Online Faculty Credentialing Database

Procedure Manual

May 2013

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INTRODUCTION

The Online Faculty Credentialing Database (OFCD) is a web-based utility to propose and approve faculty teaching credentials. This system replaces the old PBCC paper and e-mail system of faculty credential approval. The OFCD follows the policies and procedures described in the Palm Beach State Academic Management Manual (Section B) http://www.palmbeachstate.edu/academicservices/Documents/SectionB-1.pdf on faculty credentialing. The OFCD provides Palm Beach State administration with data necessary to comply with Southern Association of Colleges and Schools (SACS) accreditation requirements for faculty credentialing.

The OFCD does not replace the Human Resources (HR) paper trail for required faculty/instructor applications, interviews and approval. It is necessary to provide HR with all the required documents to enter faculty into the Panthernet Instructor Resource Management System (IRM) in addition to completing this Online Faculty Credentialing Database process.

OVERVIEW OF THE ONLINE FACULTY CREDENTIALING DATABASE

The OFCD is made up of an inputting process, a review process and an approval process. Credit, PSAV and Prep faculty credentials go through all three procedures ending with the electronic Deans' Council and VPAA approval process. These credentialing requests are then sent onto to Academic Services to be entered into IRM. Corporate and Continuing Education (CCE) and Avocational faculty credentials go through the input and review process but do not need Deans' Council approval. CCE and Avocational credential requests are sent to Academic Services to be entered into IRM after the review process.

The Input Process

The roster originator or their designee sets up the credentialing request for faculty in the OFCD. The originator will select an existing faculty member or enter basic identification information about a new faculty member, set up the credentialing request approval path, and complete up to six screens that reflect the information formerly provided on the paper faculty roster. (See Appendix for sample.) The information screens are:

o College Degrees (US)/College Degrees (Non-US)
o Graduate Courses (Credit/Prep Faculty)
o Current Licensure/Certification (Faculty in Health Care and other disciplines with licensure/certification requirements)
o Credentialing Justification
o Special Criteria (as needed)
o Proposed/Approved Courses

Once all the necessary screens are completed, the originator submits the faculty credentialing request for review in the OFCD.

The Review Process

Each reviewer (includes a program manager or department chair, an associate dean, a dean and the necessary support staff) looks over the information included on the six screens and either sends the credentialing request forward to the next reviewer or back to the last reviewer (or the originator) for corrections.

On recommendation of the academic dean, the final reviewer either sends the credentialing request forward for Deans' Council approval or to Academic Services to be entered into the IRM system.

Deans' Council and VPAA Approval for Credit/Prep/PSAV Faculty Credentials

Deans' Council approval is initiated with an electronic e-mail notice within the OFCD and if necessary, can be forwarded for discussion within a Deans' Council meeting. Once the credentialing request is approved by Deans' Council including the Vice President of Academic Affairs (VPAA), the final reviewer sends the credentialing request to Academic Services to be entered into the IRM System.

Corporate and Continuing Education (CCE) and Avocational Faculty Credential Completion

Corporate and Continuing Education (CCE) and Avocational faculty credentials do not need to be approved by Deans' Council and so credential requests are sent to Academic Services following the review process.

Faculty Credentials entered into the IRM system

Academic Services enters all approved, credentialed courses into the IRM system. Once the credentials are entered, Academic Services notifies all participants in the Approval Path of the request of the completion of the specific credentialing request. Credentialed faculty can be assigned to courses they have been approved to teach at this point.

Online Faculty Credentialing Database Flow Diagram

SELECT FACULTY   **SET UP APPROVAL PATH GROUP**   **FILL-IN ROSTER SCREENS**

|		
New Faculty (Enter Information) →	**O** Originator **R1** Reviewer 1 **R2** Reviewer 2 **R3** Reviewer 3 **R4** Reviewer 4 **FR** Final Reviewer	Indicate Requestor of Record

→

College Degrees (US)/College Degrees (Non-US)
Graduate Courses
Current Licensure/Certification
Credentialing Justification
Special Criteria to Continue Credentials
Proposed/Approved Courses

Existing Faculty →

▼

REVIEW PROCESS

Screen Note

	E-mail Notice Screen Note		E-mail Notice Screen Note		E-mail Notice Screen Note		E-mail Notice Screen Note		E-mail Notice Screen Note	
O	→	**R1**	→	**R2**	→	**R3**	→	**R4**	→	**FR**

→ **Credit/Prep/PSAV to Deans' Council**

←Return ← Return ← Return ← Return ← Return

E-mail Notice Screen Note (repeated under each Return)

CCE and Avocational to AS

E-mail Notice Screen Note

▼
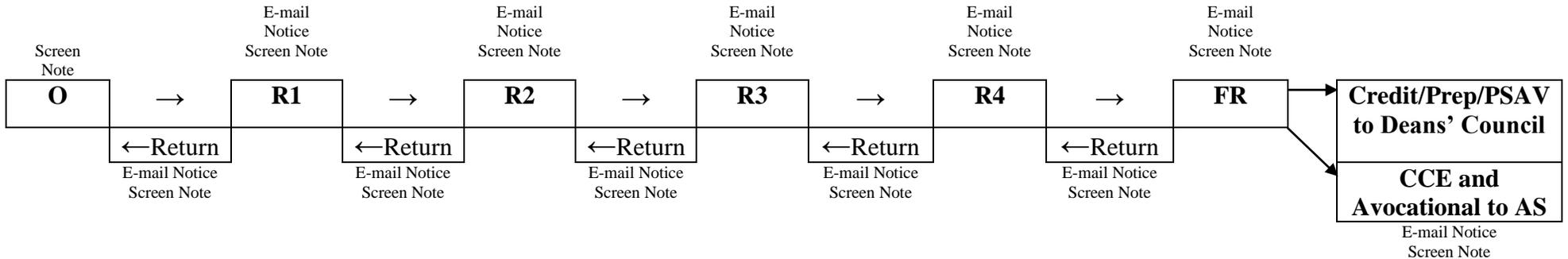
CREDIT /PREP APPROVAL PROCESS (FR Facilitates)

FR → **Deans' Council Vote** → Approve ———————————→ Academic Services

↘ Hold for HR Entry ↗

Reject → Delete Request from Database

Discuss → Deans' Council Agenda → Approve → Hold for HR Entry → Academic Services

Reject → Delete Request from Database

Return → To Originator

▼
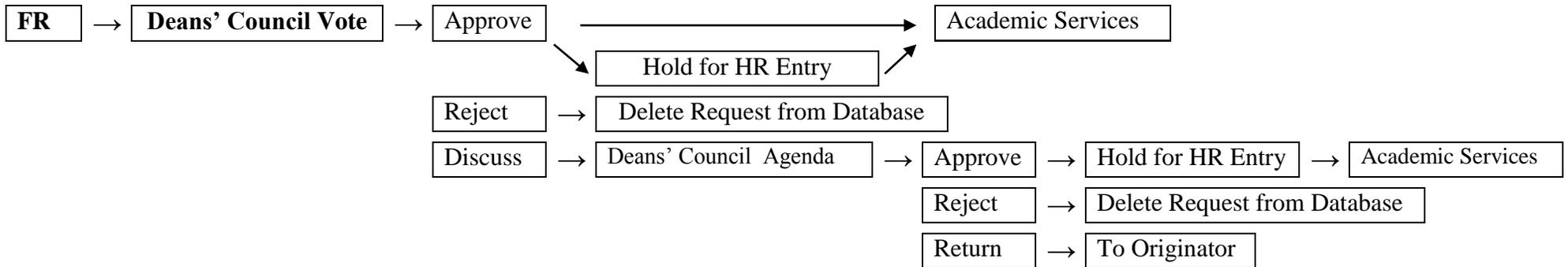
COMPLETION NOTIFICATION PROCESS

Academic Services → **IRM Entry** → **Approval Path Group** → **Completed Request Removed from OFCD**

# THE ONLINE FACULTY CREDENTIALING PROCEDURE

Login

The **live** Online Faculty Credentialing Database (OFCD) site is available through a link on the Palm Beach State Intranet homepage. The OFCD address is http://intranet.pbcc.edu/asputilities/FCD/index.asp. (See Appendix for instructions on how to add this link to your My Links Intranet Screen.)
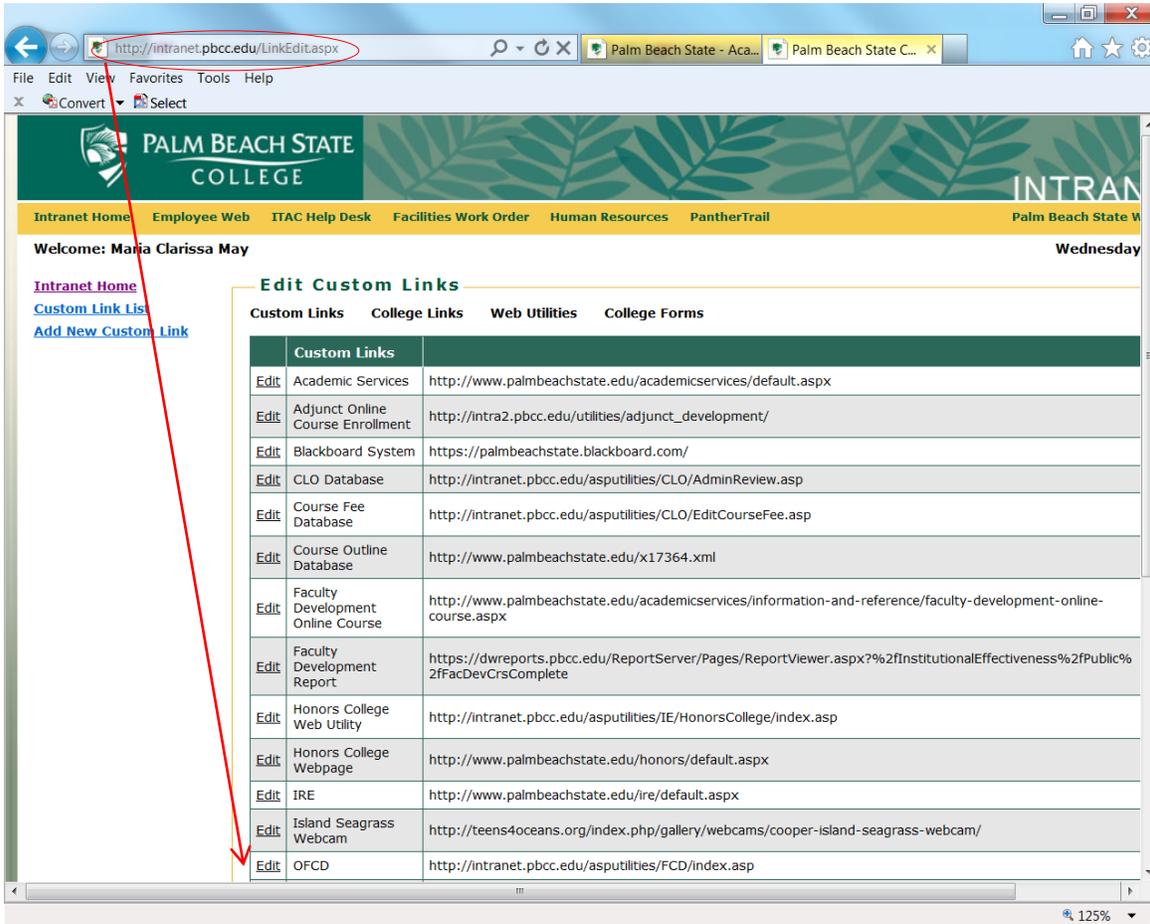
This is a secure database, so you will need to enter your full user name and password to enter the OFCD. (Contact Academic Services if you do not see this prompt the first time you sign in.)

