D. in Interior Design

Journalism and Mass Communication
*Terminal Degree for each discipline taught in Journalism and Mass Communication*
  Ph.D. in Communication, Journalism and Related Programs (all disciplines in Communication, Journalism and Related Programs)

Landscape Architecture
*Terminal Degree for each discipline taught in Landscape Architecture*
  Doctorate of Design Studies
  Doctorate of Landscape Architecture
  Master of Art in Landscape Architecture
  Master of Landscape Architecture
  Master of Science in Landscape Architecture
  Ph.D. in Landscape Architecture

Latin American and Caribbean Studies
*Terminal Degree for each discipline taught in Latin American and Caribbean Studies*
  Ph.D. in Latin American Studies

Law
*Terminal Degree for each discipline taught in Law*
  JSD, LJD, LLM, Ph.D. in Law

Leadership and Professional Studies
*Terminal Degree for the Adult Education Program*
  Ed.D, Ph.D. in Adult Education and Human Resource Development

*Terminal Degree for the Counselor Education Program*
  Ed.D, Ph.D. in Counselor Education/School Counseling and Guidance Services

*Terminal Degree for the Educational Leadership Program*
  Ed.D, Ph.D. in Educational Leadership and Administration

Faculty Credential Manual
Terminal Degree for the Higher Education Administration Program  
Ed.D, Ph.D. in Higher Education/Higher Education Administration

Terminal Degree for the International/Intercultural Education Program  
Ed.D, Ph.D. in International and Comparative Education

Terminal Degree for the Recreation and Sports Management Program  
Ed.D, Ph.D. in Parks, Recreation and Leisure Facilities Management

Terminal Degree for the School Psychology Program  
Psy. D, Ph.D. in School Psychology

Terminal Degree for the Urban Education Program  
Ed.D, Ph.D. in Urban Education

Liberal Studies  
Terminal Degree for each discipline taught in Liberal Studies  
Ph.D. in Liberal Arts and Sciences/Liberal Studies

Management and International Business  
Terminal Degree for each discipline taught in Management and International Business  
DBA, Ph.D. in Business Administration and Management  
DBA, Ph.D. in International Business

Marketing  
Terminal Degree for each discipline taught in Marketing  
DBA, Ph.D. in Marketing

Mathematics and Statistics  
Terminal Degree for each discipline taught in Mathematics and Statistics  
Ph.D. in Mathematics  
Ph.D. in Statistics

Mechanical and Materials Engineering  
Terminal Degree for each discipline taught in Mechanical and Materials Engineering  
Ph.D. in Materials Engineering  
Ph.D. in Mechanical Engineering

Modern Language  
Terminal Degree for each discipline taught in Modern Languages  
DML, DOA, Ph.D in Foreign Languages and Literatures  
DML, DOA, Ph.D. in French Language and Literature  
DML, DOA, Ph.D. in Portuguese Language and Literature  
DML, DOA, Ph.D. in Spanish Language and Literature
Music
*Terminal Degree for each discipline taught in Music*
- DMA, DOA, DOM, Ph.D. in Music for all History, Literature, Theory, Pedagogy and Composition courses
- Ed. D, Ph.D. in Music Teacher Education
- MFA, MM in Music for all Performance, Arts Management, and Opera Production courses

Nursing
*Terminal Degree for each discipline taught in Nursing*
- DNS, Ph.D. in Nursing

Occupational Therapy
*Terminal Degree for each discipline taught in Occupational Therapy*
- OTD, Ph.D. in Occupational Therapy

Philosophy
*Terminal Degree for each discipline taught in Philosophy*
- Ph.D. in Philosophy

Physical Therapy
*Terminal Degree for each discipline taught in Physical Therapy*
- DPT, Ph.D. in Physical Therapy

Physics
*Terminal Degree for each discipline taught in Physics*
- Ph.D. in Physics

Politics and International Relations
*Terminal Degree for each discipline taught in Politics and International Relations*
- Ph.D. in International Relations and Affairs
- Ph.D. in Political Science and Government

Psychology
*Terminal Degree for each discipline taught in Psychology*
- Ph.D, Psy. D in Psychology (all disciplines in Psychology)

Public Administration
*Terminal Degree for each discipline taught in Public Administration*
- Ph.D. in Public Administration

Religious Studies
*Terminal Degree for each discipline taught in Religious Studies*
- Ph.D. in Religion/Religious Studies
- Faculty Credential Manual
Social Work

Terminal Degree for each discipline taught in Social Work
  Ph.D. in Social Work/Welfare

Speech Communication

Terminal Degree for each discipline taught in Speech Communication
  Ph.D. in Communication Studies/Speech Communication and Rhetoric

Teaching and Learning

Terminal Degree for the Art Education Program
  Ed.D, Ph.D. in Art Teacher Education

Terminal Degree for the Curriculum and Instruction Program
  Ed.D, Ph.D. in Curriculum and Instruction

Terminal Degree for the Early Childhood Program
  Ed.D, Ph.D. in Early Childhood Education and Teaching

Terminal Degree for the Elementary Education Program
  Ed.D, Ph.D. in Elementary Education and Teaching

Terminal Degree for the Foreign Language Education Program
  Ed.D, Ph.D. in Foreign Language Teacher Education

Terminal Degree for the Physical Education Program
  Ed.D, Ph.D. in Physical Education Teaching and Coaching

Terminal Degree for the Reading Education Program
  Ed.D, Ph.D. in Reading Teacher Education

Terminal Degree for the Special Education Program
  Ed.D, Ph.D. in Special Education and Teaching

Theatre

Terminal Degree for each discipline taught in Theatre
  DOA, Ph.D. in Drama/Theatre Arts and Stagecraft for all Theory courses
  MFA in Theatre for all Performance courses

Women’s Studies

Terminal Degree for each discipline taught in Women’s Studies
  Ph.D. in Women's Studies
Appendix B Related Disciplines by Department*

*As of May, 2010

Accounting

Related Disciplines
None Applicable

Related Disciplines for specific courses
Business degree (52 CIP code) – ACG 4940 (internship course)
Computer and Information Sciences (11.0101) - ACG 4401, 6406, 6437
Law (22.0101) – all BUL prefix courses
Management Information Systems (52.1201) – ACG 4401, 6406, 6437
Tax Law/Taxation (22.0211) – all TAX courses

