

COPH SACS Teaching Credentialing Procedure

INTRODUCTION

Per the University and credentialing body requirements, all Instructors, ranked faculty (adjunct or on positions) and graduate students appointed as Teaching Associates must be SACS credentialed for **each course** prior to teaching the course or receiving an offer of employment.

FACULTY

SACS Teaching Credentialing upon Initial Appointment

In order for instructors and ranked faculty to be extended an offer of employment and appointed, they must be SACS credentialed by the Office of Academic and Student Affairs to teach in the College or respective Department.

To obtain SACS teaching credentialing approval, send the documents listed below to Academic and Student Affairs at least 15 days in advance of the announced appointment processing deadlines to allow time for preparation of offer letters and appointments:

- Completed USF SACS Certification of Teaching Credentials Form
- Updated CV
- Official transcript of terminal degree

SACS Teaching Credentialing for Newly Assigned Courses to Current Faculty

If a faculty member has **not previously been approved** to teach a specific course listed on the Course Schedule, he or she must be SACS credentialed for that course even if they have been SACS credentialed to teach other courses in the Department or College.

To obtain SACS teaching credentialing approval, send the documents listed below to the Assistant Dean for Undergraduate Affairs for Undergraduate Courses and to the Assistant Dean for Graduate Affairs for Graduate Courses at least 15 days prior to the date that the faculty is scheduled to teach the course.

- Completed USF SACS Certification of Teaching Credentials Form
- Updated CV (contact COPH HR for copy)
- Copy of Official transcript of terminal degree (contact COPH HR for copy)

GRADUATE STUDENTS

All Graduate Students must meet the qualifications outlined in the **USF Graduate Assistant Policies and Guidelines Handbook** found at <http://www.grad.usf.edu/inc/linked-files/GA/GA-Handbook.pdf> to be appointed and approved to teach or assist in teaching a course.

Only GAs appointed as **Teaching Associates in Class Code 9183** can serve as Instructors of Record for a course and must be SACS teaching credentialed prior to receiving an offer of appointment and/or teaching a course.

Note: if a GA has previously been credentialed to teach a course, re-credentialing is not required for the same course (See Academic Affairs Teaching Credentialing Database at G:\COPH\Academic Affairs\teaching credentialing database to confirm previous SACS credentialing).

To obtain SACS teaching credentialing approval, send the documents listed below to the Assistant Dean for Undergraduate Affairs for Undergraduate Courses and to the Associate Dean for Academic and Assistant Dean for Graduate Affairs for Graduate Courses at least 15 days in advance of the announced appointment processing deadlines to allow time for preparation of offer letters and appointments:

- Completed USF SACS Certification of Teaching Credentials Form
- Updated CV
- SOPHAS transcript report for Master's degrees obtained at institutions other than USF. If foreign student, degree equivalency PDF from SOPHAS also required.
- USF official transcript required if Master's degree obtained at USF and/or additional graduate credit hours required to qualify to teach a course were taken at USF.

Note: Note: if an individual was previously appointed as a GA in COPH, a copy of Official USF transcript or SOPHAS report documenting required degree and/or additional graduate credit hours required to teach a course may be attached (contact COPH HR for copy). However, if the previously submitted transcript does not list the courses required to qualify an individual to teach the newly assigned course(s), must submit updated official transcript listing the required courses.