Once you have logged on, you will enter the main page of the OFCD, the Faculty Search Page.

PART 1

Creating a New Faculty Record
OR
Finding an Existing Faculty Record

AND

Starting a Credential Request

Faculty Search

The initial faculty search page of the OFCD is where an existing faculty name can be selected or a new faculty name can be entered into the database.

Below the Existing Faculty Search Box is a list of all the active faculty credentialing requests in which you are involved. **Edit** in the left column indicates the credentialing request is still in your queue, can be edited by you, and has not been submitted to the next level of review. **View** in the left column means the request is no longer in your queue - you can only view the roster and print it out. You can locate where in the credentialing process the request is to the right of the faculty name. The active request is marked **E** for Edit and all the rest listed with **V** for view capabilities. To the right of the Request line, the listing indicates **D/F/A/H.** Letters under this listing stand for the status of the request once the initial approval path is completed and before the request is finished. **D**= Deans' Council vote, **F**=Final Reviewer Queue, **A**=Academic Services for input into the IRM system and **H** stands for Hold-where a request is stored by the Final Reviewer when waiting for Human Resources action on a faculty application.

To view all the participants in the Review/Approval Path for a credential request, click on the **Start Date** in the middle of the request line. The following screen appears in a new window.

For those personnel acting as Final Reviewer in the OFCD, below the active credentialing request box, there will be additional boxes to monitor credentialing requests that have advanced to Deans' Council for approval or which are being held after the Deans' Council vote for HR action before being sent to Academic Services to be input in the IRM (the last stage of the OFCD).

Selecting Faculty to Credential

Existing Faculty

To chose an existing faculty member and add information or credentials for them, type all or part of the last name in the **Last Name** box of **Existing Faculty Search** and click on **Search.** A list of faculty will appear. The OFCD will list both active and inactive faculty (noted in red). You can only access active faculty. If you need to credential a faculty member listed as inactive please contact Academic Services to reactivate the existing record before submitting a credential request. (See reactivation procedure in Technical Support Section.)

You can also search for existing faculty by entering **%** in the **Last Name** box of **Existing Faculty Search** and click on **Search**.

A list of all faculty to choose from in the OFCD will appear. Those names listed in **red** are inactive and must be reactivated.

When you click on **View** to the left of the faculty name, the basic information screen will appear for the faculty person.

NOTE: Because the OFCD is a centralized credentialing system, standard practice should be to look up a faculty name before entering it as a new name. This saves duplication of records within the system and saves the user time if the faculty is already credentialed for the course being requested.

New Faculty

To add basic information about a new faculty member and create a credential request, <u>first</u> check the existing faculty list in the OFCD to make sure the new faculty does not already exist under this or another (AKA) name. (Employee number will be the same). Contact <u>Academic Services</u> to update the existing faculty record if a new faculty name is to be used for the existing record (active or inactive). If the faculty you want to credential exists in the OFCD but is inactive please contact <u>Academic Services</u> to reactivate.

Once you have checked the existing faculty to make sure the new faculty is not listed there, click on **Add a New Faculty Name** at the top of the **Faculty Search Screen.**

Faculty Information

Existing Faculty

The **Faculty Information Screen** for existing faculty will be grayed out and have the following information.

On the screen:
- Name, e-mail, ID number
- Faculty Type *(type of courses faculty teaches)*
- Teaching Status *(full/part-time/temporary full-time)*
- Employment Status *(current after first credentialing request is approved*)*
- Initial Hiring Department *(Department for which faculty was first hired)*
- Initial Hiring Date *(HR hiring date, updates input by Academic Services.)*
- Initial Deans' Council Approval Date *(When this faculty was first approved to teach at Palm Beach State)*

Non-employee will stay a Non-employee.

To alter any of the information on this screen for existing faculty you should contact <u>Academic Services</u>.

The box at the bottom of the existing **Faculty Information Screen** lists the open credential requests for the selected faculty member, who initiated the request and the date it was initiated. In the left column, those with **VIEW** next to them can be viewed and printed only. (You will need to alter your printer settings before printing-See PRINTING FACULTY CREDENTIAL REQUESTS in Technical Support.)

This box also contains a labeled **Begin a New Credential Request.** Click on this button to start a new credentialing request for this faculty member.

New Faculty

The **Add a New Faculty Name** screen contains fill-in boxes for the following information:

- Last Name:
- First Name:
- Faculty Type (select all that apply): *Credit, Prep/Voc Prep, PSAV, CCE (Supplemental), Rec/LLL*
- Teaching Status: *Full/Part-time/Temporary Full-time*
- Employment Status: *New/Reactivated/Non-Employee*
- Initial Hiring Department: *Drop Down list of Degrees/Departments*

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Once all this information is completed click on **Add Faculty**. This will produce a screen that has all the boxes filled in with another box added in the right hand corner marked **AKA (Also Known As)**

At the bottom of the Faculty Information screen is a button labeled **Begin a New Credential Request.** Click on this button to start a new credentialing request for the new faculty.

Begin a New Credential Request

Whether you are requesting credential approval for existing faculty or new faculty, the same process to enter credentialing information is followed from this point on in the OFCD. On the first screen of the request, six review/approval positions must be selected along with the division/department and

discipline requesting the credentialing. Then up to six screens need to be filled in with information about the faculty education, licensure and experience as well as proposed courses to be credentialed.

The Approval Path

The **Credential Request** screen first establishes the chain of review and approval for a faculty credential request. Whoever initiates the online faculty credentialing request fills in the six review positions on the screen from drop-down boxes. There are six positions available to process a credential request because in most cases designated staff will work with the person responsible for approval at each level in the OFCD. These six positions allows for interaction between these designated individuals for efficient processing of a credential request.

- Originator -The person who initiates the online credentialing process.   (Department Chair/Program Manager Level or designated staff on the behalf of the former)
- Reviewer #1 through #4--The persons within a department that are responsible for reviewing faculty credentials prior to being hired. The configuration of these individuals will vary within a discipline but generally will include the department chair or program manager (if they were not the originator, staff to the chair or manager, the Associate Dean and their staff and the Dean and their staff)
- Final Reviewer - The person who reviews the last level of the online credentialing process (Dean's Level) before the request is sent to Deans' Council (Credit/Prep/PSAV) for approval or onto Academic Services to be loaded into the IRM system. (CCE/AVOC/Supplemental). Generally, this will be the staff to the Dean.

Each credentialing group will need to work out the logistics of the approval path for their specific needs. All the dropped downs in the OFCD for all six positions contain all the names identified in the credentialing process so whatever configuration necessary can be built to process faculty credentials.

There are several identified configurations for the Approval Path outlined in the Appendix. Of course there are many variations beyond these basic configurations. **All six boxes must be filled in to proceed with the credentialing request.**

Requesting Department/Discipline

Once the approval path is selected, the department requesting the faculty credentials and the discipline need to be chosen from the drop-down boxes.

Exception

If the faculty credentials being requested are considered an exception to their education or training, an exception form (http://www.palmbeachstate.edu/academicservices/Documents/SectionB-1.pdf Section B, page B-128) needs to be submitted to the Vice President of Academic Affairs (VPAA) and approved. If this is the case, click on **YES** to the statement **Exception/Justification Form (No/Yes)**. You will then need to fill in the Exception approval date in the boxes provided.

(View continued on next page)

Once all this information is filled-in on the OFCD **Credentialing Request Screen,** click on the **Add Request** button. This will update all this information and add a box at the bottom of the page that includes links to the six **Credentialing Information Screens**.

Select one of the options below and then click "Submit".

○   **This credentialing request is ready to send to Joan Hirschkorn.**

○   **Delete this credentialing request.**

Comments on this request or reason for return:

[Submit]

PART 2

Developing Roster Screens for a Credential Request

Credentialing Roster Information Screens

College Degrees Screen (Credit/Prep Faculty)

The College degree screen allows you to enter all the degrees completed in the United Stated by the faculty being credentialed. This screen also has a link to an input screen for any foreign degrees being submitted for the faculty being credentialed.

Degrees (US)

Here is how to fill in the requested information (complete one entry at a time) for Degrees (US):

- College Degree-select degree type (BA, BS, MA, PhD, etc.) from drop-down list. *(If a degree does not exist on list, please contact _Academic Services_ to update the list)*
- Degree Major- Type in the major of degree
- Institution- Type in the full name of the institution, including city and state
- Accreditation-select the nationally recognized accrediting agency for the institution where the degree was obtained. *To verify the accreditation of the institution being entered, go to _http://www.chea.org_. (*Private institutions must be accredited by one of the regional agencies listed in the accreditation drop-down. Those not accredited by these agencies should not be entered into the OFCD.)
- Date Received- based on the information you have the degree date can be:

  Month (drop-down)-dd-yyyy OR Month (drop-down)-yyyy OR yyyy

Once all this information is entered, click on **Add Degree**. The degree just entered will show up above the fill-in boxes and at this point you have the option to **Edit** the advanced degree you just entered or **Delete** the reference all together.

Degrees (Non-US)

To add an advanced foreign degree, click on **Add Degree (Non-US).** This will bring up a screen which requests specific information for the advanced foreign degree.

- Type of Degree-*Type in foreign degree name*
- Degree Major-*Type in degree major*
- Institution-*Type in name of institution*
- Institution Location-*Type in city and country of foreign institution*
- Date Degree Awarded- based on the information you have the degree date can be:

    Month (drop-down)-dd-yyyy OR *Month (drop-down)-yyyy* OR *yyyy*

- Language of Degree-*Provide the language in which the degree was taught*
- Date of Evaluation- based on the information you have the evaluation date can be:

Month (drop-down)-dd-yyyy OR Month (drop-down)-yyyy OR yyyy

- Approved Translator-*This information is required for any foreign degree that is entered. Select a translator from the drop-down box. If the translator is not listed contact Academic Services to find out the process for adding a new translator.*
- Total Semester Equivalent Credits Awarded-*Enter the total number of United States semester credits the foreign degree is equivalent to (based on the translator report). If the translator lists the equivalent hours as quarter hours, the database will convert them to semester hours.*

    Formulae: 1 quarter hour = .667 semester hour
    1 semester hour=1.5 quarter hours

- Check if this translation equals a US degree. If so, select a US degree from drop-down list. *Some foreign degree information can be included in a credential request without being equivalent to a US Degree.*

When all the information is entered for this advanced foreign degree, click on **Add Degree**. The degree information just entered will show up above the fill-in boxes of the Advanced Degree screen and at this point you have the option to edit the advanced foreign degree you just entered or delete the reference all together.

Graduate Courses Screen (Credit/Prep Faculty)

When entering faculty graduate courses, please limit entries to those that apply only to the discipline the faculty is being credentialed for and limit this to the best 18 credits for the discipline. Those graduate credits over 18 for any one discipline are not necessary and will not be considered in their evaluation.

