Faculty Credentials Application
To access the application, you must have the Academic Credential Specialist role, which is assigned at the Academic Unit Hierarchy. This will grant you access to the rubrics associated with that unit. You may access the Faculty Credentialing Application via myLSU under the Instructional Support tab>Faculty Credentials.

Entering Faculty Credentials in the Application
For each faculty member designated to teach a course, a credentialing record must be loaded in the application to assign the instructor of record in Mainframe.

1. Search for the faculty member’s name by using the 89-number or paws ID.
2. Select New in the top left corner under the employee’s name.
3. Select the Department (Rubric).
4. Indicate if the Instructor of Record (IoR) has earned the Terminal Degree in the teaching discipline.
5. Select the Course Number the IoR will be assigned to teach.
6. If there is no Expiration Date for the Credential, it may be left blank. If entered, the credential will expire upon the expiration date.
7. Select if the Credential Type is Degree or SACSCOC Exception.

- An IoR assigned to a course that awards graduate-level credit should possess the terminal degree in the teaching discipline. An IoR teaching Undergraduate courses should have a master’s degree in the teaching discipline or at least 18 earned graduate credits in the teaching discipline. If these criteria are not met, prior approval is required for Alternative Credentials. See the Alternative Credentialing job aid and Faculty Credentials and Qualifications for more information.

- a. If the instructor Has the Terminal Degree in the teaching discipline, the Credential Type will be Degree.
- b. If the instructor does not have the Terminal Degree but has earned the master’s degree in the teaching discipline, the Credential Type will be Degree.
- c. If the instructor does not have the Terminal Degree and has not earned the master’s degree in the teaching discipline, the Credential Type must be SACSCOC Exception.
8. If the Credential Type is “SACSCOC Exception”, select Add Exception and indicate the Exception Type and Justification, which should mirror the Justification entered on the approved Alternative Credential.

<table>
<thead>
<tr>
<th>Professional Experience</th>
<th>Temporary</th>
<th>Grad School Admin Approval</th>
<th>18 Hours Graduate Studies</th>
<th>License/Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>justification indicates that the employee has certain professional experience that qualifies them to teach a certain course in lieu of the terminal degree.</td>
<td>justification indicates that the employee has temporary provisional approval to teach a certain course in lieu of the terminal degree for a temporary period. Required expiration date.</td>
<td>justification indicates that the Non-Tenure Track or Non-Tenured employee has Administrative Approval from the Grad School to teach a Graduate Level Course.</td>
<td>justification indicates that the employee has a minimum of 18 hours of graduate credits in the teaching discipline qualifying them to teach a certain course in lieu of the terminal degree.</td>
<td>justification indicates that the employee has a license or certification qualifying them to teach a certain course in lieu of the terminal degree.</td>
</tr>
</tbody>
</table>

- a. Select Add Course if the Exception Type is 18 Hours Graduate Studies, to add the courses totaling the 18 credit hours in the teaching discipline.
- 9. Once you have completed the Credential, select Save.
Editing Faculty Credentials in the Application
You can edit an existing Faculty Credential through the Faculty Credentialing Application.
1. Search for the faculty member’s name by using the 89-number or paws ID.
2. Find the course credential that needs to be edited and select Edit.
3. You can edit the credential details for the specific course credential selected.
4. Once editing is complete, select Save.

Deleting Faculty Credentials in the Application
You can delete an existing Faculty Credential through the Faculty Credentialing Application.
1. Search for the faculty member’s name by using the 89-number or paws ID.
2. Find the course credential that needs to be deleted and select Details.
3. At the bottom of the details view, select Delete Credential.
4. A window will appear for to select Delete Request.
5. Once the credential is deleted, it will be removed from the list of credentials. If the credential you deleted was currently awaiting review with Academic Affairs, it will also be removed from their list to be reviewed.
6. To view any deleted records, select the checkbox in the top right-hand corner to Show Deleted Records above the Details and Edit buttons.
7. Past deleted records will populate highlighted in red, with an option to view details.

Reporting for Faculty Credentials
Once you have the Academic Credential Specialist security role you will be able to access the available reports via myLSU under the Computing Services tab and selecting Reports-to-Geaux.
1. Navigate to the Faculty Credentialing tab in the top left and select your desired report.
2. The Faculty Credentialing report will provide you with data that is housed in the application.
3. The SACS Exceptions with Worker Documents report will provide you with those instructors in the application that have a SACS Exception Credential Type and crossmatch it to the worker in Workday to identify if they have the SACS Exception approved packet attached to their record.