African and African Diaspora Studies

Related Disciplines
1. African Studies (05.0101)
2. Anthropology (45.1101)
3. History (54.0101)

Related Disciplines for specific courses
International/Global Studies (30.2001) – all AFA prefix courses

Architecture

Related Disciplines
None Applicable

Related Disciplines for specific courses
1. Interior Design (04.0501) - ARC 1131, 1132, 1301, 1302, 2303, 2304
2. Landscape Architecture (04.0601) - ARC 1131, 1132, 1301, 1302, 2303, 2304

Art and Art History

Related Disciplines
None Applicable

Related Disciplines for specific courses
1. Art/Art Studies (50.0701) – all ART, PGY prefix courses
2. Art Teacher Education (13.1302) – all 1000/2000 level ART prefix courses
3. Ceramic Arts and Ceramics (50.0711) – all ART, PGY prefix courses
4. Fine/Studio Arts (50.0702) – all PGY prefix courses
5. Painting (50.0708) – all ART, PGY prefix courses
6. Photography (50.0605) – ARH 4710, 5715, all ART prefix courses
7. Sculpture (50.0709) – all ART, PGY prefix courses
8. Visual and Performing Arts (50.0101) – all ART, PGY prefix courses

Asian Studies

Related Disciplines
Religion/Religious Studies (38.0201) - all courses

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South Asian Studies (05.0112) - all courses

Related Disciplines for specific course
Hindu Studies (38.0204) - ASN 3015

Athletic Training

Related Disciplines
Exercise Physiology (26.0908) - all courses
Health and Physical Education/Fitness (31.05) - all courses
Health Teacher Education (13.1307) - all courses
Physical Education Teaching and Coaching (13.1314) - all courses
Sports and Exercise (36.0108) - all courses

Related Disciplines for specific courses
Medicine (51.1201) - PET 5608, 5609, 5625
Physical Education Teaching and Coaching (13.1314) – HSC 4406

Biological Sciences

Related Disciplines
Biochemistry, Biophysics and Molecular Biology (26.02) - all courses
Botany/Plant Biology (26.0301) - all courses
Cell/Cellular Biology and Anatomical Sciences (26.04) - all courses
Ecology, Evolution, Systematics, and Population Biology (26.13) - all courses
Genetics (26.0801) - all courses
Molecular Biology (26.0204) - all courses
Neuroscience (30.2401) – all courses
Physiology, Pathology and Related Sciences (26.09) - all courses
Zoology/Animal Biology (26.07) - all courses

Related Disciplines for specific courses
Anthropology, Other (45.0299) – all BSC, PCB, ZOO prefix courses
Environmental Science (03.0104) - BOT 6926, BSC 4931, 5935, PCB 4467, 5418, 5423, 6318
Fishing and Fisheries Sciences and Management (03.0301) - BSC 1010L, 1011L, 2023L, PCB 2099, 2099L, 4723, 4803, OCB 2003, 2003L, 3043
Geology/Earth Science (40.0601) - BSC 4304, 5302, 5929, ZOO 4114
Microbiology (26.0502) - all MCB prefix courses

Biomedical Engineering

Related Disciplines
None Applicable

Related Disciplines for specific courses
Biochemistry, Biophysics and Molecular Biology (26.02) - BME 3700, 3701
Medicine (51.12) - BME 4011, 6019

Chemistry

Related Disciplines
Analytical Chemistry (40.0502) - all courses
Biochemistry (26.0202) - all courses
Inorganic Chemistry (40.0503) - all courses
Organic Chemistry (40.0504) - all courses
Physical and Theoretical Chemistry (40.0506) - all courses

Related Disciplines for specific courses
Molecular Biology (26.0204) - CHS 4533
Oceanography, Chemical and Physical (40.0607) - CHM 6281
Toxicology (26.1004) - CHM 4130, 5150, CHS 5538, 5539

Civil & Environmental Engineering

Related Disciplines
Construction Engineering (14.3301) - all courses
Engineering Mechanics (14.1101) - all courses

Related Disciplines for specific courses
Any Engineering (14, 15) - EGN 1110
Architecture (04.0201) - EGN 1110
Computer Science (11.0701) - CGN 2420
Law (22.0101) - EGN 2030
Mechanical Engineering (14.1901) – CWR 3201, 3201L

Communication Sciences and Disorders

Related Disciplines
Audiology/Audiologist and Hearing Sciences (51.0202) - all courses
Communication Disorders (51.0201) - all courses
Linguistics (16.0102) - all courses
Speech-Language Pathology/Pathologist (51.0203) - all courses

Related Disciplines for specific courses
Neuroscience (30.2401) - SPA 4101, 4011, 5107, 5805, 6232, 6410, 6479

Computing and Information Sciences

Related Disciplines
Computer and Information Sciences (11.0101) – all courses
Computer Engineering (14.0901) - all courses
Computer Programming/Programmer (11.0201) - all courses
Computer Science (11.0701) - all courses

Related Disciplines for specific courses
Computer Teacher Education (13.1321) - CGS 2060, 2100, 2518, 3559, COP 3835

Construction Management

Related Disciplines
Architecture (04.0201) - all courses
Civil Engineering (14.08) - all courses

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Construction Management (52.20) - all courses
Engineering Mechanics (14.1101) - all courses
Structural Engineering (14.0803) - all courses

Related Disciplines for specific courses
- Accounting (52.0301) - BCN 3753
- Law (22.01) - BCN 3740, 5746, 5747
- Taxation (52.1601) - BCN 3763
- City/Urban Community and Regional Planning (04.0301) - BCN 3762, 5766

Criminal Justice

Related Disciplines
- Criminology (45.0401) - all courses
- Sociology (45.1101) - all courses

Related Disciplines for specific courses
- Law (22.0101) – all CJL courses, CCJ 3024, 3501, 3666, 4497, 5106, 5288, 5422, CJC 3010, CJE 3110, 4174

Decision Sciences & Information Systems

Related Disciplines
- None Applicable

Related Disciplines for specific courses
- Any Business degree (52) – ISM 3949, 4949 (internship courses)
- Computer and Information Sciences - (11.0101) – all ISM courses
- Electrical Engineering (14.1001) - QMB 3200
- Industrial Engineering (14.3501) – all QMB courses
- Industrial Engineering (14.3501) - MAN 4504, 4583, 4584, 5524, 6501, 6617
- Management Science (52.1301) - MAN 4504, 4583, 4584, 5524, 6501, 6617, 6758
- Management Science (52.1301) - all QMB courses
- Manufacturing Engineering (14.3601) - MAN 4504, 4583, 4584, 5524, 6501, 6617
- Mathematics (27.0101) - all QMB courses

