



Office of Faculty Initiatives

Guidelines for Development: MDC Faculty Credential Statements

1. Initiating the statement.

- a. The Faculty Dean (discipline lead)/Academic School Dean reviews the credential statements in the Faculty Credentials System.
- b. The Faculty Dean (discipline lead)/Academic School Dean meets with the overall discipline/program conveners and the full-time faculty in the specific discipline or program for a discussion of the faculty credential statement.
- c. The credential discussion will include a rationale based on standard academic practice. Every effort will be made to produce a statement that has clear credential and experience requirements. Clarity rather than flexibility is preferred.
- d. A formal vote is not necessary, but it is important that the Faculty Dean (discipline lead)/Academic School Dean have sense of the consensus among the full-time faculty and document the process (e.g., communication with faculty including e-mails and/or discipline meeting notes).
- e. The Faculty Dean (discipline lead)/Academic School Dean develops the formal, proposed statement. The statement should be in the format and wording of the MDC faculty credential statements and should be accompanied by a short, written rationale.
- f. The Faculty Dean (discipline lead) consults the Campus President who supervises the discipline and the Academic School Dean consults the Vice Provost for Academic Schools.
- g. The Faculty Dean (discipline lead)/Academic School Dean reviews the substance and wording of the proposed statement with the Associate Provost, Faculty Initiatives (or Associate Dean, Faculty Credentials/designee) to be certain the statement reflects standard academic practice and is in compliance with SACSCOC and other program faculty accreditation organization guidelines. If the Faculty Dean (discipline lead)/Academic School Dean and Associate Provost (or Associate Dean, Faculty Credentials/designee) are not in agreement, then the Executive Vice President and Provost (or designee), would be consulted.
- h. The Faculty Dean (discipline lead)/Academic School Dean should keep the relevant chairs and full-time faculty informed as the statement moves through the review and approval process.

- 2. Proposing the statement.** Once the Faculty Dean (discipline lead)/Academic School Dean, having consulted with the supervising or coordinating Campus President/Vice Provost of Academic Schools and the Associate Provost of Faculty Initiatives are in agreement, the Faculty Dean (discipline lead)/Academic School Dean recommends the proposed statement and rationale to the Academic Leadership Council (ALC) for approval to confirm presentation date and generate ALC agenda item. The Associate Provost, Faculty Initiatives (or Associate Dean, Faculty Credentials/designee) sends notification to the Vice Provost of Academic Affairs and Lead Academic Leadership Council (ALC) Dean that the statement is ready for ALC review.
- 3. Statement implementation.** Upon approval by ALC, the credential statement is in effect and must be applied to any full-time or adjunct faculty employed for the term immediately following ALC approval. The Faculty Dean (discipline lead) should inform discipline conveners and all Faculty Deans/Academic School Deans should inform their respective chairs and associate deans about the approval.
- 4. Statement publication.** Upon approval by ALC, the Faculty Dean (discipline lead)/Academic School Dean will email the approved statement to the Associate Provost, Faculty Initiatives, who will have the statement entered in the MDC Faculty Credential list.