FACULTY CREDENTIALING PROCESS

Legend:
- Office
- External Document
- Decision
- Process
- Process
- Internal Document
- OUA&A Processes
- Main Process
- Alternative Process

Start

Department Chair's Office (Obtain, Fill-Out, Review & Sign)

Obtain Official Transcripts (OT)

US Accredited University? — **Yes** / **No**

Fill-out the forms with the Official Transcripts Information

Fill-Out Memo & Collect CV
- Memorandum Check List
- Curriculum Vitae

Add OT to CP

Add Doc(s) to CP

Fill-Out Forms
- Certification of Credentials
- Biographical Data Sheet

Obtain Foreign Transcript Evaluation (FTE)

Fill-out the forms with the Foreign Transcript Evaluation Information

Terminal degree in the discipline of instruction? — **Yes** / **No**

Add FTE to CP

Create a Justification Statement / Credentials (JS) (Letter)

Add JS to CP

Credentialing Packet (CP)
Memorandum Check List
Biographical Data Sheet
Curriculum Vitae
Certification of Credentials
    Justification Statement
Official Transcripts
    Foreign Transcript Evaluation

College Dean's Office (Review & Sign)

Packet Approved? — **Yes** / **No**

Office of University Accreditation and Assessment (OUA&A)
1. Review
2. Activation
3. Confirmation email
4. Interfolio Data Entry
5. File Docs in Laserfiche

2, 3, 4 & 5

2. Activation in Banner

3. Confirmation email to College Dean's Office

4. Interfolio Data Entry

5. File Docs in Laserfiche

Returned for Activation

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1. Packet Review

Packet in Compliance? — **Yes** / **No**

Provost Office (Review & Sign)

Returned for review

End