

**Guidelines for Development MDC Faculty Credential Statements**  
**Approved**  
**Academic Leadership Council**  
**November 2010**

1. **Initiating the statement.**
  - a. The coordinating or supervising Academic Dean reviews the credential statements on the Academic and Student Affairs website.
  - b. The Academic Dean meets with the overall discipline convener or school director and, as needed, with the fulltime 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 and on practice reflected in other MDC faculty credential statements. 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 fulltime faculty.
  - e. The next step is for the Academic Dean to develop 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 Academic Dean consults the Campus President, who supervises the discipline or school.
  - g. The Academic Dean reviews the substance and wording of the proposed statement with the Associate Provost, Academic Affairs, to be certain the statement reflects standard academic practice and is in compliance with SACS guidelines. If the Dean and Associate Provost are not in agreement, then the Vice Provost, Education would be consulted.
  - h. The Dean should keep the relevant chairs and fulltime faculty informed as the statement moves through the review and approval process.
2. **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 accompanied with the rationale to the Academic Leadership Council (ALC) for approval.
3. **Statement implementation** Upon approval by ALC, the credential statement is in effect and must be applied to any fulltime or adjunct faculty employed for the term immediately following ALC approval. The supervising or coordinating Academic Dean should inform the relevant school director or chair discipline convener and all academic deans should inform the relevant discipline chairs and associate deans.
4. **Statement publication.** Upon approval by ALC, the supervising or coordinating academic dean will email the approved statement to the Associate Provost, Academic Affairs, who will have the statement entered on the MDC Faculty Credential list.