Dietetics and Nutrition

Related Disciplines
- Clinical Nutrition/Nutritionist (51.3102) - all courses
- Environmental Health (51.2202) - all courses
- Food Science (01.1001) - all courses
- Human Nutrition (19.0504) - all courses
- International Public Health/International Health (51.2210) - all courses
- Nutrition Sciences (30.1901) - all courses
- Public Health (51.2201) - all courses

Related Disciplines for specific courses
- Cell/Cellular and Molecular Biology (26.0406) - HUN 6248, 6285, 6286, 6287, 6307, 6327, 6335, 6355
Earth and Environment

Related Disciplines
- Atmospheric Sciences and Meteorology (40.0401) - all courses
- Oceanography, Chemical and Physical (40.0607) - all Earth Sciences courses
- Agricultural Economics (01.0103) - all Environmental Studies courses
- Agriculture, General (01.0000) - all Environmental Studies courses
- Ecology (26.1301) - all Environmental Studies courses
- Forestry (03.0501) - all Environmental Studies courses
- Geography (45.0701) - all Environmental Studies courses
- Soil Science and Agronomy (01.1201) - all Environmental Studies courses
- Soil Microbiology (01.1203) - all Environmental Studies courses

Related Disciplines for specific courses
- Anthropology (45.0201) - EVR 1017, 3013, 4411, 4415, 4934, 5061
- Biology/Biological Sciences (26.0101) - EVR 1001, 3013, 4934, 5061, 5935
- Geography (45.0701) - GEO 2200, GLY 5754
- Oceanography, Chemical and Physical (40.0607) - EVR 1001, 1001L, 5215, 5332, 5935, 7329
- Urban Studies/Affairs (45.1201) - EVR 1017, 4351, 4352, 4905, 4920, 4934, 5355, 5935

Economics

Related Disciplines
- Agricultural Economics (01.0103) – all courses

Related Discipline for specific courses
- None Applicable

Electrical and Computer Engineering

Related Disciplines
- None Applicable

Related Disciplines for specific courses
- Computer and Information Sciences (11.0101) - EEL 4709, 5718, 6916, 6787, 7970 and all TCN courses
- Electrical, Electronics and Communications Engineering (14.1001) - all TCN courses
- Engineering, Other (14.9999) - EEE 4314, 4314L, EEL 4213, 4213L, 4214

English

Related Disciplines
- None Applicable

Related Disciplines for specific courses
- American Literature (23.0701) - all ENC, ENG, ENL, LIT courses
- Creative Writing (23.0501) - all ENC, ENG courses
- Comparative Literature (16.0104) - all AML, ENC, ENG 4043, 5048, ENL, LIT courses
- English Literature (23.0801) - all AML, ENC, ENG, LIT courses
English Teacher Education (13.1305) - all ENC courses, ENG 2001, 2012, 2100, 2850, 2851, 2852
Film/Cinema Studies (50.0601) - all lower division ENC courses, FIL 3006, 4827, 4940
Linguistics (16.0102) - all ENC courses
Teaching English as a Second or Foreign Language/ESL Language Instructor (13.1401) - all ENC courses
Technical and Business Writing (23.1101) - ENC 1101, 1102, 1200, 1930, 2210, 2301, 3211, 3213, 3311, 3317, 4260, 4355, 4416, 4930

**Environmental and Occupational Health**

*Related Disciplines*
- Epidemiology (26.1309) - all courses
- Environmental Health (51.2202) - all courses
- Neurobiology and Neurophysiology (26.0906) - all courses

*Related Disciplines for specific courses*
- Genetics (26.0801) – PHC 7300

**Epidemiology and Biostatistics**

*Related Disciplines*
- Biostatistics (26.1102) - all courses
- Epidemiology (26.1309) - all courses
- Medicine (51.1201) - all courses
- Neurobiology and Neurophysiology (26.0906) - all courses

*Related Disciplines for specific courses*
- Economics (45.0601) - PHC 6065
- Genetics (26.0801) – PHC 6539
- Statistics (27.0501) - PHC 6065, 6190, 6703, 6709, 6710, 6715, 6718, 6719

**Finance and Real Estate**

*Related Disciplines*
- None Applicable

*Related Discipline for specific courses*
- Any Business degree (52) – FIN 4941, 6943 (internship courses)
- Applied Economics (45.0602) - all FIN courses
- Business/Managerial Economics (52.0601) - all FIN courses
- Economics (45.0601) - all FIN courses
- Finance (52.0801) - REE 4102, 4204, 4303, 6200, 6305
- Law (22.0101) - REE 4433, 6435

**Global & Sociocultural Studies**

*Related Disciplines*
- International/Global Studies (30.2001) – all courses

*Related Disciplines for specific courses*
- None Applicable

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Health Policy Management

Related Disciplines
- Non-Profit/Public/Organizational Management (52.0206) - all courses
- Public Policy Analysis (44.0501) - all courses

Related Disciplines for specific courses
- Accounting (52.0301) - HSA 4170
- Business Administration and Management (52.0201) - HSA 3180, 4110
- Economics (45.0601) - HSA 4430, 4700, 6155, 6156
- Health Services/Allied Health/Health Sciences – HSA 3180, 4110
- Human Resource Management (52.1001) - HSA 3180, 4110, 4184
- Law (22.0101) - HSA 4451, 6426

Health Promotion and Disease Prevention

Related Disciplines
- Epidemiology (26.1309) - all courses
- Neurobiology and Neurophysiology (26.0906) - all courses

Related Disciplines for specific courses
- Behavioral Sciences (30.1701) – PHC 5409
- Health Services/Allied Health/Health Sciences (51.000) - PHC 4509, 5113, 5415, 6410, 6751
- Medicine (51.1201) - PHC 6111, 6443, 6945
- Social Sciences, Other (45.9999) – PHC 6704, 6706, 7584
- Statistics (27.0501) - PHC 6704, 6706, 6710

