LSU ALTERNATIVE CREDENTIALING: INSTRUCTOR OF RECORD APPROVAL PROCESS
(Undergraduate & Graduate Courses)

This form and supporting documentation must be submitted for review by the Office of Academic Affairs and the Graduate School prior to Instructor of Record (IoR) assignment for the following scenarios:

- A proposed Instructor of Record (IoR) who does not have the specified academic credentials as outlined in the “LSU Instructor of Record Credentialing Guidelines” to meet minimum SACSCOC expectations.
- A proposed Instructor of Record (IoR) who is to teach a graduate-level course and who is not a current or newly hired Tenured/Tenure-Track LSU faculty member.

Note: This process does not grant the person Graduate Faculty status, but a three-year approval to teach the specified course as approved by the Graduate School.

ADDING ALTERNATIVE CREDENTIALING

1. To start the request, type “Create Request” in the Workday search box.

   a. A box will pop up asking the Request Type. Click the search box and select All and then select Alternative Credentialing.

   b. Click OK.
2. Type in the **First and Last Name** of the proposed Instructor.

3. Provide an **89#** if they are currently employed at LSU.
   - **Note:** If this person is currently not an employee at LSU and does not have an assigned #89, do not populate.

4. Select one (1) of the **Instructor of Record Classification** options:
   - a. If selecting **Other**, please provide additional details regarding the proposed Instructor of Record Classification.
   - b. If selecting **Graduate Teaching Assistant (TA)**, you must select **I Agree**.

5. Type in the **Academic School/Department**
   - a. Example: **Department of History**.

6. **Course Information**: You may list up to eight (8) courses for consideration.
   - a. Please provide the effective semester code (SSCCYY) for teaching.
     - i. Example: **1S2022, 1L2023**

7. Select **Yes or No** to indicate if the course will be for graduate-level credit.
   - a. Please provide the details regarding the course (course rubric, course number, course title, and a brief description). You are required to provide the details regardless of **Yes/No**.
8. After completing all Course Information, select if you are requesting alternative credentialing due to **18 graduate credit hours earned** in teaching discipline.
   a. If **Yes**, please enter a justification supporting this request.
      i. For a GTA that has earned a graduate degree in the teaching discipline, list the academic degree(s).
      ii. For all IoR's credentialled based on at least **18 graduate credit hours earned** in the teaching discipline, the specific courses totaling 18 graduate credit hours must be entered into the faculty credentialing application and approved. It is not necessary to enter the earned credits in this form.
   b. If **No**, type in **N/A**.

   **Note**: The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

9. Select whether you are requesting alternative credentialing due to **related professional licenses/certifications**.
   a. If **Yes**, please enter a justification supporting this request including any relevant Licensures/Certifications (Name, License #, and State Issued, if applicable).
   b. If **No**, type in **N/A**.

   **Note**: The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

10. Select whether you are requesting alternative credentialing due to **professional, work-related experience** in the teaching discipline.
    a. If **Yes**, please enter a justification supporting this request and indicate the professional, work-related experience that clearly documents the qualifications to teach the course(s). Include additional detail and supporting evidence, as needed. Please attach a current resume/CV at the bottom of this form.
    b. If **No**, type in **N/A**.

   **Note**: The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

11. Select whether you are requesting alternative credentialing based upon **research, scholarship, and/or creative activities** in the teaching discipline.
    a. If **Yes**, briefly indicate the primary activities that clearly document the qualifications to teach the course(s). Include additional detail and supporting evidence, as needed, such as a current CV at the bottom of this form.
    b. If **No**, type in **N/A**.

   **Note**: The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

12. Select whether you are requesting alternative credentialing for **other relevant qualifications not listed above**.
    a. If **Yes**, please provide examples of other qualifications not covered above, making a compelling case for justification to teach the course. This may include certificates, honors, awards, grants, an earned terminal degree with a minor or area of emphasis in the teaching discipline (e.g., PhD in Sociology, Minor in Women & Genders Studies). Please attach supporting documentation as referenced.
    b. If **No**, type in **N/A**.

   **Note**: The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.
13. Please attach Transcripts for Academic Degrees Earned. For each transcript attached, please enter University, Degree, Discipline in the Comments (LSUAM MA Theatre).

14. Please attach a current resume or CV as well as any additional supporting documentation for this request.

15. Enter any additional details in the comments section.

16. Click Submit.

17. After the request is submitted, it will route to the Department Head.

   **Note:** If the HR Department Head is not the Associate Dean, then they will need to be added as an approver for the request. For a list of Associate Deans who can approved these requests, please see Faculty Credentials and Qualifications.

   i. First, you will click the Add Approvers button at the bottom.

   ![Add Approvers](image)

   ii. Next, type in the name of the Associate Dean of the College.

   ![Add Approvers](image)

   iii. Last, click the submit button.

   ![Add Approvers](image)

   **Note:** Once the Department Head and the Associate Dean have approved the request, the request will then route to the Office of Academic Affairs and then to the Graduate School, if applicable. The request initiator will receive a notification when approved. If additional information is required, the initiator may be notified via an email.