

# UNT FACULTY CREDENTIALING USER'S GUIDE

**Documents Needed:** An official transcript of the highest degree earned and a current C.V. must be on file with the Office of the Provost. Undergraduate syllabi must be stored in the Faculty Profile System. A graduate syllabus, course matrix, and narrative justification may need to be submitted to the Office of the Provost for exceptional cases.

Page numbers referenced below are to the *Xitracs User Guide*.

Additional information on each of these options is provided in the *UNT Faculty Credentialing Manual*.

## Graduate Instruction

### Credentialing Options:

#### 1) Terminal degree in teaching discipline

A person who has earned a terminal degree in the teaching discipline is qualified to teach graduate courses in that discipline.

- Verify degree info is correct on Qualifications tab (pg 10)
- Add CIP code for terminal degree on Qualifications tab (pg 18-19)
- Link degree to applicable courses taught on Courses tab by selecting the "Add" link for the course (pg 30-31)

#### 2) Terminal degree outside of the teaching discipline ("related discipline")

Prospective instructors without a terminal degree in the teaching discipline (but who do hold a terminal degree) may qualify to teach graduate courses through one or both of the following:

- Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.
  - Verify degree info is correct on Qualifications tab (pg 10)
  - Add CIP code for terminal degree on Qualifications tab (pg 18-19)
  - Enter information on each course taken on Qualifications tab (pg 15-17)
    - List each course individually: prefix/number/title, year, institution
    - If necessary, provide information on each course to explain how this coursework prepared the instructor for the instructional assignment
  - Link degree to applicable courses taught on Courses tab by selecting the "Add" link for the course (pg 30-31)
- Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.
  - Verify degree info is correct on Qualifications tab (pg 10)
  - Add CIP code for terminal degree on Qualifications tab (pg 18-19)

- Enter information on accomplishments (Certifications & Licensures and/or Experiences and Other Qualifications) on Qualifications tab (pg 20-27)
  - Document the accomplishments that provide evidence that the instructor is well-qualified for this instructional assignment
  - Document the connection that the accomplishments have to the instructional assignment; (if applicable) select and list several documented accomplishments relevant to the instructional assignment.
- Link **both** the degree and accomplishments to applicable courses taught on Courses tab by selecting the “Add” link for the course (pg 30-31)

## Undergraduate Instruction

### Credentialing Options:

#### 1) Terminal degree within the teaching discipline

A person who has earned a terminal degree in the teaching discipline is qualified to teach undergraduate courses in that discipline.

- Verify degree info is correct on Qualifications tab (pg 10)
- Add CIP code for terminal degree on Qualifications tab (pg 18-19)
- Link degree to applicable courses taught on Courses tab by selecting the “Add” link for the course (pg 30-31)

#### 2) Master’s degree or terminal degree outside the teaching discipline

Faculty who hold a master’s degree and faculty who hold a terminal degree outside the teaching field (i.e., related discipline) must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignment. The hiring authority would need to provide **one or both** of the following:

- Documentation of 18 graduate semester credits of coursework that can serve as the basis for the instructional assignment.
  - Verify degree info is correct on Qualifications tab (pg 10)
  - Add CIP code for terminal degree on Qualifications tab (pg 18-19)
  - Enter information on courses taken on Qualifications tab (pg 15-17)
    - List each course individually: prefix/number/title, year, institution
    - If necessary, provide information on each course to explain how this coursework prepared the instructor for the instructional assignment
  - Link degree to applicable courses taught on Courses tab by selecting the “Add” link for the course (pg 30-31)
- Documentation of a record of substantial and current accomplishments in the field of the teaching assignment.

- Verify degree info is correct on Qualifications tab (pg 10)
- Add CIP code for terminal/highest degree on Qualifications tab (pg 18-19)
- Enter information on accomplishments (Certifications & Licensures and/or Experiences and Other Qualifications) on Qualifications tab (pg 20-27)
  - Document the accomplishments that provide evidence that the instructor is well-qualified for this instructional assignment
  - Document the connection that the accomplishments have to the instructional assignment; (if applicable) select and list several documented accomplishments relevant to the instructional assignment, but do not input the entire c.v.
- Link **both** the degree and accomplishments to applicable courses taught on Courses tab by selecting the “Add” link for the course (pg 30-31)

### 3) No graduate degree/graduate degree in progress

Graduate teaching fellows (TF’s) at UNT may teach if they have completed 18 graduate semester hours in the teaching field, are under the direct supervision of a faculty member, receive regular in-service training, and receive planned and periodic evaluations of their teaching.