History

Related Disciplines
- None Applicable

Related Disciplines for specific courses
- African Studies (05.0101) - all AFH courses
- African-American/Black Studies (05.0201) – all AFH courses and AMH 4570, 4571, and 4573
- American/United States Studies/Civilization (05.0102) - all AMH, HIS courses
- Archeology (45.0301) - all EUH, HIS courses
- Asian Studies (05.0103) - all ASH courses
- Classics and Classical Languages, Literatures, and Linguistics (16.1200) - all EUH courses
- Latin American Studies (05.0107) - all LAH courses

Hospitality and Tourism Management

Related Disciplines
- Food Service Systems Administration/Management (19.0505) - all courses

Related Disciplines for specific courses
- Accounting (52.0301) - HFT 3403, 4464, 4474
- Computer and Information Sciences (11.0101) - HFT 3423, 3764
- Finance (52.0801) - HFT 4292, 4464, 6477
Information Technology (11.0103) - HFT 3423, 3764
Law (22.0101) - HFT 3603, 3613, 3727, 4604, 6605, 6609, 6697
Management Information Systems (52.1201) - HFT 3423, 3764

**Interior Design**

*Related Disciplines*

- Interior Architecture (50.0408) - all courses

*Related Disciplines for specific courses*

- Architecture (04.0201) - IND 3131
- MFA in Visual and Performing Arts (50.0101) - IND 4311, 5319, 5325, 5475, 5996

**Journalism and Mass Communication**

*Related Disciplines*

- English Language and Literature (23.0101) - all courses

*Related Disciplines for specific courses*

- Fine/Studio Arts (50.0702) - ADV 3200, PUR 4101, VIC 3002

**Landscape Architecture**

*Related Disciplines*

- None Applicable

*Related Disciplines for specific courses*

- None Applicable

**Latin American and Caribbean Studies**

*Related Disciplines*

- None Applicable

*Related Disciplines for specific courses*

- None Applicable

**Law**

*Related Disciplines*

- None Applicable

*Related Disciplines for specific courses*

- None Applicable

**Leadership and Professional Studies**

*Related Disciplines in Adult Education*

- None Applicable

*Related Disciplines for specific courses*

- Curriculum and Instruction (13.0301) – all ADE and BET courses
- Education (13) – ADE 7980

*Related Disciplines in Counselor Education*

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None Applicable

**Related Disciplines for specific courses**

- Psychology (42) – all EGC, MHS, RCS, SDS courses
- Student Counseling and Personnel Services (13.11) – all EGC, MHS, RCS, SDS courses

**Related Disciplines in Educational Leadership**

None Applicable

**Related Disciplines for specific courses**

- Psychology (42) – all EGC, MHS, RCS, SDS courses
- Counselor Education/School Counseling and Guidance Services (13.1101) – EDG 3251, 5255
- Education (13) – EDE 4943, EDF 1005, 3251, 3430, 4634, 5255, 5443, 5517, 6608
- Educational Administration and Supervision (13.04) – all EDA, EDE, EDS, EHD, HES and EDF courses (except EDF 4953, 4954)
- Educational Statistics and Research Methods (13.0603) - EDF 5481, 6472, 6475, 6476, 6481, 7403, 7437, 7442, 7483
- International and Comparative Education (13.0701) - all EDA, EDE, EDS, EHD, HES and EDF courses (except EDF 4953, 4954)
- Psychology (42) – EDF 3251, 5255, 6211
- Technical Teacher Education (13.1319) – EDA 6271

**Related Disciplines in Higher Education Administration**

None Applicable

**Related Disciplines for specific courses**

- Education (13) – EDH 7980

**Related Disciplines in International/Intercultural Education**

None Applicable

**Related Disciplines for specific courses**

None Applicable

**Related Disciplines in Recreation and Sports Management**

None Applicable

**Related Disciplines for specific courses**

- Parks, Recreation, Leisure, and Fitness Studies (31) – all LEI courses
- Physical Education, Teaching and Coaching (13.1314) – all LEI courses

**Related Disciplines in School Psychology**

None Applicable

**Related Disciplines for specific courses**

- Education (13) – EDP 3004, 3218, 5053, 5219
- Counselor Education/School Counseling and Guidance Services (13.1101) – all EDP and SPS courses
- Psychology (42) - all EDP and SPS courses
Related Disciplines in Urban Education
None Applicable
Related Disciplines for specific courses
None Applicable

Other Related Disciplines:
Bilingual and Multilingual Education (13.0201) – all TSL courses
Curriculum and Instruction (13.0301) – all ESE, LAE courses, EEC 4211, EDG 1100, 4702, 4703, 5707, 5941, 7905
Education (13) – SCE 4944, SSE 4942
Education/Teaching of Individuals with Speech or Language Impairments (13.1012) – SPA 2612, 2613, 3000
Foreign Language Teacher Education (13.1306) – all TSL courses
Health and Physical Education/Fitness (31.05) – all HLP courses
International and Comparative Education (13.0701) – all SSE courses
Mathematics (27.0101) – all MAE courses
Physical Education Teaching and Coaching – all HLP courses
Psychology (42) – all EGI courses
Special Education and Teaching (13.10) – all EGI courses
Teaching English or French as a Second or Foreign Language (13.14) – all TSL courses

Liberal Studies
Related Disciplines
Any Ph.D. or Terminal Degree
Related Disciplines for specific courses
None Applicable

Management and International Business
Related Disciplines
None Applicable
Related Disciplines for specific courses
Any Business degree (52) – MAN 3949, 4949, 4946, 6356, 6357, 6358, 6675, 6679, 6930, all GEB and ENT courses
Human Resource Management (52.10) - all GEB and MAN courses except International Business (MAN X600-X699)
Industrial and Organizational Psychology (42.09) – MAN 4610, 4672, 6626, all GEB and MAN courses except International Business (MAN X600-X699)
Law (22.00101) – MAN 6403
Management Information Systems (52.1201) – MAN 4120
Public Administration (44.0401) -all GEB and MAN courses except International Business (MAN X600-X699)
Public Policy Analysis (44.0501) - all GEB and MAN courses except International Business (MAN X600-X699)
Marketing
Related Disciplines
None Applicable
Related Disciplines for specific courses
Any Business degree (52) – MAR 4941 (internship course)
International Business (52.1101) - MAR 4144, 4156, TRA 4721
Transportation and Highway Engineering (14.0804) – TRA 4012, 4202, 4203, 4214, 4411, 4721, 4936