Information needed for this screen:

- *Graduate Course Number-*Type in graduate course number*
- Graduate Course Title-*Type in graduate course title*
- Credit Hours-*Type in credit hours as listed on transcript or advance foreign degree translation*
- Type of Credit-*Select SEMESTER or QUARTER (the database will convert quarter credits to semester credits. Those courses entered as quarter hour credits will be converted to semester credits.*

    Formulae: 1 quarter hour = .667 semester hour
    1 semester hour=1.5 quarter hours

- Discipline-*Select the disciple this graduate course will be applied to from the drop-down list.*
- Institution/Comments-*You should list the school the course was taken at. If all courses were taken at the same institution, only the first course needs this notation added. If more than one institution's course is used, then each course listing should list the school that awarded the credit. The style for this entry should be:*

School Name (Accreditation) Graduate Course
Nova Southeastern University (SACS) Graduate Coursework

You can also include any comment about the course that is needed for clarification.

*   *Some graduate courses do not have course numbers. In this case, enter the prefix letters or **NR** for "None Recorded".*

Graduate Courses (Graduate Coursework only. Undergraduate courses, if listed, are included on the Credentialing Justification screen.)
*** (Please limit the number of Graduate Courses to 18 semester credit hours for each discipline.)

Course Number - Title - Semester Hours

Engineering

Edit - Delete	ENGS 284 - Numerical Methods-Engineering - 3 hours
Edit - Delete	ME 241 - Computer Models-Phys Eng Syst. - 3.0 hours
Edit - Delete	ME 243 - Adv Mechan. Engineering Design - 3.0 hours
Edit - Delete	ME 246 - Electromechanical Control Syst - 3.0 hours
Edit - Delete	ME 251 - Computr-Integrated Manufactrng - 3.0 hours
Edit - Delete	ME 240 - Kinematic Synthesis - 3.0 hours
Edit - Delete	ME - Project in Computer-Integrated Design & Manufacturing - 3.0 hours

Total   21.0 Semester Hours

Add Graduate Courses

Graduate Course Number: [_____]   *If no prefix AND no number is available, please enter NR for None Recorded.*

Graduate Course Title: [_____]

Credit Hours: [____]

Type of Credit Hours: ○ Semester   ○ Quarter

Discipline: Select ▼

Comments: [_____]

[Add Course]

College Degree	Graduate Courses	**Current Licensure**
Credit/Prep	Credit/Prep	All faculty
Credentialing Justification	**Proposed Courses**	**Special Criteria**
Credit, Prep, PSAV, CCE, AVOC	All Faculty	

When you have entered all the information for this graduate course, click on **Add Course.** The course will show up at the top of the box under the discipline you selected. And at this point you have the option to **edit** this graduate course entry or **delete** the reference all together.

At the bottom of each discipline list of courses, the database will keep a running total of the semester credits that have been entered for this discipline. Continue to add courses until each discipline being

credentialed has 18 semester credits in the total. *(The system does not stop your entry of credits so if necessary you can add over 18 credits but keep in mind that only 18 will be considered.)*

Current Licensure/Certification Screen (For Credit/Prep/PSAV Faculty in Health Care and other disciplines with specific licensure/certification requirements)

To credential some discipline faculty, verification of certification and licensure is required (Health Care and other fields). For these faculty, proof of certification and licensure information needs to be provided. Add each license or certification individually.

- License Name-Enter the official name of the license and/or certification being entered.
- License/Certification Effective Date-enter the date the licensure/certification is in effect.
- License/Certification Expiration Date-enter the date the licensure/certification will expire. (this is an optional bit of information unless the discipline being credentialed requires it.)
- License Verification-For those faculty that teach health care courses, you must add the link to the license information for that individual posted at Florida Health.com. Verifying their credentials in the State of Florida.

Based on the information you have, the certification/licensure date information can be:

Month (drop-down)-dd-yyyy OR Month (drop-down)-yyyy OR yyyy

Once you have entered all the certification/licensure information for this entry, click on **Add License/Certification.** The certification or license will show under the **Current Licensure Screen** title. As with other entries, you can now edit or delete this entry before going onto the next faculty information screen.

Credentialing Justification Screen (Credit/PREP/PSAV/CCE/AVOC Faculty)

All levels of faculty need to be credentialed. For PSAV, Corporate and Continuing Education (CCE) and Avocational and Avocational/Supplemental faculty who do not need a Masters Degree and 18 credits, you still need to provide the credential information that qualifies them to teach based on the credentialing parameters for particular disciplines listed in the Academic Management Manual, Section B on Faculty Credentialing
http://www.palmbeachstate.edu/academicservices/Documents/SectionB-1.pdf

Please enter credentialing justification points one at a time for these faculty on this screen.

- Description of Credential-*Enter training, degrees, coursework, certification or licenses, experience and any other information that would justify credentialing this faculty member. Add an effective date if available.*
- Expiration (if applicable) *If an expiration date is part of the credential justification you are providing for PSAV, CCE, Avocation or Supplemental faculty, enter it here.*
- Comments-*Add any comments that will clarify the entry you made.*

Special Consideration under Credentialing Justification:

- Faculty who teach prep courses at Palm Beach State may not necessarily have graduate course work to apply to their credentials. It is required that bachelor level coursework that shows the content of their education and how it applies to what they propose to teach should be listed on the Credentialing Justification screen. Generally, the first listing is the degree, degree and the accrediting body initials as per the example below:

Florida Atlantic University (SACS) BA Undergraduate Coursework

Each additional bachelor level course is then listed by course number, title and credits awarded.

- Any clarification of a course or degree posting should be listed under Credentialing Justification. If a course from an institution is used under Graduate Courses but a degree was not earned at the institution, then the school should be listed under Credentialing Justification with the notation "no degree awarded"

Palm Beach Atlantic University (SACS) Graduate Coursework-No degree Awarded

- If a faculty teaches by exception, you should note the experience and coursework that qualifies the faculty to teach (follow what was submitted on the exception documentation submitted to the VPAA). Make sure to add the Comment "Documentation of credentialing qualifications on file in HR personnel folder." Then, of course, make sure a copy of this is sent to HR. If a faculty is credentialed for one term only, please state that as well, under Credentialing Justification.

Once you complete this entry, click on **Add Information** and the screen will refresh with the entry listed under Credit/Prep/PSAV, CCE, AVOC Credential Justification and the ability to edit or delete the entry.

Proposed Courses Screen (All faculty)

On the Proposed Course screen you can add Palm Beach State courses to be credentialed for a new or existing faculty member or select current courses for an existing faculty member to be de-credentialed. The proposed courses screen is connected to the current listing of courses in the Palm Beach State Course Dictionary.

View All Currently Active Courses

Proposed Courses

Proposed Courses to Add

Delete	DEH1003L - Dental Hygiene Instrumentation Lab (AS)
Delete	DEH1800L - Dental Hygiene 1 Lab (AS)
Delete	DEH1802L - Dental Hygiene 2 Lab (AS)
Delete	DEH2702L - Community Dentistry Practicum (AS)
Delete	DEH2804L - Dental Hygiene 3 Lab (AS)
Delete	DEH2806L - Dental Hygiene 4 Lab (AS)
Delete	DES1100L - Dental Materials Lab (AS)
Delete	DES1200L - Dental Radiology Lab (AS)
Delete	DES1800L - Introduction to Clinical Procedures Lab (AS)
Delete	DES1832L - Expanded Functions Lab (AS)

Search Course Numbers

Course Number [   ]   Match Start of course number ▼

[Search]

College Degree	Graduate Courses	Current Licensure
Credit/Prep	Credit/Prep	All faculty
Credentialing Justification	Proposed Courses	**Special Criteria**
Credit, Prep, PSAV, CCE, AVOC	All Faculty	

- Add a specific course-*In the Course Number box, fill in the 3 letter, 4 digit course number and click on* **Search***. Once the screen refreshes, check the box next to the course to be added and check the* **Exception Box** *if it applies. Click on* **Add Course** *and the course will appear under the title* **Proposed Courses***. You have the option of removing it, if this is an error before you submit the credentialing request for review and approval.*

- Add a selection of courses-*In the* **MATCH** *box type all or part of the course prefix in the box and hit* **Search***. When the screen refreshes, all the courses with that prefix or letter will be listed. Check off all those that are being added to this faculty credentialing request. Also, check off the* **Exception Box***, as it applies to each credentialing request. Again, when you click on* **Add Course(s),** *all those you checked off will be listed under* **Proposed Courses.** *You have the option of removing any of these you selected by clicking on the* **Delete** *button to the left of the course list.*

You can add an individual course or chose courses from a group of courses.

For existing faculty, you can also select a currently active course to be de-credentialed.

- Click on **View All Currently Active Courses**. This will bring you to the active course list for this faculty member. Check the box(es) under the **Delete Column** to the left of the list of active courses. When you click on **Submit**, the screen will go back to the **Proposed Course** Screen, listing **Active Courses to Be Deleted**, with the option to remove them if you want.
- When you click on the **Submit** button without selecting any courses the screen will return you to the **Proposed Course** screen.

IF YOU WANT TO TOTALLY DE-CREDENTIAL AN EXISTING FACULTY MEMBER (REMOVE ALL COURSES), SUBMIT A SEPARATE REQUEST AND JUSTIFICATION TO THE OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS FOR CONSIDERATION. THIS KIND OF REQUEST DOES NOT GO THROUGH THE ONLINE FACULTY CREDENTIALING DATABASE.

Special Credentialing Requirements Screen (All faculty as needed)

Any special criteria that faculty being credentialed needs to be completed in order to maintain credentialing should be submitted here.

- Special Criteria-*Type in the specific task to be completed by the faculty member to maintain credentials.*
- Date to be Completed-*Fill in the date these special criteria must be completed.*

    Based on the information you have, the expiration date information can be:

    Month (drop-down)-dd-yyyy OR Month (drop-down)-yyyy OR yyyy

- Comments-*Add comments to clarify the special criteria if necessary.*

Click on **Add Criteria** and the Special Criteria will be listed under the title Special Criteria. As with the other screens, you can edit or delete the special criteria before submitting the credentialing request.

Special Criteria (Tasks to be completed to maintain Faculty Credential)

There are currently no other information records entered.

Add Special Criteria

Fields in **Bold** are required.

Special Criteria: (List one at a time)

Date to be Completed: Select if known ▼ ____ , ____

Comments:

[Add Record]

College Degree	**Graduate Courses**	**Current Licensure**
Credit/Prep	Credit/Prep	All faculty
Credentialing Justification	**Proposed Courses**	Special Criteria
Credit, Prep, PSAV, CCE, AVOC	All Faculty	

PART 3

The Credential Review Process

Starting the Credential Request Review Process

Submission Box Choices

Once all the information screens necessary are completed for a faculty credentialing request, this OFCD request is ready to send out for review and approval. On each screen to be completed (as shown for Originator through Final Reviewer), a box located at the bottom of the screen allows the requestor to either:

- send the request on to the next level,
- sent it back to the previous level for revision
- or delete the request.

The requestor must select one of these choices and hit **Submit**.

