



Office of Faculty Initiatives

Guidelines for Development: MDC Faculty Credential Statements

1. Initiating the statement.

- a. The coordinating or supervising Faculty/Academic School Dean reviews the credential statements in the Faculty Credentials System.
- b. The 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 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 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 Dean consults the Campus President who supervises the discipline or school.
- g. The 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 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 Dean should keep the relevant chairs and full-time faculty informed as the statement moves through the review and approval process.
1. **Proposing the statement.** When the Dean, having consulted the supervising or coordinating Campus President, and the Associate Provost are in agreement, the 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.
 2. **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 Dean should inform discipline conveners and all Faculty/Academic School Deans should inform their respective discipline chairs and associate deans about the approval.
 3. **Statement publication.** Upon approval by ALC, the supervising or coordinating Dean will email the approved statement to the Associate Provost, Faculty Initiatives, who will have the statement entered in the MDC Faculty Credential list.