Mathematics and Statistics
Related Disciplines
Actuarial Science (52.1304) - all Statistics courses
Applied Mathematics (27.0301) - all courses
Biostatistics (26.1102) - all Statistics courses
Mathematics (27.0101) - all Statistics courses
Physics (40.0801) - all Mathematics courses
Statistics (27.0501) - all Mathematics courses
Related Disciplines for specific courses
None Applicable

Mechanical and Materials Engineering
Related Disciplines
Chemical Engineering (14.0701) - all courses
Engineering Mechanics (14.11) - all courses
Materials Science (14.3101) - all courses
Mining and Mineral Engineering (14.2101) - all courses
Structural Engineering (14.1803) – all courses
Related Disciplines for specific courses
Aerospace, Aeronautical and Astronautical Engineering (14.0201) – EGM 4993, 5993
Any Engineering (14) - EGN 1033
Civil Engineering (14.0801) - EGN 3311, 3321
Physics (40.0801) - EGN 3311, 3321, 3365
Physical Sciences (40.0101) - EGM 3311, 4350, 5315, 5354, EML 3036, 4911
Solid State and Low-Temperature Physics (40.0808) – EGN 3365, EMA 5015, 5507C, 6518 and EML 5290

Modern Language
Related Disciplines
None Applicable
Related Disciplines for specific courses
Arabic Language and Literature (16.1101) - all ARA, ABT courses
Chinese Language and Literature (16.0301) - all CHI courses
Comparative Literature (16.0104) - all SPN, SPW, SPT
Faculty Credential Manual
Foreign Language Teacher Education (13.1306) - all lower division SPN courses
Foreign Languages and Literature (16.0101) – all except FIL and LIN courses
French Language and Literature (16.0901) - all FOL, HAI, SWA, YOR courses
German Language and Literature (16.0501) - all FOL, GER courses
Hebrew Language and Literature (16.1102) - all HBR courses
Italian Language and Literature (16.0902) - all FOL, ITA courses
Japanese Language and Literature (16.0302) - all JPN, JPT, JPW courses
Language Interpretation and Translation (16.0103) - all lower division course in appropriate language, PRT and SPT courses
Latin Language and Literature (16.1203) - all FRE, FRT, FRW, ITA, POR, POW, PRT, SPN, SPW courses
Linguistics (16.0102) - all LIN courses
Linguistic, Comparative, and Related Language Studies and Services, Other (16.0199) – all SPN, SPT, SPW courses
Portuguese Language and Literature (16.0904) - all FOL courses
Romance Languages (16.0900) - all FOL, FRE, FRT, FRW, ITA, POR, POW, PRT, SPN, SPW courses
Russian Language and Literature (16.0402) - all RUS courses
Spanish Language and Literature (16.0905) - all FOL courses, FIL 4881, 5825, 5846
Spanish Language Teacher Education (13.1330) - all lower division SPN courses
Teaching French as a 2nd Language (13.1401) - all FRE, FRT, FRW courses

Music

Related Disciplines
None Applicable

Related Disciplines for specific courses
Conducting (50.0906) – all MUE courses
Education (13) – MUE 4940
Music (50.0901) – all MUE courses
Music History, Literature, and Theory (50.0902) – all MUE courses
Musicology and Ethnomusicology (50.0905) – all MUE courses
Music Teacher Education (13.1312) – all MUS courses

Nursing

Related Disciplines
Psychiatric/Mental Health Nurse/Nursing (51.1610) - all courses

Related Disciplines for specific courses
Pharmacology (26.1001) - NGR 6173, 6174, 6192
Public Health (51.2201) - NUR 4936, 4936L

Occupational Therapy

Related Disciplines
Rehabilitation and Therapeutic Professions (51.2399) - all courses

Related Disciplines for specific courses
Faculty Credential Manual
Health Occupations Teacher Education (13.1327) - OTH 4504, 4504L
Neurobiology and Neurophysiology (26.0906) - OTH 4418

**Philosophy**
*Related Disciplines*
- Classics and Classical Languages, Literatures, and Linguistics (16.1200) - all courses

*Related Disciplines for specific courses*
- None Applicable

**Physical Therapy**
*Related Disciplines*
- Physiology, Pathology, and Related Sciences (26.0999) - all courses
- Kinesiology and Exercise Science (31.0505) - all courses

*Related Disciplines for specific courses*
- None Applicable

**Physics**
*Related Disciplines*
- Astronomy (40.0201) - all courses

*Related Disciplines for specific courses*
- Biophysics (26.0203) - MET, PHY, PHZ and PSC courses
- Optics (40.0807) - MET, PHY, PHZ and PSC courses
- Physical Sciences (40.0101) - PHY 2048, 2053

**Politics and International Relations**
*Related Disciplines*
- American/United States Studies/Civilization (05.0102) - all courses
- International/Global Studies (30.2001) - all courses

*Related Disciplines for specific courses*
- Creative Writing (23.0501) - POS 4784
- Economics (45.0601) - INR 3703
- English Language and Literature (23.0101) - POS 4784
- Film/Cinema Studies (50.0601) - POS 4784
- Geography (45.0701) – all INR courses
- International Law and Legal Studies (22.0209) - all GEA, GEO, GIS and INR courses
- Latin American Studies (05.0107) - all ASN, INR courses
- Law (22.0101) - POS 3603, 3604
- Natural Resources/Conservation (03.0101) - all GEA, GEO and GIS courses
- Public Policy Analysis (44.0501) - INR 3030

**Psychology**
*Related Disciplines*
Animal Behavior and Ethology (26.0708) - all courses
Child Development (19.0706) - all courses
Neuroscience (30.2401) - all courses

Related Disciplines for specific courses
Business Administration and Management (52.0201) – all INP courses, CLP 6436, PSY 4941, 5918
Marriage and Family Therapy/Counseling (51.1501) – DEP 4014, 4046, 5315, 6117, PCO 5251
Mental Health Counseling/Counselor (51.1508) – PPE 3003

Public Administration

Related Disciplines
Non-Profit/Public/Organizational Management (52.0206) - all courses
Public Policy Analysis (44.0501) - all courses

Related Disciplines for specific courses
Business Administration and Management (52.0201) - all undergraduate level courses
Creative Writing (23.0501) - PAD 3438, URS 3438
English Language and Literature (23.0101) – PAD 3438, URS 3438
Law (22.0101) - PAD 4603
Urban Studies/Affairs (45.1201) – PAD 6306, 6807