Originator Review Box:

> **Select one of the options below and then click "Submit".**
>
> ○ This credentialing request is ready to send to Paul Friedman.
>
> ○ Delete this credentialing request.
>
> Comments on this request or reason for return:
>
> [   ]
>
> [Submit]

Reviewer #1 through Final Reviewer:

> **Select one of the options below and then click "Submit".**
>
> ○ This credentialing request is ready to send to Michael Foster.
>
> ○ This credentialing request is being returned to Tunjarnika Coleman-Ferrell for revision.
>
> ○ Delete this credentialing request.
>
> Comments on this request or reason for return:
>
> [   ]
>
> [Submit]

Screen/E-mail Notice of Credentialing Request Advancement

Once a choice is made and the selection is submitted, a message will appear in the OFCD which indicates the next level has been notified through e-mail of the credential request.
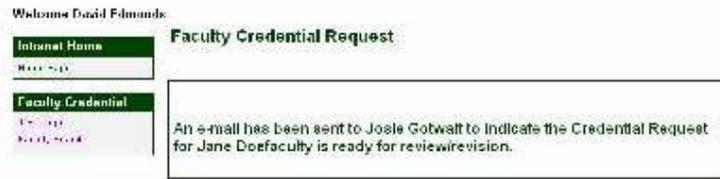
A corresponding e-mail message notifies the next level person that the specific credential request is ready. A **link** is provided in the message to the Online Faculty Credentialing Database to access the online record.
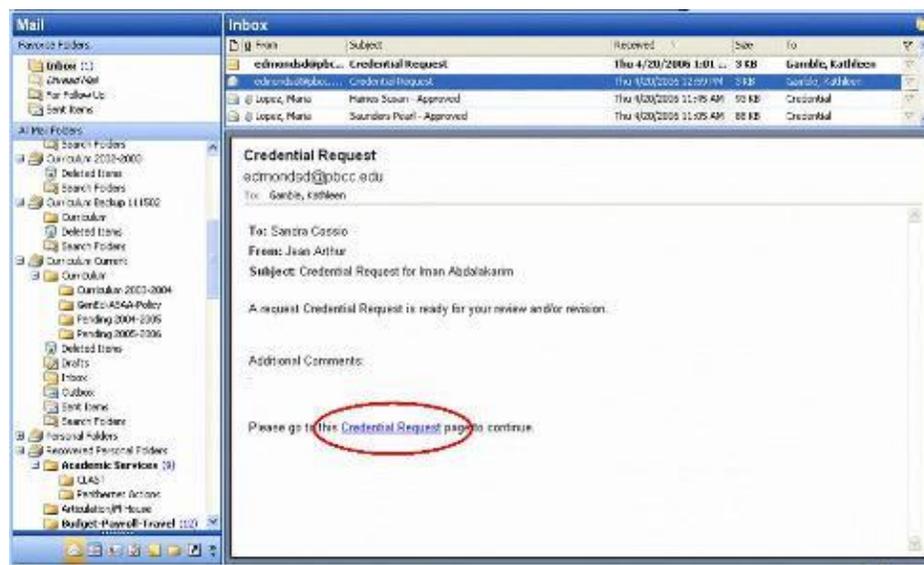
The Review /Response Process

When a reviewer receives an e-mail indicating a credential request is ready for them to approve, they can either open the **link** included in the e-mail to see the pending credential request or they can login to the Intranet site or access the pending credential request there. The review can review the individual entries on each of the six roster categories or click on **View Full Faculty Roster** to see all the information that has been input for this credential request.

Reviewer Selections

Each reviewer can make one of the following choices and submit the credential request:

- This credentialing request is ready to send to XXXXX. *The request is ok to go onto the next reviewer.*
- This credentialing request is being returned to YYYYYY for revision. *The request has some revisions that cannot be made at this level and must be sent back to the last reviewer.*
- Delete this credentialing request. *Either the College or the faculty being credentialed has notified the reviewer that this credentialing request should not be completed. The request will be inactivated in the Online Faculty Credentialing Database. The faculty information will remain in the database as an inactive faculty member.*

Reviewer/Approval Path Revisions or Corrections

Please note that at any time within this review process, if needed, the name of the reviewer can be changed or substituted by the person whose queue the active request is in. This will be useful when a reviewer/approver in on vacation or out of the office for an extended time.

To do this, open the credentialing request that is in your active queue:

- Add the revised names from the drop down lists in the Review/Approval Path position.
- Hit **Update Request**. The correct name will show in the appropriate Reviewer/Approval Box.

- In order to see this reflect this change in the Review Submission at the bottom of the screen, click on **Faculty Search** in the Left Nav Bar on the **Credential Request Screen** and select the faculty request again

When changing a name in the Review/Approval Path, please follow these guidelines:

- Do not change the active requestor's name, only those above or below the active requestor. If the active requestor's name is changed, when updated, the credential request will no longer be in that requestor's **Edit** queue.
- Notify those that are being added or changed of the **Reviewer/Approval Path** revision. This system does not have a notification system for this action.

Please note that the Requesting Division/Department for this specific Credentialing Request can also be changed by making a selection from the drop-down box and clicking on **Update Request**. An Exemption notation for this request can be added throughout this review as well.

The Credential Request Review Process is Completed

Once a faculty credentialing request has gone through all the steps of review and approval (Approval Path 1-5), the request is ready to be sent to Deans' Council for consideration (Credit/Prep/PSAV faculty credentials) or to Academic Services for entry into the IRM System (CCE, AVOC, Supplemental faculty credentials).

PART 4

CCE/AVOC/Supplemental Faculty Credentials

Completing the Credentialing Request Process-CCE

CCE, AVOC, Supplemental Faculty Credentials

Faulty who will be teaching College Workforce Education (CCE) Avocational (AVOC) and Supplemental faculty must be credentialed to teach at Palm Beach State. These faculty must meet the credentialing criteria for their discipline as outlined in the Palm Beach State Academic Management Manual (Section B) http://www.palmbeachstate.edu/academicservices/Documents/SectionB-1.pdf faculty credentialing.

Approval Path

CCE, AVOC, and Supplemental faculty do not need to be approved by Deans' Council to teach. The Review and Approval Path is much simpler including the Program Manager, the Corporate and Continuing Education Associate Dean or Dean.

Since there are six boxes to fill in the Review and Approval Path of the OFCD, generally, extra boxes are filled with duplicate names. The OFCD is programmed to skip duplicate names listed sequentially to advance the credential request.

Ex.

O1	R1	R2	R3	R4	FR
Staff to Program Manager	Program Manager	Program Manager	AS Dean	Dean	Staff to Dean

A staff member can replace one of the early reviewer boxes if that is how credentials are processed for a specific discipline (this will be determined by the Corporate and Continuing Education Dean.)

As with Credit/Prep/PSAV faculty, the OFCD does not replace the Human Resources paper trail for new or reinstated faculty applications, interviews and approval. It is necessary to provide HR with all the necessary documents required to enter faculty into the IRM system in addition to completing this online credentialing process.

Corporate and Continuing Education (CCE) and Avocational Credentialing Screens

For CCE, AVOC and Supplemental Faculty, as much credentialing information as is available should be submitted on the various screens as with credit/prep/PSAV faculty. This ensures that the roster will be complete for other departments that may want to credential this faculty to teach other levels of coursework.

Submitting Corporate and Continuing Education (CCE) and Avocational Credentials to Academic Services

When the credentialing information screens are completed for CCE/AVOC/Supplemental faculty and have gone through the shortened approval process then the Final Reviewer selects **Send to Academic Services for entry into the IRM System** from the choices in the Submission Box at the bottom of the Credential Request and click on the **Submit** button.

A screen will appear showing a message that the credentialing request has been sent to XXXXX in Academic Services

Academic Services Enters Credential Request into IRM System

The designated Academic Services personnel who enters faculty credentials will receive an e-mail that showing a credential request is ready to enter into the IRM System.

The e-mail will include a link to the OFCD screens. The Academic Services Personnel can access the credential request via this link or by logging in to the OFCD.

The Academic Services OFCD Queue will open to a listing of credential requests that are ready to enter into the IRM System.

The opened credential request screen will include who sent the request, which faculty it was for and a link to a roster indicating the courses to add to the faculty credential file in IRM. Academic Services personnel can then choose to notify those in the Review/Approval Path that the courses have been entered into the IRM System or send the request back to Final Reviewer for revisions or corrections.

Once a selection is made and submitted, a screen will show-up indicating that the notice has been sent to the appropriate people for these actions:

- CCE, AVOC, Supplemental Faculty - Program Manager/Associate Dean and Dean of Corporate and Continuing Education
- Credit/Prep/PSAV- Deans' Council members and Review and Approval Path

Welcome Clarisse May

Intranet Home
Home Page

Faculty Credentialing
Faculty Search
Update Licensure
Upload Queue
Update Development Course
Development Course Payment
Roster Reviewers

Faculty Information

Name: MICHAEL BARANSKI   **Employee Number:** 87491

Initial Hiring Department: DEG BIO -- BIOLOGY   **Email:** baranskm@palmbeachstate.edu

Upload Faculty Credential

Emails have been sent to Deans' Council and Approval Path Members indicating that this Credential Request for MICHAEL BARANSKI, has been approved and entered into the IRM system.

A Completed Credential Request

Once entry into the IRM System is completed, Academic Services notifies participants, and the finished credential request will no long on the OFCD screens. Requests returned for additional information, will remain on the OFCD screens until Final Reviewer submits them again to Academic Services with corrected information.

PART 5

Deans' Council Approval of Credentialing Request

Completing the Credentialing Request Process-Deans' Council

Credentials Ready for Deans' Council Approval

Once a faculty credentialing request has gone through all the steps of review and approval (Approval Path 1-5), the Credit/Prep/PSAV faculty credential requests are ready to be sent to Deans' Council for consideration and approval.

The Final Reviewer manages this part of the OFCD process. The first step is to send the Deans' Council members a voting e-mail on the specific credential request. The Final Reviewer will select the appropriate button in the Review/Approval Path box at the bottom of the **Credential Request Screen** and click on **Submit**.


A screen will appear that indicates the credential request has been sent to Deans' Council for an E-mail vote.

Deans' Council E-mail Action

Deans' Council will receive an e-mail showing a credential request is ready to be voted on by them.
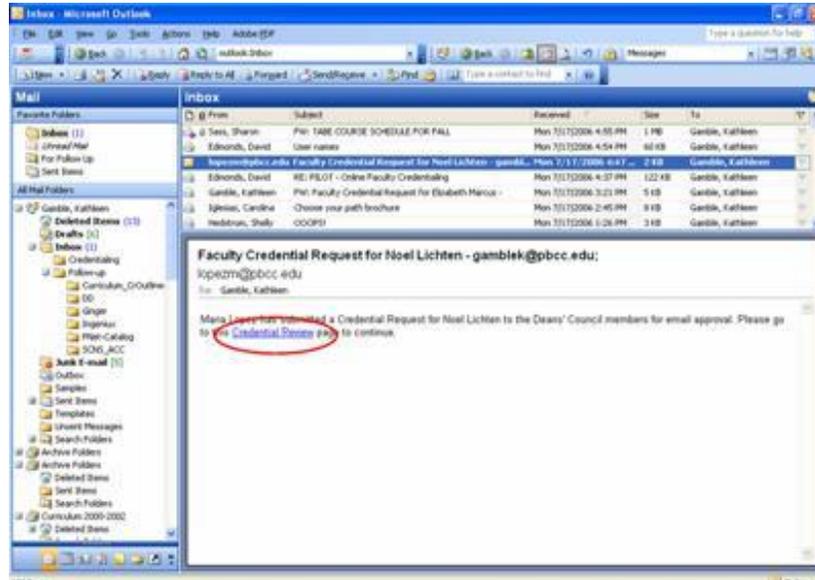
Deans' Council can access the credential request Voting Tally screen through this link or by logging into the OFCD.

