


Entering Credentialing Information SACS – Other Qualifications

If a faculty member, instructor, or GPTI does not have the academic credentials identified in Texas Tech University OP 32.36, which is closely aligned with SACS standards, the department must document the instructor of record has sufficient alternative credentials to prove he/she is qualified to teach the course and provide a rationale for why alternative credentials qualify the faculty member to teach the course.

From DigitalMeasures, “General Information” screen > “Faculty/IOR Qualifications”

Click on 

1. Academic Year: 2017-2018

2. A “Justification Statement” is usually written by the Chair of the department.

You can copy/past it in the text box provided.

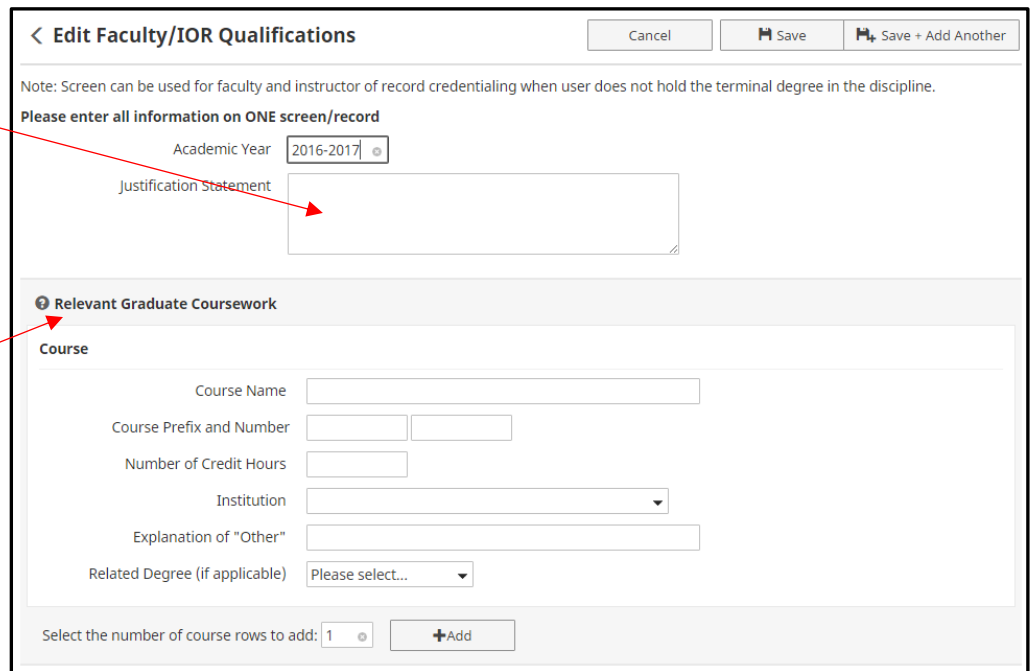
3. Enter at least 18 hours of graduate credit in the teaching field:

4. Relevant Graduate Coursework

- Enter Course Name (Same as on transcript)
- Course Prefix and Number
- Number of Credit Hours
- Institution (if Institution is not found, choose “Other”)
- Related Degree

5. Click on “Add” to add another course until all courses are entered

6. Choose the Publications, Presentations, Grants/Sponsored Research and/or Artistic and Professional Performance/Exhibit that assist in credentialing



< Edit Faculty/IOR Qualifications Cancel Save Save + Add Another

Note: Screen can be used for faculty and instructor of record credentialing when user does not hold the terminal degree in the discipline.

Please enter all information on ONE screen/record

Academic Year:

Justification Statement:

Relevant Graduate Coursework

Course

Course Name:

Course Prefix and Number:

Number of Credit Hours:

Institution:

Explanation of "Other":

Related Degree (if applicable):

Select the number of course rows to add: +Add