Religious Studies

Related Disciplines
Ethnic, Cultural and Gender Studies (05.0299) - all courses
History (54.0101) - all courses
Middle/Near Eastern and Semitic Languages, Literatures, and Linguistics (16.11) – all courses
Theological and Ministerial Studies (39.06) - all courses

Related Disciplines for specific courses
Asian Studies (05.0103) - ASN 3042, 3403, 5120, 5130, 5315

Social Work

Related Disciplines
Clinical Psychology (42.0201) - all courses
Counseling Psychology (42.0601) - all courses

Related Disciplines for specific courses
None Applicable

Speech Communication

Related Disciplines
Communication, Journalism and Related Programs (09) - all courses

Related Disciplines for specific courses
None Applicable
Teaching and Learning

Related Disciplines in Art Education
None Applicable

Related Disciplines for specific courses
None Applicable

Related Disciplines in Curriculum and Instruction
None Applicable

Related Disciplines for specific courses
- Education (13) - EDG 3321, 5414, 7980
- Psychology (42.0101) - EDG 5325
- Teacher Education and Professional Development, Specific Levels and Methods (13.12) – all EDG courses (except EDG 1100, 4702, 4702, 4703, 5707, 5941, 7985)
- Teacher Education and Professional Development, Specific Subject Areas (13.13) – all EDG courses (except EDG 1100, 4702, 4702, 4703, 5707, 5941, 7985)
- Teaching English as a Second or Foreign Language/ESL Language Instructor (13.1401) – all EDG courses (except EDG 1100, 4702, 4702, 4703, 5707, 5941, 7985)

Related Disciplines in Early Childhood
None Applicable

Related Disciplines for specific courses
- Curriculum and Instruction (13.0301) – all EEC courses
- Developmental and Child Psychology (42.0701) - all EEC courses
- Education (13) – EEC 4943
- Psychology (42.0101) - EEC 6705

Related Disciplines in Elementary Education
None Applicable

Related Disciplines for specific courses
- Curriculum and Instruction (13.0301) – all CHD, CTE and EDE courses
- Education (13) – EDE 4943

Related Disciplines in Foreign Language Education
None Applicable

Related Disciplines for specific courses
- Bilingual and Multilingual Education (13.0201) - all FLE courses
- Teaching English as a Second or Foreign Language/ESL Language Instructor (13.1401) – all FLE courses

Related Disciplines in Physical Education
None Applicable

Related Disciplines for specific courses
- Athletic Training/Trainer (51.0913) – all DAE (except DAE 3385, 4302), PEL, PEM, PEO, PEP,
PEQ, PET courses
Education (13) – PET 4943
Health and Physical Education/Fitness (31.05) – all DAE (except DAE 3385, 4302), HLP, PEL, PEM, PEO, PEP, PEQ, PET courses
Health Teacher Education (13.1307) - all DAE (except DAE 3385, 4302), PEL, PEM, PEO, PEP, PEQ, PET courses
Parks, Recreation and Leisure Facilities Management (31.0301) - all DAE (except DAE 3385, 4302), PEL, PEM, PEO, PEP, PEQ, PET courses

Related Disciplines in Reading Education
None Applicable

Related Disciplines for specific courses
Elementary Education and Teaching (13.1202) – all RED courses

Related Disciplines in Special Education
None Applicable

Related Disciplines for specific courses
Education (13) – EEX 4861, 7980
Education/Teaching of Individuals with Speech or Language Impairments (13.1012) - EEX 6101
Psychology (42) – all EBD, EED, EEX, ELD and EMR courses
Special Education and Teaching (13.10) – all EBD, EED, EEX, ELM and EMR courses

Other Related Disciplines:
Bilingual and Multilingual Education (13.0201) – all TSL courses
Curriculum and Instruction (13.0301) – all ESE, LAE courses, EEC 4211, EDG 1100, 4702, 4703, 5707, 5941, 7905
Education (13) – SCE 4944, SSE 4942
Education/Teaching of Individuals with Speech or Language Impairments (13.1012) – SPA 2612, 2613, 3000
Foreign Language Teacher Education (13.1306) – all TSL courses
Health and Physical Education/Fitness (31.05) – all HLP courses
International and Comparative Education (13.0701) – all SSE courses
Mathematics (27.0101) – all MAE courses
Physical Education Teaching and Coaching – all HLP courses
Psychology (42) – all EGI courses
Special Education and Teaching (13.10) – all EGI courses
Teaching English or French as a Second or Foreign Language (13.14) – all TSL courses

Theatre
Related Disciplines
Acting (50.0506) - all courses
Directing and Theatrical Production (50.0507) - all courses
Technical Theatre/Theatre Design and Technology (50.0502) - all courses
Visual and Performing Arts (50.0101) - all courses
Related Disciplines for specific courses

Faculty Credential Manual
Cinematography and Film/Video Production (50.0602) - TPP 3310, 3311, 4600, 4601
Film/Cinema Studies (50.0601) - TPP 3310, 3311, 4600, 4601

Women’s Studies

Related Disciplines

- Anthropology (45.0201) - all courses
- History (54.0101) - all courses
- International Relations and Affairs (45.0901) - all courses
- Philosophy (38.0101) - all courses
- Political Science and Government (45.1001) - all courses
- Psychology (42.0101) - all courses
- Sociology (45.1101) - all courses

Related Disciplines for specific courses

None Applicable
Appendix C

Faculty Credential

Justified with Other Relevant Qualifications

Name:  
FirstName LastName

Course Information:  
Course Prefix, Course #, Course long title

Degree (s):  
Degree Type in Degree Discipline

Degree Awarding Institution

Explanation of the instructor’s qualifications to teach this course based on experience/background/expertise:
Appendix D

Course Objectives

Name: First Name LastName

Course Information: Course Prefix Course # Course long title

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Instructor’s Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
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Appendix E

Directions for Course Objective Qualifying Matrices

For each course an instructor is credentialed to teach by justification, SACS reviewers will be able to view a “Course Objective Qualifying Matrix” which provides six “reference bullets:

three summarizing essential course objectives, and

three summarizing instructor qualifications which bear directly on the objectives and clearly establish the instructor’s qualification to engage in instruction to facilitate accomplishment of those objectives.

