

Current Faculty Validation Process at a Glance

1. Each Spring term, request current faculty update their Digital Measures profile and submit any documents related to additional credentials earned during the academic year to the Office of the Provost by April 1.
2. Run, print and evaluate your departmental Faculty Roster as soon as possible after April 1 and determine if any information is missing.
3. If information is missing from the Roster, request faculty input any missing Roster information. If applicable, remind them to provide a copy of their transcript(s) to the Office of the Provost before leaving for the term.
4. Bring your self-evaluated faculty roster, with any deficiencies noted, to the Accreditation Academy annually and participate in the faculty credential peer workgroup activity.
5. Address any recommendations from your peer workgroup by doing the following:
 - a. Fill out the **Departmental Faculty Roster Validation Form** noting the deficiencies and submit the form and your Faculty Roster to the Office of the Provost by August 1st.
 - b. Request faculty provide recommended additional information such as a transcript or alternate qualification related to the current position and update Digital Measures.
 - c. Submit the **Faculty Credentials Validation Form** for all faculty with additional credentials to the Office of the Provost.
 - d. Office of the Provost will use this information to look for necessary transcripts.