- Verify degree info is correct on Qualifications tab (pg 10)
- Add CIP code for highest degree on Qualifications tab (pg 18-19)
- Enter information on courses taken on Qualifications tab (pg 15-17)
  - List each course individually: prefix/number/title, year, institution
  - If necessary, provide information on each course to explain how this coursework prepared the instructor for the instructional assignment
- Link degree to applicable courses taught on Courses tab by selecting the “Add” link for the course (pg 30-31)

## Exceptional cases

UNT recognizes that the best interests of the students may, at times, be served by instruction delivered by someone who has not taken the typical academic route to developing his or her ability to effectively teach a particular subject. The request for exception should be made for a particular course. The hiring authority must assemble (and maintain in the department) a portfolio of documentation of the instructor’s record of substantial and current accomplishments in the field of the teaching assignment. Completion of two documents for each course are required (see Faculty Credentialing Manual, pages 7-8 and 13-17).

- A **Narrative Justification** that explicitly addresses how the individuals’ accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field; documentation of how the faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work
- A **Course Matrix** that identifies key course objectives (learning outcomes from syllabus) and explains the evidence for concluding that the individual is prepared to meet those objectives

Following completion of these documents, enter the following into Xitracs:

- If applicable, verify degree info is correct on Qualifications tab (pg 10)
- If applicable, add CIP code for highest degree on Qualifications tab (pg 18-19)
- Enter information on the instructor's ability to provide all course learning outcomes on Courses tab by selecting the "Comment" link for the course (pg. 36-37). "Cut and paste" information from both the Narrative Justification form and the Course Matrix form into the open text box. Review for legibility of the text, and edit if necessary to meet size requirements of the field. Please minimize extensive formatting of data on the Narrative Justification and the Course Matrix form to ensure that data will be legible in the Comment field.

## Notes:

- Only enter data that is needed to qualify the instructor for teaching the class. Additional experience, certificates, licenses, or justifications do not need to be documented if they are unnecessary for qualifying the instructor for the course.
- For any Xitracs field titled "field" leave the area blank. These were created for a previous Xitracs client, and are not being used at UNT
- Do not click any button labeled as "transcript on file"
- Do not upload any documents to the Xitracs system. We have a separate shared drive where all required documents will be maintained (note: undergraduate syllabi will be maintained in the Faculty Profile System).

## Contacts:

- General Questions and Xitracs Data Correction
  - VPAA Academic Resources, 565-2550, [faculty.credentialing@unt.edu](mailto:faculty.credentialing@unt.edu)
- Credentialing Questions
  - Melinda Lilly, 565-3951, [melinda.lilly@unt.edu](mailto:melinda.lilly@unt.edu)
  - Tami Patterson, 565-3953, [tami.patterson@unt.edu](mailto:tami.patterson@unt.edu)
- Using Xitracs or Technical Issues
  - Tami Patterson, 565-3953, [tami.patterson@unt.edu](mailto:tami.patterson@unt.edu)
  - Ernest Lerma, 565-3026, [ernest.lerma@unt.edu](mailto:ernest.lerma@unt.edu)
  - Melinda Lilly, 565-3951, [melinda.lilly@unt.edu](mailto:melinda.lilly@unt.edu)
- Uploading Documents to Shared Drive
  - Mary Brockett, 565-2673, [mary.brockett@unt.edu](mailto:mary.brockett@unt.edu)
  - Ronda Bewley, 565-2550, [ronda.bewley@unt.edu](mailto:ronda.bewley@unt.edu)
  - Tami Patterson, 565-3953, [tami.patterson@unt.edu](mailto:tami.patterson@unt.edu)