Of course, the qualifying attributes should be drawn from the narrative justification approved for the instructor for the course in question. Since the instructor’s academic preparation does not immediately qualify instruction in these cases, the qualifying bullets should discuss professional preparation; certificates, or licensures; other competencies, skills, and experiences which the instructor brings to the teaching of the course (of course, they should be clearly tied to the specific objective identified). Qualifying attribute bullets are limited to thirty words.

Note that where more than one individual is credentialed by justification for a course, the “course objective bullets” must be the same for each instructor. The qualifying attributes, of course, may vary, but they must relate to the common objective bullets.

Sample Matrix

Bruce Hauptli

PHH 2063 Classics In Philosophy: An Introduction to the History of Philosophy

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Instructor’s Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should become familiar with the problems, positions, and methodologies of several classic western philosophers</td>
<td>Hauptli served as Will Durant’s principal research assistant. He also regularly reviews introductory philosophy texts for publishers</td>
</tr>
<tr>
<td>Students should enhance their ability to provide balanced exposition and examination of such texts</td>
<td>Hauptli’s has published on Jesuitical exegesis and has extensive employment as a composition instructor</td>
</tr>
<tr>
<td>Students will come to recognize that the first step in learning is recognizing that they know nothing worthwhile</td>
<td>Hauptli’s appalling and extensive ignorance when coupled with his talent in demonstrating the tragedy of such deprivation readily lead students’ to this recognition</td>
</tr>
</tbody>
</table>
Where the currently approved justification does not bear at all upon the course objectives, the qualifying attributes will need to be woven into a revised justification which will need to be approved [send revisions directly to hauptli@fiu.edu]. Where this cannot be done, the justification will have to become a “terminal” one—the instructor will not be approved to teach the course(s) in future semesters.

Attached are electronic matrices for all instructors who are currently credentialed to teach courses by justification in your department (as well as copies of the approved justifications). [Insert file saving convention comment (preserving naming convention) here when format is final.] The completed matrices must be completed and returned electronically to Institutional Effectiveness (at fair@fiu.edu)

Questions should be addressed to:

Bruce Hauptli, Faculty Fellow 7-3350 or hauptli@fiu.edu
Appendix F Key Data Sources Description

Below is a description of the Key Data sources integrated into FAIR.

1. *Automatic Data Processing System (ADP)*

   **PantherID** - The Panther ID is the unique identifier within the PantherSoft system

   **ADPID** – The unique identifier id for ADP

   **SAL_ADMIN_PLAN** - Salary or administrator plan is the person’s pay plan and their teaching status

   **EMAIL_ADDRESS** – The person’s email address as it appears in the payroll system

   **LAST_NAME, FIRST_NAME, MIDDLE_NAME** - The person full name

   **JOBCODE** – The person’s classification code

   **DEPTID** – The person’s home department identification number

   **FTE** – Full-Time Equivalent (FTE) Faculty - A budgetary term that represents one full-time faculty position. Faculty employees are considered full time if they are employed at 1.00 FTE for at least 9 months. (Note that two people each serving in half-time faculty positions would together equal one F.T.E. faculty.)

   **BIRTHDATE** – The person’s date of birth

   **ADMIN_CODE** – Designates the person’s administrative function

2. *PantherSoft (PS)*

   a. Current Course Catalog (based on courses offered) Elements:

      **TERMID** – Academic Semester Identifier

      **CRSCIP** - The Classification of Instructional Programs (CIP) or Program Discipline category

      **CRSPRE** – Course Prefix

      **CRSNO** – Course Catalog Number

      **CCOIND** – Common Course Indicator

      **PCRSTYPE** – Course Section Type

      **CRSCREDIT** - The total number of credits for the course

      **CRSTITLE** – Course Short Title
CRSCOLLEGE - Course Organizational Home such as the College or School
CRSDEPT (AcadOrg) - Course Organizational Home Department

b. Current Instructor Workload – Primary Instructor’s Only (instructor specific) Elements:

TERMID – Academic Semester Identifier

PANTHERID – The Panther ID is the unique identifier within the PantherSoft system

LNAME and FNAME – The person’s full name

CRSCOLLEGE – The person’s Organizational Home College or School

CRSDEPT – The person’s Organizational Home Department

CRSREFNUM – Course Reference Number

PAYPLAN – Salary or administrator plan is the person’s arranged pay plan
Appendix G Strategic Initiative on Writing Instruction

FIU’s Strategic Teaching Assistant Initiative in Composition:
Expanding Writing Pedagogical Expertise Across the Curriculum

With the approval of the Office of the Provost, this Strategic Initiative was funded and began in the Fall Semester of 2007. The Writing Program began training teaching assistants from outside of the English Department to instruct our first semester composition courses. The departments of History, Political Science, Religious Studies, Sociology/Anthropology, and International Relations are collaborating with the English Department for this initiative. Each department is provided with funds for two incremental graduate assistantships for a total of 12 SI assistantships. Participating departments contribute two TAs to English Composition for a minimum of one year, with an expectation that they will serve for two years.

The program is based in theories of Writing Across the Curriculum and the belief that writing expertise is not only the exclusive purview of the English department. Effective writers from other disciplines, when trained in composition theory and practice, can teach lower-division writing just as effectively as English majors, and even more so than English majors who are not trained in composition—an MA, or even a Ph.D. in English, does not ensure that one is trained in composition. Experienced TAs who have earned a masters degree in their discipline are selected for this program based upon their department’s recommendation and review of a writing sample. Throughout their participation they are carefully trained and monitored:

Training: the training and mentorship are essential to the program’s success. All participating TAs complete the following training:

- Before the Fall semester begins, TAs participate in day-long orientation session.

- During their first Fall semester, the TAs take ENG 6937 (Teaching College Composition), worth three graduate credit hours, and ENG 6942 (College Composition Practicum), a one-credit hour course, to learn about the theories and practices of teaching college writing.

- During that same Fall semester, they spend their TAship hours assisting in a hybrid ENC 1101 course—such courses involve instruction in person and on-line. Under the mentorship of a full-time composition faculty member, they practice responding to student writing, conferencing, and running online discussions. They learn classroom management and pedagogical strategies by observing the work of an expert teacher. They also guest teach the class twice during the term and receive written and verbal feedback from their instructor on their performance.