When the Dean opens the link listed for the credential request (Click on **View** to the left of the faculty name), they will see the E-mail Voting Tally screen for the specific credential request. The E-mail Voting Tally screen shows how other Deans have responded to this credential request and has a link to the full faculty roster screen for this request. The Tally screen will also have the voting choices from which to select.

Deans' Council members can choose to:

- Approve the Credentialing Request
- Reject the Credentialing Request
- Ask for further discussion on the credential request at a Deans Council meeting.

A request can be sent back to the Final Reviewer if revisions need to be made. The VPAA (or their designee) has this ability. Any comment that a Dean or the VPAA make in voting on a request is listed on the Deans Council Voting Tally Screen. This tracks the progression of the request as it is revised to meet the needed credentialing criteria before final approval by the Deans' Council. (Only Deans' Council members will see these comments on their OFCD screens.)

Name	Approve	Reject	Ask For Discussion
Michael Foster	X	O	O
Anita Kaplan	X	O	O
Barry Moore	X	O	O
Ginger Pedersen	X	O	O
Patricia Richie	X	O	O
Jacqueline Rogers	X	O	O
Edward Willey	O	O	O
Sharon Sass	X	O	O

Deans' Council Vote Summary

5/30/2013 - 11:59:57 AM
Patricia Richie Voted to Approve. With the following Comments if any:

5/30/2013 - 3:29:22 PM
Sharon Sass Voted to Approve. With the following Comments if any:

6/3/2013 - 8:39:39 AM
Michael Foster Voted to Approve. With the following Comments if any:

6/3/2013 - 9:27:54 AM
Anita Kaplan Voted to Approve. With the following Comments if any:

6/3/2013 - 12:39:23 PM
Barry Moore Voted to Approve. With the following Comments if any:

6/3/2013 - 5:17:02 PM
Jacqueline Rogers Voted to Approve. With the following Comments if any:

6/4/2013 - 8:15:11 AM
Ginger Pedersen Voted to Approve. With the following Comments if any:

- Once a dean has voted on a credential request the listing in the voting queue changes from **black** to **red**. This way the dean knows that he or she has already reviewed this request. As long as a request is in the Deans' Council queue, the deans can revisit this request and change their vote.
- Generally, Deans' Council is allowed **two** working days to vote on a credentialing request.
- **A majority of the deans must approve a request for it to proceed to the next step of this process.**
- The exception to this rule is faculty approval by exception. In this case, the VPAA is the only member of Deans' Council that needs to vote on the exception request before it can progress to the next step of the process.

The Deans' Council Voting Tally Screen

The Deans' Council Voting Tally screen can be viewed by all Deans' Council, the VPAA, and Final Reviewer. **Final Reviewer** monitors this screen to determine if Deans' Council approves, rejects or asks for further discussion on a credentialing request. From this action, FR will process the credential request.

There is an added status box on the Final Reviewer Faculty Search Screen which states at what stage a credential request is that has been sent to Deans' Council for a vote.

- Deans' Council Email Vote queue
- On agenda for next Deans' Council Meeting
- Placed in Hold Folder awaiting HR action

Credential Request Approval

If the Deans' Council (including the VPAA) all vote to **Approve,** the Final Reviewer sends the credentialing request onto Academic Services to input into IRM. All on the approval path are notified.

A final piece of this process is to add Human Resource information for new faculty members that is added through the HR Application Process. To do this the Final Reviewer will click on the HR link in the Deans' Council Tally screen and add the HR information (Palm Beach State E-mail user name and hire date)

When FR returns to the E-mail Vote Tally Sheet, the credential request will be ready for final Approval processing. A screen pops up that shows this request has been sent to Academic Services to be entered into the IRM System.

When a credentialing request is waiting for HR action on a faculty application and all other steps of the process have been completed, the Final Reviewer can move the re-quest to the Hold Folder. This removes the request from Deans' Council queue and limits the volume of approved but not processed requests in the Deans' Council queue.

Credential Request Rejection

If all Deans vote to reject and/or the VPAA votes to reject the credential request, the Final Reviewer notifies all those on the Approval Path. If the faculty for the request is an existing faculty, the request will go inactive and no action will be taken for the faculty member. If the faculty member is new, the request will become inactive and the faculty member will be noted as "inactive" rather than "new" in the database.

Credential Request "Ask for Discussion"*

If there is a split vote or one or more deans select "ask for discussion", the VPAA will forward the request to the VPAA's office assistant to add to the next available Deans' Council meeting agenda.

Once the Deans' Council meets and discusses the credential request in question, the VPAA (or her designee) will logon to the OFCD and respond on the Deans' Council Meeting Vote screen (Approve, Reject, Send back for revision)

The same action as those listed above for "yes" and "reject" will follow the same response once a decision is made at the Deans' Council meeting. In the case of "revise", the Final Reviewer will send the request back to the Originator with the VPAA comments for revision and the request will go back through the Approval Path again.

The VPAA can decide to override any of these votes and send the request to discussion, reject the request outright or approve the request. In each case, the Final Reviewer will process the request as prescribed above.

*This procedure is in place in the OFCD programming but is rarely used by Deans' Council. DC meetings are held and a decision is made on the request in question but normally the VPAA will notify the dean over the faculty being credentialed and the request will be completed based on this discussion by the dean's staff.

In all cases, when a record or faculty member becomes inactive, new requests must wait until Academic Services can reactivate the faculty record in the database.

When Is Deans' Council Vote Necessary for a Request Action?

Deans' Council vote is needed on a credentialing request action for the following situations:

- Initiating a new faculty credential or reactivating an old faculty member
- Adding courses to teach to a faculty roster (CCE/Avocational courses are excepted from this rule)
- Adding additional graduate courses or degrees or adding additional disciplines to teach under graduate course listings. (example-Adding Communications discipline credentials in addition to Education discipline credentials) This also includes removing grad courses that make the total credits fall below 18 graduate credits.
- Deleting courses to be taught by a faculty from roster (partial decredentialing)
- Total decredentialing of faculty (This is a separate process that is initiated from the Deans' level.)
- Any action (removing any information from a roster) that may call into question a faculty's continued credential to teach one or more courses at Palm Beach State College.
- When questioning whether to include Deans' Council vote in a credentialing action, contact the Academic Services for a decision or the Vice President of Academic Affairs

PART 6

Entering Credential Requests into the IRM System

Academic Services Enters Credential Request into IRM System

The designated Academic Services personnel who enters faculty credentials will receive an e-mail that showing a credential request is ready to enter into the IRM System.

The e-mail will include a link to the OFCD screens. The Academic Services Personnel can access the credential request via this link or by logging in to the OFCD.

The Academic Services OFCD Queue will open to a listing of credential requests that are ready to enter into the IRM System.

The opened credential request screen will include who sent the request, which faculty it was for and a link to a roster indicating the courses to add to the faculty credential file in IRM.

The Academic Services person will open the faculty roster link and review the credentialing request to make sure:

- The email in PeopleFinder and that the employee number listed on the request matches the one linked to this faculty person in the IRM system.
- In the case of credit, prep and PSAV faculty, the AS person will check that there is a majority of DC votes approving then roster request.
- If any of these items do not match, the request will be sent back to Final Reviewer.
- The email notice to Final Review of a returned request will give FR the ability to send the request to anyone in the stated approval path of this request for revision and resubmission.

The Academic Services personnel will notify those in the Review/Approval Path that the courses have been entered into the IRM System or send the request back to Final Reviewer for revisions or corrections. In the case of a returned request, at whatever level it is returned to, the request will need to go through the approval process again and then resubmitted to Academic Services. It will not need to go through Deans' Council approval again unless that was the original issue forcing the return.

For a completed credentialing request, once the Academic Services person selects "The information has been entered into the IRM system" and presses **Submit** a screen will show-up indicating that the notice has been sent to the appropriate people for these actions:

- CCE, AVOC, Supplemental Faculty - Program Manager/Associate Dean and Dean of Corporate and Continuing Education
- Credit/Prep/PSAV- Deans' Council members and Review and Approval Path

A Completed Credential Request

If entry into the IRM System is completed, once Academic Services notifies participants, the finished credential request will no long be visible on the OFCD screens. Requests returned for additional information, will remain on the OFCD screens until Final Reviewer submits it again to Academic Services with corrected information.

At this point, the approved credentialing request will no longer appear on the list of "Current Requests" in the Online Faculty Credentialing Database.   The credentialed courses will appear on the continuous faculty roster as a current credentialed course.

TECHNICAL SUPPORT

Faculty License/Certification Utility

Updating or deleting an existing license or certification for a faculty member does not require a credentialing request action unless this affects the faculty credentials to teach specific courses. In most cases, these licenses/certifications are renewed periodically and a full request is more than is needed. For this action, a license update utility was created in the Online Faculty Credentialing Database.

To use this utility, log into the OFCD and click on the **Update Licensure** link in the left Nav Bar. Type in the name of the faculty needing the update. Click on **Search.**

A listing of the faculty licenses and certification will appear. The listing gives the option of editing the listing or deleting it altogether.

Click on **Edit** to revise the information about the particular listing. Fill in the information as needed and click on **Update License/Certificate**.

De-Credentialing Faculty

An OFCD request can be made to de-credential part an existing faculty's credentialed courses. You login to the Online Faculty Credentialing Database, do a faculty search and start a new faculty credentialing request.

Go to the **Proposed Course Screen**. For Existing Faculty, there will be a link to existing courses for the faculty member in addition to the box to request to add new courses.

Click on this link. The link will take you to a list of credentialed courses that have check boxes to the left to select to de-credential.

Click on all that are to be deleted and click on **Submit**.

The screen will return to the proposed course screen and in addition to any courses being proposed for this faculty, under that listing will be a list of courses to deleted from the faculty credentials, You can change your mind and not deleted them by clicking on DELETE on this front PROPOSED COURSE screen. (This does not delete them from the faculty's credentials at this point. The de-credentialing needs to go through the review and approval process like any proposed courses.)

Click on **Submit.**

The credentialing roster will list the de-credentialed courses along with any proposed courses

IF YOU WANT TO TOTALLY DE-CREDENTIAL AN EXISTING FACULTY MEMBER (REMOVE ALL COURSES), THIS REQUIRES A SEPARATE ACTION FROM THE OFCD CREDENTIALING REQUEST.
- **SUBMIT A SEPARATE JUSTIFICATION TO YOUR ACADEMIC DEAN.**
- **YOUR DEAN WILL TAKE THIS TO DEANS' COUNCIL FOR A DECISION.**
- **ONCE DEANS' COUNCIL VOTES TO DE-CREDENTIAL A FACULTY PERSON, THE VICE PRESIDENT OF ACADEMIC AFFAIRS WILL NOTIFY ACADEMIC SERVICES.**
- **ACADEMIC SERVICES WILL PULL ALL THE CREDENTIALED COURSES FROM THE FACULTY ROSTER, INACTIVATE THE FACULTY ROSTER, REMOVE ALL ACTIVE COURSES FOR THIS FACULTY IN THE IRM SYSTEM AND ADD A NOTE TO THAT SYSTEM THAT THIS FACULTY HAS BEEN DE-CREDENTIALED AS OF A SPECIFIC DATE.**
- **THE DEAN, ASSOCIATE DEAN AND DEPARTMENT CHAIR OR PROGRAM MANAGERS WILL BE NOTIFIED WHEN THE DE-CREDENTIALING ACTION IS COMPLETED.**
- **THIS ACTION DOES NOT GO THROUGH THE ONLINE FACULTY CREDENTIALING DATABASE.**

Correcting Information on Faculty Roster that does not Require a Credentialing RequestAction

Sometimes errors in information will go all the way through the approval process and be a permanent fixture on the faculty roster. (Example-incorrect date of graduation on a degree, typo in course number of graduate course, spelling errors) The only information like this on the roster that can be corrected by the user is information contained in the Current Licensure/Certification section of the roster using the License Update Utility (Instructions on page 60). All other corrections of this nature must be submitted to the OFCD Administrator in an email message so that it can be corrected in the ACCESS database or reported to the OFCD programmer for correction.

