

Faculty Credentials Application

To access the application, you must have the **Academic Credential Specialist role**, which is assigned at the Academic Unit Hierarchy. This will grant you access to the rubrics associated with that unit. You may access the Faculty Credentialing Application via **myLSU** under the **Instructional Support** tab > **Faculty Credentials**.

Entering Faculty Credentials in the Application

For each faculty member designated to teach a course, a credentialing record must be loaded in the application to assign the instructor of record in Mainframe.

1. Search for the faculty member's name by using the **89-number** or **paws ID**.
2. Select **New** in the top left corner under the employee's name.
3. Select the **Department** (Rubric).
4. Indicate if the Instructor of Record (IoR) has earned the **Terminal Degree** in the teaching discipline.
5. Select the **Course Number** the IoR will be assigned to teach.
6. If there is no **Expiration Date** for the Credential, it may be left blank. If entered, the credential will expire upon the expiration date.
7. Select if the **Credential Type** is Degree or SACSCOC Exception.



An IoR assigned to a course that awards graduate-level credit should possess the terminal degree in the teaching discipline. An IoR teaching Undergraduate courses should have a master's degree in the teaching discipline or at least 18 earned graduate credits in the teaching discipline. If these criteria are not met, prior approval is required for Alternative Credentials. See the *Alternative Credentialing job aid* and [Faculty Credentials and Qualifications](#) for more information.

- a. If the instructor Has the **Terminal Degree** in the teaching discipline, the **Credential Type** will be **Degree**.
 - b. If the instructor does **not** have the **Terminal Degree** but has earned the **master's degree** in the teaching discipline, the **Credential Type** will be **Degree**.
 - c. If the instructor does **not** have the **Terminal Degree** and has **not earned the master's degree** in the teaching discipline, the **Credential Type** must be **SACSCOC Exception**.
8. If the Credential Type is "**SACSCOC Exception**", select **Add Exception** and indicate the **Exception Type** and **Justification**, which should mirror the Justification entered on the approved Alternative Credential.

Professional Experience	Temporary	Grad School Admin Approval	18 Hours Graduate Studies	License/Certification
justification indicates that the employee has certain professional experience that qualifies them to teach a certain course in lieu of the terminal degree.	justification indicates that the employee has temporary provisional approval to teach a certain course in lieu of the terminal degree for a temporary period . Required expiration date.	justification indicates that the Non-Tenure Track or Non-Tenured employee has Administrative Approval from the Grad School to teach a Graduate Level Course .	justification indicates that the employee has a minimum of 18 hours of graduate credits in the teaching discipline qualifying them to teach a certain course in lieu of the terminal degree.	justification indicates that the employee has a license or certification qualifying them to teach a certain course in lieu of the terminal degree.

- a. Select **Add Course** if the **Exception Type** is **18 Hours Graduate Studies**, to add the courses totaling the 18 credit hours in the teaching discipline.
9. Once you have completed the Credential, select **Save**.

Editing Faculty Credentials in the Application

You can edit an existing Faculty Credential through the Faculty Credentialing Application

1. Search for the faculty member's name by using the **89-number** or **paws ID**.
2. Find the course credential that needs to be edited and select **Edit**.
3. You can edit the credential details for the specific course credential selected.
4. Once editing is complete, select **Save**.

Deleting Faculty Credentials in the Application

You can delete an existing Faculty Credential through the Faculty Credentialing Application.

1. Search for the faculty member's name by using the **89-number** or **paws ID**.
2. Find the course credential that needs to be **deleted** and select **Details**.
3. At the bottom of the details view, select **Delete Credential**.
4. A window will appear for to select **Delete Request**.
5. Once the credential is deleted, it will be removed from the list of credentials. If the credential you deleted was currently awaiting review with Academic Affairs, it will also be removed from their list to be reviewed.
6. To **view any deleted records**, select the checkbox in the top right-hand corner to **Show Deleted Records** above the Details and Edit buttons.
7. Past deleted records will populate **highlighted in red**, with an option to view details.

Reporting for Faculty Credentials

Once you have the **Academic Credential Specialist** security role you will be able to access the available reports via **myLSU** under the **Computing Services** tab and selecting **Reports-to-Geaux**.

1. Navigate to the **Faculty Credentialing tab** in the top left and select your desired report.
2. The **Faculty Credentialing report** will provide you with data that is housed in the application.
3. The **SACS Exceptions with Worker Documents** report will provide you with those instructors in the application that have a SACSCOC Exception Credential Type and crossmatch it to the worker in Workday to identify if they have the SACSCOC Exception approved packet attached to their record.