- They meet biweekly with all hybrid ENC 1101 instructors, TAs, and the program director. The meetings are used for training specific to their classroom context and to foster clear communication among instructors, TAs, and program directors.
If the TAs are successful in ENG 6937 and 6942, and if they receive positive written reviews from their ENC 1101 mentor, they are assigned to teach their own composition course in a subsequent semester. The SI TAs teach a common curriculum and use a text selected by the composition program. Moreover, training continues beyond their first semester:

- TAs are assigned a full-time faculty mentor who is an experienced composition instructor. They meet with their mentor regularly during each semester they teach and present the mentor with their major assignments. The mentor reviews a selection of the TAs graded essays and visits their class, providing verbal and written feedback.

- TAs also participate in ongoing composition professional development workshops on topics such as grading, using rubrics, working with second-language writers, etc.

Program Assessment: We are in the early stages of the program and its assessment. Student surveys and class evaluations indicate student satisfaction with TA-led and assisted classes. Class visits by program directors and faculty, along with review of teaching materials, indicates a high level of quality in the instruction in the TA-led classes. TA surveys indicate their satisfaction with the program and the benefit of their training to their composition class and to their future teaching in their own discipline. We will be continuing our assessment and tabulating further data.

The benefits of this program are multiple:

- As our ENC 1101 students are not all destined to be English majors, it is beneficial to them to have instructors from across the curriculum, showing them that effective writing is important regardless of their major.

- Lower-division students will have an opportunity to work in small groups in order to receive more feedback on their writing. Research shows that frequent, quality feedback improves student writing skills.

- Graduate students in the participating disciplines learn how to teach writing, a skill that will benefit their home departments, while strengthening their credentials for post-graduation employment.

- Other graduate students in the TA’s home departments will benefit from the experiences of these TAs as they discuss pedagogy, grading, and teaching composition with them. Indeed, an unanticipated benefit of the program is that TAs from other departments are asking the Director of Composition for workshops on writing instruction and active learning pedagogies after hearing of the benefits from the SI TAs in their departments.

National Context: While our SI program responds to our specific institutional needs (the need to place well-trained instructors in our writing classes and the need to increase pedagogical training and mentoring of TAs), it is informed by national standards and practices. Universities that have similar programs and that inform our work include the following:

- Rutgers: Awards assistantships to Ph.D. students across the university. Of their 500 sections of first-year composition courses, 70 are taught by TAs outside of English.
• **Cornell:** First-year composition is taught by faculty and TAs across the university. The Writing Program works with 24 departments and programs across the university to staff and oversee the first-year writing seminars.

• **Duke:** First-year composition courses are taught by full-time fellows from a wide range of disciplines—from biology and engineering to political science and sociology to literature and philosophy and history—who have also undergone special training in the teaching of writing.

• **George Washington University:** TAs from across the disciplines are trained in the writing program to teach first-year composition.

FIU’s TA training program is more extensive than that offered at institutions with similar across-the-disciplines programs. For example, at Rutgers, TAs attend a week-long training session in pedagogy and regular mentoring sessions with program faculty. At Cornell, they take a six week course and many of them intern with a faculty member teaching the writing seminar. At Duke, full-time fellows take a three-week intensive summer course on composition pedagogy and participate in reflective practitioner groups throughout time they teach. At FIU, we place emphasis on training and mentoring before the TAs enter their own classroom, and we are the only program that requires them to take four graduate hours and a semester-long mentorship before teaching. Once they enter the classroom, our TAs’ preparation meets and often exceeds that of their counter-parts, even English TAs, nation-wide.
Appendix H Aerospace and Military Science Clearance Policy

FIU’s Aerospace Studies and Military Science Clearance Policy

FIU has undergraduate ROTC programs in both the Air Force and Army. These programs do not award degrees but do qualify our students for Commissioned Officer status in the Military upon graduation. Most instructors are provided to the University through the Military. The University provides them with Courtesy Appointments and credentials their instruction of the courses provided they meet one of the following criteria:

1. They have a Masters’ degrees or higher in Aerospace Studies [490401] which clears their instruction of all undergraduate AFR courses directly.

2. They are Commissioned officers at the rank of Captain or above (in the case of the Navy: Lieutenant or above) who have Masters’ degrees. The combination of their education and the military experience attendant upon their rank qualifies their instruction of all undergraduate AFR or MSL courses.

3. They are Commissioned or Non Commissioned Officers with Masters’ degrees and have completed four or more of the Army, Air Force, or Navy training programs or certificates listed below. The combination of their educational and military training qualifies their instruction of undergraduate AFR or MSL courses.

4. They are Commissioned and Non Commissioned Officers, have five or more years of service, have completed two or more of Army, Air Force, or Navy training programs or certificates note below, are pursuing Masters degrees, and have deployed for a combined total of twelve months or more. The combination of their educational and military training combined with their service experience qualifies their instruction of all undergraduate AFR or MSL courses.

5. They are Commissioned and Non Commissioned Officers who have twenty or more years of service, have completed four or more of above mentioned Army, Air Force, or Navy training programs or certificates, and have deployed for a combined total of three or more years. Their military training combined with their extensive service experience qualifies their instruction of all undergraduate AFR or MSL courses.

6. Other instructors may be credentialed via narrative justification and course objective matrix with the approval of the Provost’s Office where their experience warrants assignment as the instructor of record.

The following Army or Air Force training programs or certificates are amongst those which are appropriate for qualifying individuals under the fourth, fifth, and sixth criteria:

- Air Force Professional Military Education I Course
- Air Force Professional Military Education II Course
- Air and Space Basic Course

Faculty Credential Manual
Advanced Airborne Course
Non Commissioned Basic Officer Course
Non Commissioned Advanced Officer Course
Army Retail Supply System Course
Automated Logistical Management Course
Basic Non Commissioned Officer Course
Basic Officer Leadership Course II
Basic Officer Leadership Course III
Advanced Non Commissioned Officer Course
Cadet Command Faculty Development Course
Captain’s Career Course
Combined Arms Service Staff School
Command and General Staff College
Commanders and Leaders Course
Drill Sergeant School
Jungle Warfare Course
Military History Course
Military History Instructor Certification
Military Intelligence Leadership Course
Military Police Basic Officer Course
Military Police Advanced Officer Course
Primary Leadership and Development Course
Professional Leadership and Development Course I
Professional Leadership Development Course II
Special Operations Leaders Course
Squadron Officer School
In addition, we have related the course MSL 4400 to the History degree [540101] in our overall Table of Related Disciplines.