Looking At Current Credentials Or Credential Requests

Anyone in the Online Faculty Credentialing Database Approval Path can look at existing faculty credentials and new credential requests in this system.

Existing Faculty

To look at existing faculty credentials and any proposed new credentials for existing faculty, login to the Online Faculty Credential Database and search for the existing faculty member.

New Faculty

For new faculty who are just being credentialed, login to the Online Faculty Credentialing Database and do a faculty search. For new faculty, you will only be able to look at the current credential request. If the request has progressed to you in the approval path, then you will see the actual screens to edit. If the approval path is before or beyond your position, you will be able to view a credentialing request roster.

Viewing a Full Faculty Roster Screen

At the top of each screen in the Online Faculty Credentialing Database, a link titled **View Full Faculty Roster** is available. When you click on this link, a full roster will appear in a separate window. You may scroll through the roster and see all the courses listed for the given faculty member. Existing credentials will be listed in plain black font. *Credentials proposed by someone in another online request will be listed in italicized black font* and the current credential request will be listed in red lettering.

Faculty Credential Request

Faculty Name: PORRO, ANA M.
Employee Number: 1946
Faculty Email: porroa@palmbeachstate.edu

Employment Status: Current
Teaching Status: Full Time
Hire Date: January 1, 2000

Originator's Name:
Date of Request:
Requesting Department: DEG MATH -- MATHEMATICS

There are currently no Dean's Council voting records for this request.

College Degrees (US)

College Degree	Degree Major	Institution	Accreditation	Date Received
M.S. - Master of Science	Mathematics	Florida Atlantic University	SACS	August 7, 1987

Graduate Courses

(quarter hour graduate courses are converted to semester hours when posted.)

Discipline	Course Number	Course Title	Qtr/Sem	Credit Hours	Institution/Comments
Mathematics/Mathematics Preparatory	MAA 5306	Real Analysis	Sem	3.0	
Mathematics/Mathematics Preparatory	MAA 5406	Complex Analysis	Sem	3.0	
Mathematics/Mathematics Preparatory	MAA 6407	Complex Analysis Combinatorics	Sem	3.0	
Mathematics/Mathematics Preparatory	MAS 5311	Abstract Algebra	Sem	3.0	
Mathematics/Mathematics Preparatory	MAS 6312	Abstract Algebra	Sem	3.0	
Mathematics/Mathematics Preparatory	MAT 6907	Ordinary Diff Equal	Sem	3.0	
Mathematics/Mathematics Preparatory	MATH 7120	Algebra 1	Sem	3.0	
Mathematics/Mathematics Preparatory	MATH 7300	Elem Clas Analysis 1	Sem	3.0	

Total Semester Hours: 24.0

Current Licensure/Certification

License/Certificate Name	Florida Health.com URL	Issue Date (Required)	Expiration Date (Blank indicates No Exp. Date)

Credential Justification (Credit, Prep, PSAV, CCE, AVOC)

(coursework, work experience in field, certificates & licensure without expiration dates, other pertinent request information)

Background Information	Expiration Date	Comments
Palm Beach Community College - Teaching experience 8/22/90 to present - All levels of Math		

Special Criteria

Special Criteria	Date To Be Completed	Comments

Proposed / *Proposed* / Approved Courses

Course Number	Course Title	Exception
MAC1105	College Algebra (AA)	
MAC1114	Trigonometry (AA)	
MAC1140	Precalculus (AA)	
MAC2233	Survey of Calculus (AA)	
MAC2311	Calculus With Analytic Geometry 1 (AA)	
MAC2312	Calculus With Analytic Geometry 2 (AA)	
MAC2313	Calculus With Analytic Geometry 3 (AA)	
MAP2302	Differential Equations (AA)	
MAT0020	Basic Algebra 2 (Prep)	
MAT1033	Intermediate Algebra (AA)	
MGF1106	Liberal Arts Mathematics (AA)	
MGF1107	Finite Mathematics (AA)	
MTG2206	College Geometry (AA)	
STA1021	Probability and Statistics (AA)	
STA2023	Statistics (AA)	

For active roster request views, again, existing credentials will be listed in plain black font. *Credentials proposed by someone in another online request will be listed in italicized black font* and the current credential request will be listed in red lettering.

If a request has gone to Deans' Council, it will also show the Deans' Council vote as it stands.

View continued on next page.

Faculty Credential Request

Requestor of Record: Paul Friedman

Faculty Name: AIELLO, FRANK
Employee Number: 88185
Faculty Email: aiellof@palmbeachstate.edu

Fac Dev Crs Completion: Completed
Teaching Status: Part Time
Hire Date: June 27, 2012

Originator's Name: Edgar Richard
Date of Request: May 22, 2013
Requesting Department: CTE CJ – CRIMINAL JUSTICE

Dean's Council Vote: MF (A)   AK (A)   BM (A)   GP (A)   PR (A)   JR (A)   EW (N)   SS (A)

College Degrees (US)

College Degree	Degree Major	Institution	Accreditation	Date Received
M.S. - Master of Science	Criminal Justice	Nova Southeastern University	SACS	May 31, 2012

Graduate Courses
(quarter hour graduate courses are converted to semester hours when posted.)

Discipline	Course Number	Course Title	Qtr/Sem	Credit Hours	Institution/Comments
Criminal Justice Institute	CJI 0520	Social Admin in Crim Justice	Sem	3.0	
Criminal Justice Institute	CJI 0530	Legal Issues in Crim Justice	Sem	3.0	
Criminal Justice Institute	CJI 0550	Investigative Processes	Sem	3.0	
Criminal Justice Institute	CJI 6110	Criminal Evidence	Sem	3.0	
Criminal Justice Institute	CJI 6130	Criminal Law	Sem	3.0	
Criminal Justice Institute	CJI 6150	Slctd Iss in Fornsc & Soc Sci	Sem	3.0	
Criminal Justice Institute	CJI 6230	Behavioral Criminology	Sem	3.0	
		Total Semester Hours:		**21.0**	

Current Licensure/Certification

License/Certificate Name	Florida Health.com URL	Issue Date (Required)	Expiration Date (Blank indicates No Exp. Date)

Other Qualifications and Comments
(related to courses taught)

Background Information	Expiration Date	Comments

Special Criteria

Special Criteria	Date To Be Completed	Comments

Proposed / *Proposed* / Approved Courses

Course Number	Course Title	Exception
CCJ1010	Introduction to Criminology (AA)	
CCJ1020	Administration of Criminal Justice (AA)	
CCJ1618	Criminal Psychology (AA)	
CJE1300	Police Administration 1 (AA)	
CJE2600	Criminal Investigation (AA)	
CJJ2002	Juvenile Delinquency (AA)	
CJL2100	Criminal Law (AA)	
CJL2130	Laws of Evidence (AA)	
CJL2403	Law of Arrest, Search, and Seizure (AA)	
DSC1002	Terrorism and U.S. Security (AA)	

Red Text – Your request

Black Standard Text – Already Approved Credentials

Black *Italic* Text – Another Request for same Faculty

Printing Faculty Credential Request Rosters

To print a faculty request roster, do a **Faculty Search** and click on view to the left of the faculty name. This will bring up a credentialing roster (for existing faculty it will have existing courses and proposed courses, for new faculty, it will have proposed courses only.)

Before printing, you will need to format your printer:

Click on **File-Page Set-up**. For margins, make sure the margins are .25" on all sides. Orientation should be "landscape". Click **OK**.

To print, either click on the printer icon on the top toolbar on your screen or click on File Print and select the printer you want to use.

Site Administration/Troubleshooting

Persons requesting to be added to the Online Faculty Credentialing Database must be recommended to Academic Services by their supervisor. Once submitted to Academic Services via an email request, their name will be added to the Approval Path Drop-down list.

Technical Hints

- In most cases, you need to TAB between boxes being filled in, the cursor will not automatically advance between boxes.

- Text can be cut and pasted from another electronic document into the OFCD.

- **Do not use the back button on the link during the approval process**.

  For the OFCD, the **Faculty Search Button** on the left Nav Bar should serve as the Back Button.
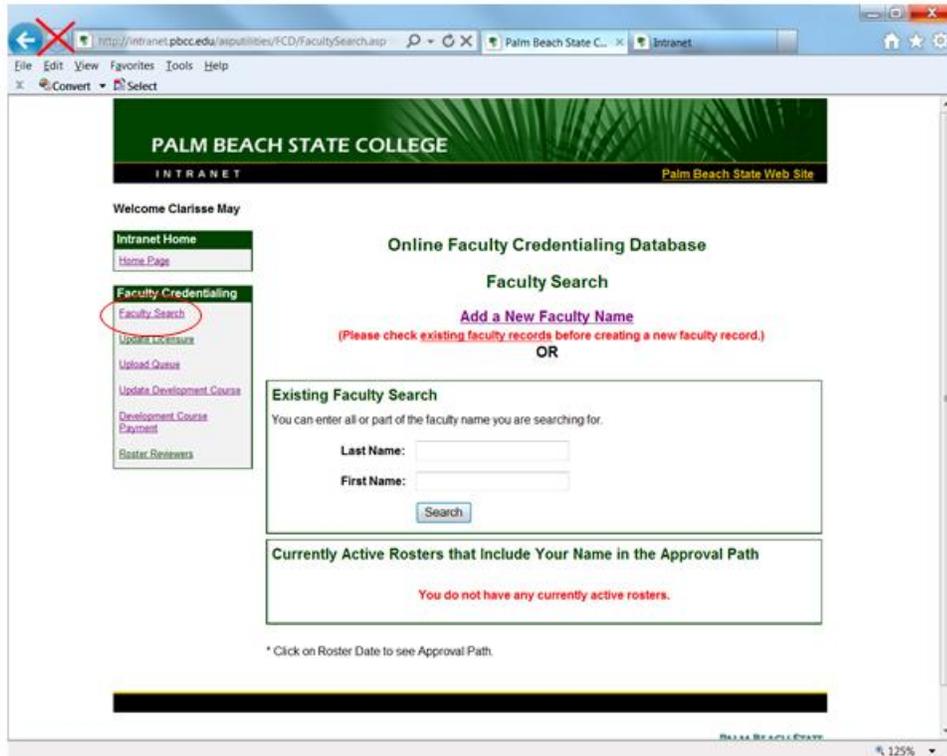
Adding the OFCD link to your My Links on your Intranet page

Log into your Internet page at http://intranet.palmbeachstate.edu/ . Click on **Add/Edit Custom Links.**

Then click 'Add New Custom Link'

Type in the address for the OFCD in the Link box and the title you want to remember the link by. Click on **Add New Custom Link**.

The link information is http://intranet.pbcc.edu/asputilities/FCD/index.asp

When you click on **Intranet Home,** the link will show up in **My Custom Links,** on the page with the given title.

<u>APPENDICES</u>

Sample Variations on the OFCD Approval Path *

All key participants have different designated staff who assist with the process. DC/PR initiates request.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM	*DC/PM Staff*	*AS*	*AS Staff*	*Dean*	*Dean Staff*

Staff initiates and review credential request before it proceeds to DC/PM, AS or Dean.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM Staff	*DC/PM*	*AS Staff*	*AS*	*Dean Staff*	*Dean*

DC/PM and AS share staff. DC/PM initiates request. (Version 1)

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM	*DC/PM/AS staff*	*AS*	*DC/PM/AS Staff*	*Dean*	*Dean Staff*

DC/PM/AS share staff. DC/PM initiates request. (Version 2)

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM	*DC/PM/AS staff*	*DC/PM/AS staff*	*AS*	*Dean*	*Dean Staff*

DC/PM and AS share staff. DC/PM initiates request. Dean's staff reviews before Dean's approval and processes after.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM	*DC/PM/AS Staff*	*AS*	*Dean Staff*	*Dean*	*Dean Staff*

DC/PM out on leave. AS staff initiates request. Dean review prior to Dean's staff processing request.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
AS staff	*AS staff*	*AS*	*AS*	*Dean*	*Dean Staff*

AS out on leave. DC/PM staff originate. Dean staff review before Dean's approval and processes after.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM Staff	*DC/PM Staff*	*DC/PM*	*Dean Staff*	*Dean*	*Dean Staff*

Only one staff for all three positions. DC/PM initiates request, staff reviews before Dean's approval and processes after.

Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff
DC/PM	*Staff*	*Staff*	*Staff*	*Dean*	*Staff*
Orig	Review #1	Review #2	Review #3	Review #4	Final Rev Staff

In any case where the same person is in two or more slots in a row, the OFCD will only notify them once at the highest level. If the request is sent back in this case, again, the person with multiple listings in a row will only be notified once.

These are only sample variations. Generally, deans like to have their assistant review a request before the dean signs off and then the dean's assistant is Final Reviewer in the process. The important thing to note is that all six (6) boxes must be filled for the request to be initiated and progress forward.

Principles of Accreditation:
Foundations for Quality Enhancement

SECTION 3:
Comprehensive Standards

3.7 **Faculty**

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. 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.

Credential Guidelines:
  a. *Faculty teaching general education courses at the undergraduate level: doctor's 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).*
  b. *Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's 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).*
  c. *Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.*
  d. *Faculty teaching baccalaureate courses: doctor's 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.*
  e. *Faculty teaching graduate and post-baccalaureate course work: earned doctorate/ terminal degree in the teaching discipline or a related discipline.*
  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.*

3.7.2 The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.

3.7.3 The institution provides evidence of ongoing professional development of faculty as teachers, scholars, and practitioners.

3.7.4 The institution ensures adequate procedures for safeguarding and protecting academic freedom.

3.7.5 The institution publishes policies on the responsibility and authority of faculty in academic and governance matters.

Regional Institutional Accrediting Agencies

Middle States Commission on Higher Education http://www.msche.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands, including distance education programs offered at those institutions.

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104
Telephone: (267) 284–5000
E-mail: info@msche.org

New England Association of Schools and Colleges, Commission on Institutions of Higher Education
http://cihe.neasc.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont that award bachelor's, master's, and/or doctoral degrees and associate degree-granting institutions in those states that include degrees in liberal arts or general studies among their offerings, including the accreditation of programs offered via distance education within these institutions. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

209 Burlington Road, Suite 201, Bedford, MA 01730
Telephone:781-271-0222
CIHE direct line: 781-541-5414
E-mail mailto:cihe@neasc.org

New England Association of Schools and Colleges, Commission on Technical and Career Institutions
http://ctci.neasc.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidate status") of secondary institutions with vocational-technical programs at the 13th and 14th grade level, postsecondary institutions, and institutions of higher education that provide primarily vocational/technical education at the certificate, associate, and baccalaureate degree levels in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

209 Burlington Road, Suite 201, Bedford, MA 01730
Telephone :(781) 271-0022
mailto:kwillis@neasc.org

North Central Association of Colleges and Schools, The Higher Learning Commission
http://www.ncahlc.org/about-hlc/
Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming, including schools of the Navajo Nation and the accreditation of such programs offered via distance education within these institutions.

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413
Phone: 800.621.7440 / 312.263.0456 . Fax: 312.263.7462 .
info@hlcommission.org

Northwest Commission on Colleges and Universities http://www.nwccu.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of postsecondary educational institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington and the accreditation of such programs offered via distance education within these institutions.

8060 165th Avenue N.E., Suite 100, Redmond, WA 98052
Telephone: 425 558 4224 (Voice), 425 376 0596 (Fax)
E-mail address: mailto:selman@nwccu.org

Southern Association of Colleges and Schools, Commission on Colleges http://www.sacscoc.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, including distance education programs offered at those institutions.

1866 Southern Lane, Decatur, GA 30033
Telephone: (404)679-4500, Fax: (404)679-4558
E-mail address: http://www.sacscoc.org/FAQTOC.asp

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
http://www.accjc.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of community and junior colleges located in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Marianna Islands, and the Republic of the Marshall Islands, and the accreditation of such programs offered via distance education at these colleges.

10 Commercial Boulevard, Suite 204, Novato, CA 94949
Telephone: 415.506.0234 , Fax: 415.506.0238
Email: accjc@accjc.org

Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
 http://www.wascsenior.org/
Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of senior colleges and universities in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands and the Republic of the Marshall Islands, including distance education programs offered at those institutions.

985 Atlantic Avenue, Ste. 100 Alameda, CA 94501
Telephone: (510) 748-9001, FAX: (510) 748-9797
http://www.wascsenior.org/contact

Foreign Transcript Evaluation Sources

For your information, please see the list of agencies that have been approved by Human Resources to evaluate foreign transcripts for faculty by visiting the following web page: http://www.naces.org/members.htm.

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- Academic Evaluation Services, Inc.
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- A2Z Evaluations, LLC
  (Member since May 2009)

- Center for Applied Research, Evaluations, & Education, Inc. ▲
  (Member since March 1987)

- Education International, Inc. ▲
  (Member since March 1987)

- Educational Credential Evaluators, Inc. ▲
  (Member since March 1987)

- Educational Perspectives, nfp.
  (Member since April 2003)

- Educational Records Evaluation Service, Inc.
  (Member since April 1993)

- e-ValReports
  (Member since May 2007)

- Evaluation Service, Inc. ■
  (Member since June 1991)

- Foreign Academic Credential Service, Inc. ▲
  (Member since March 1987)

- Foreign Educational Document Service
  (Member since April 1994)

- Foundation for International Services, Inc. ▲
  (Member since March 1987)

- Global Credential Evaluators, Inc.
  (Member since March 2004)

- Global Services Associates, Inc.
  (Member since May 2000)

- International Academic Credential Evaluators, Inc.
  (Member since May 2006)

- International Consultants of Delaware, Inc. ▲
  (Member since March 1987)

- International Education Research Foundation, Inc. ● ▲
  (Member since March 1987)

- Josef Silny & Associates, Inc. International Education Consultants
  (Member since April 1991)

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- World Education Services, Inc. ▲
  (Member since March 1987)

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Navigating The Council For Higher Education Accreditation Website

www.chea.org

After logging onto the Council for Higher Education Accreditation Website, click on Databases and Directories.
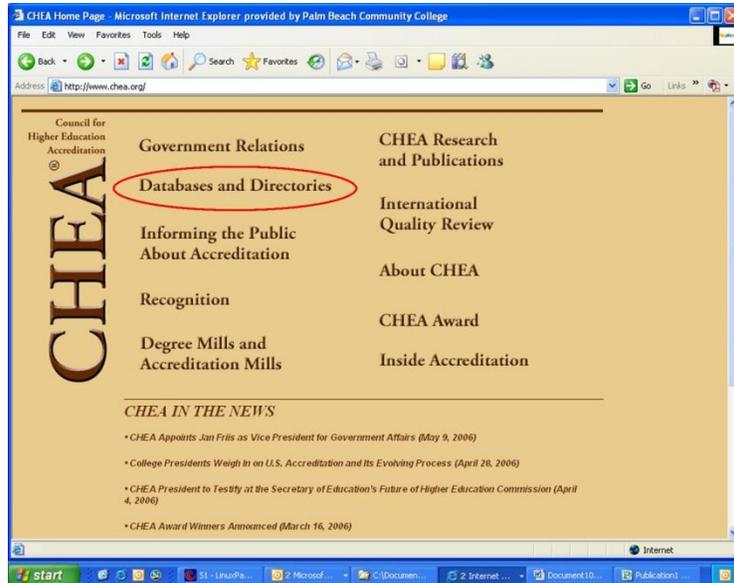

From this drop-down select:

- ▪ Database of Institutions and Programs Accredited
 By Recognized U.S. Accrediting Organizations
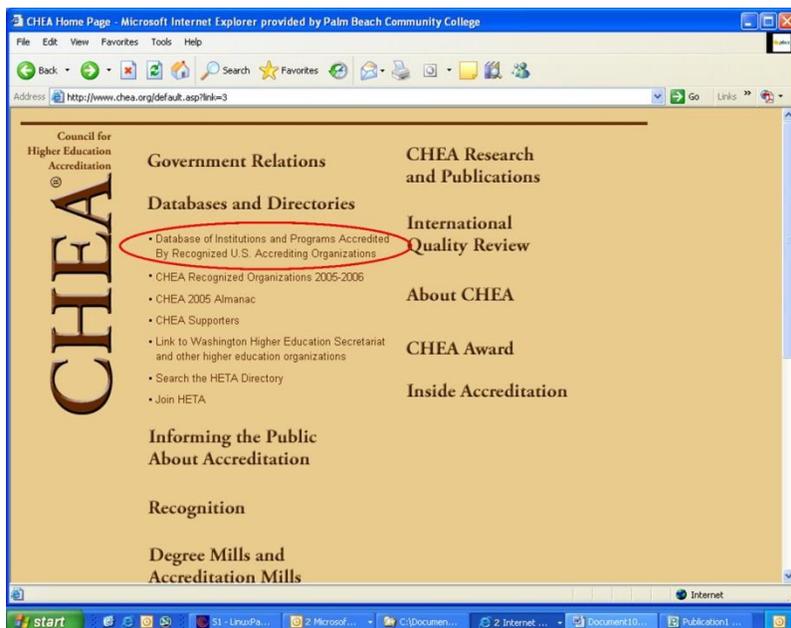

This screen will reveal the top of a user agreement.
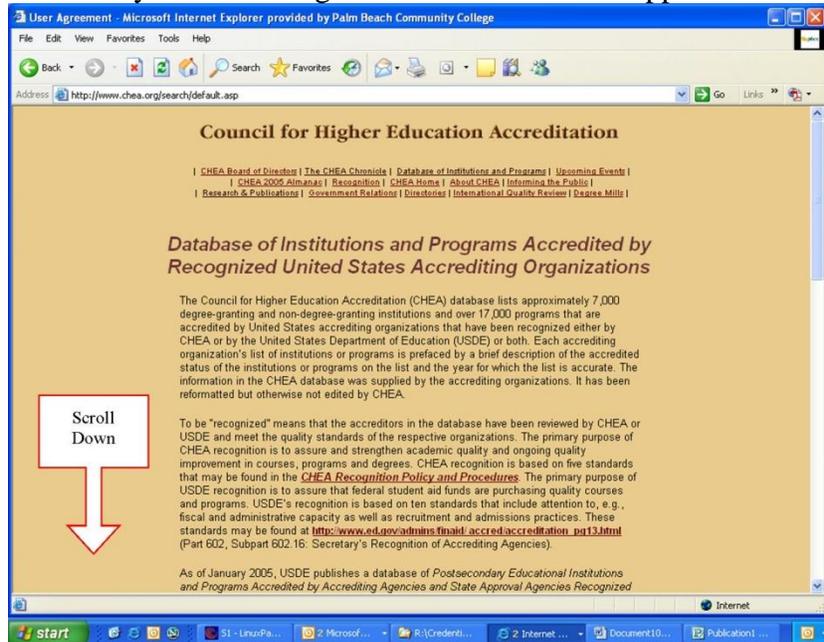
Scroll down and click on "I agree"
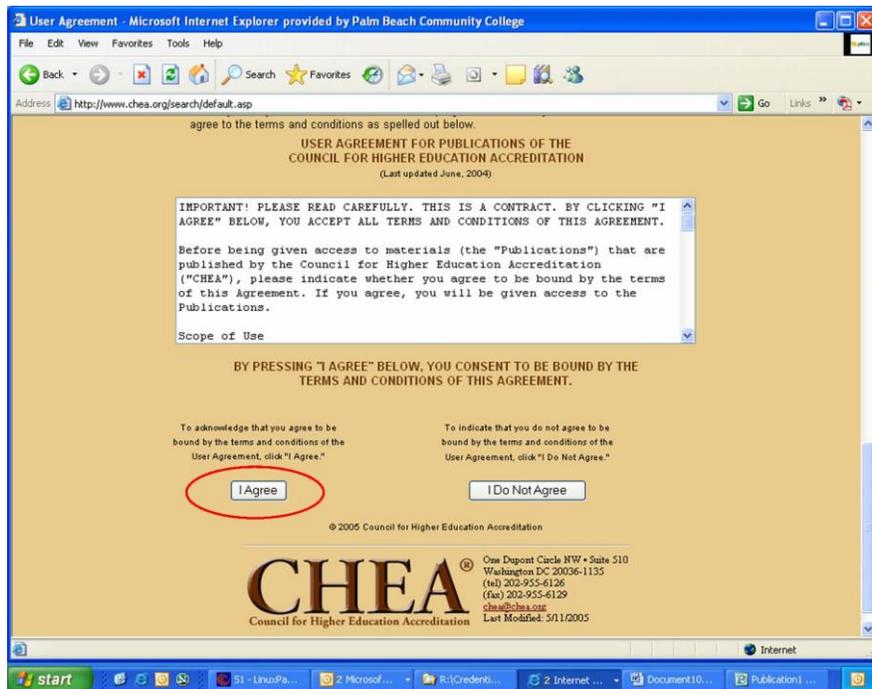
This action will bring up the top of the search screen where you can research:
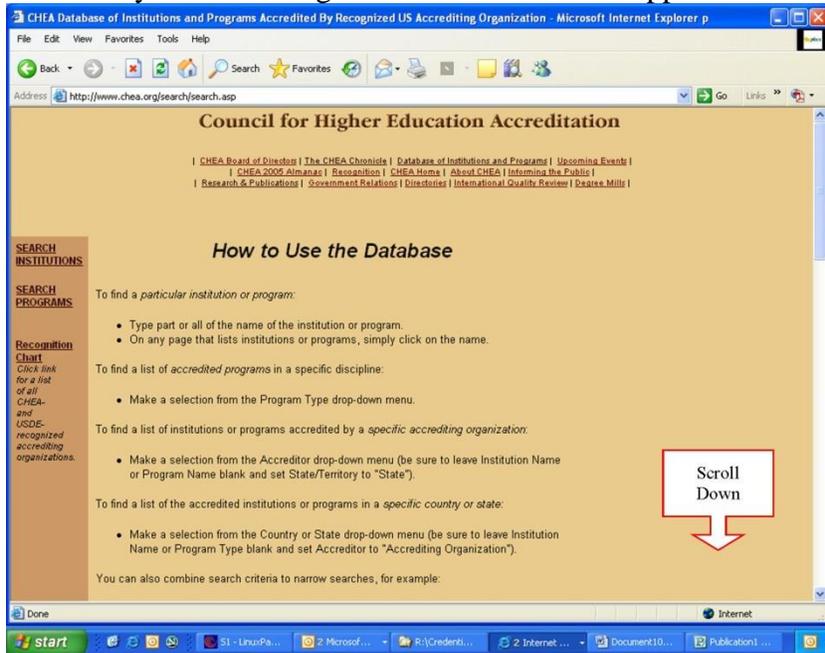
institution accreditation or a specific program accreditation.
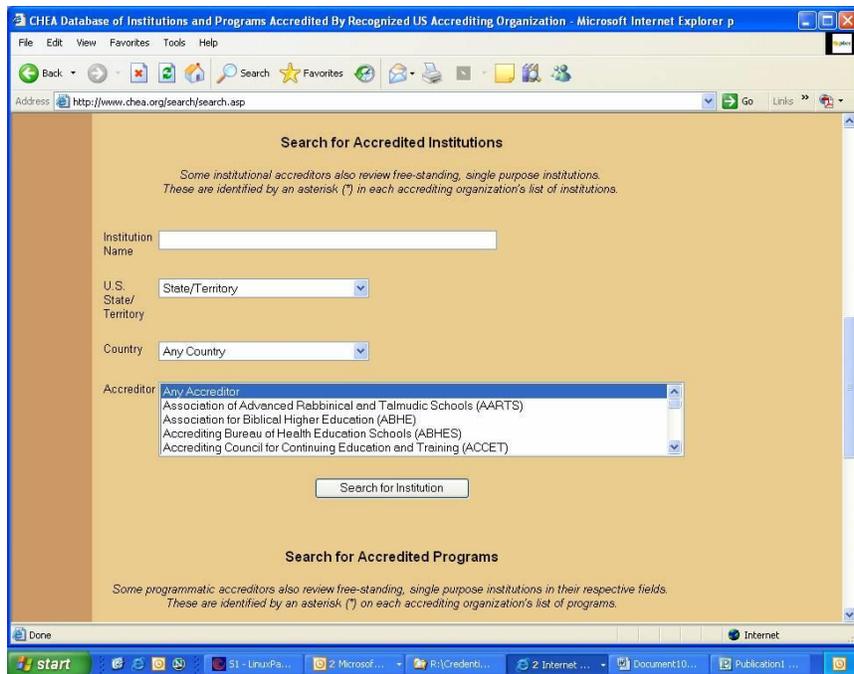
Fill in the institution to be researched in the blank provided and select the state from the drop-down. Click on: **Search for Institution.** This will bring up a listing of all the institutions with the same name and locations within the state selected.
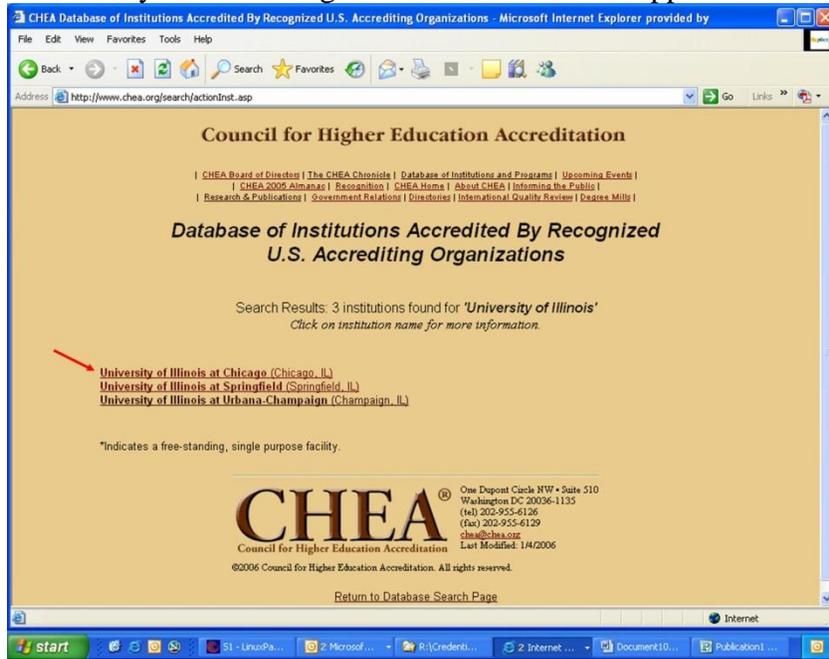
Click on the institution you are looking for and this will bring up the specific institution screen with the accreditation agency listed at the bottom of the screen. The initials in parenthesis should match the drop down in the Online Faculty Credentialing Database screen for Advanced Degrees.
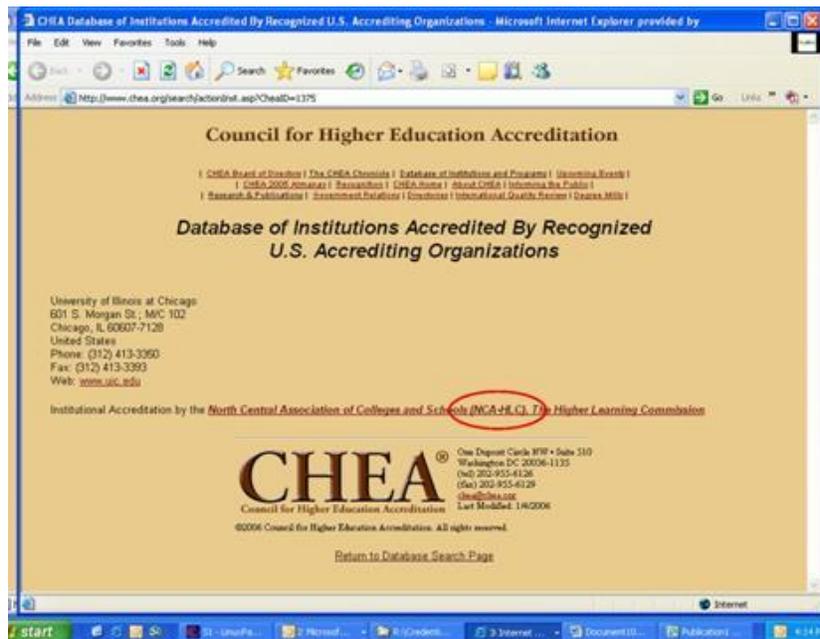
Close out this window by clicking on the large red **"X"** in the top right hand corner. This will bring you back to the specific institution list. From here you can click on the browser back button to search for the next institution to be researched