Faculty Credentialing Process
Office of the Provost
Faculty Credentialing Process

Process

Process is important for accreditation purposes. The University uses Digital Measures to document and manage credentialing information.

The following people should have access to enter/edit information in Digital Measures (DM):

- Instructor of Record
- Department Chair or Hiring Official
- Person authorized by Chair to scan information (i.e. transcripts, CVs)
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Transcript Requirements

- Must be official original transcripts
- Must be issued to department or a program representative
- Must be forwarded to the Provost’s Office no later than Census Day

UTEP transcripts are available from the Registrar’s Office and can be requested at transcripts@utep.edu.

More information can be found at: www.utep.edu/transcripts

IMPORTANT:
Older transcripts might list social security numbers. Please block out SSN on transcripts before uploading documents in DM and submitting to the Provost’s Office.
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Transcript Exceptions

- In the case that the institution granting the degree to the IOR does not issue traditional transcripts, alternative verification of the degree is required. Alternative verification may include a letter from the Registrar or similar official at the degree-granting institution, verification by NACES, or evidence of previous verification by an accredited institution.

- In the case of a foreign institution that only issues one transcript in a life time, the IOR will be asked to bring their transcript to Provost’s Office for verification. The hiring department will then upload a scanned color copy into DM.

NOTE: Instructor of record may be asked to present the original document by Compliance Office or SACS-COC at any time after credentialing is completed
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Transcript Exceptions

- In the case of a need to credential someone on the basis of professional experience, the hiring official must provide an overall assessment of the IOR’s professional experience or appropriate licensures or alternative credentials in Section III of Education (Faculty Credentialing) segment of Digital Measures, describing the qualifications related to the teaching area.

- In the case of a transcript where the degree has not been posted, the current transcript will be accepted with a letter of completion from the institution. An updated transcript will be required once it becomes available.

- In the case that an IOR has requested an official transcript or translation/verification well in advance of the deadline and has not received it, a receipt may be submitted until official documents arrive.
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Transcript Receipt

- **ONLY** needed if an official transcript has not been received by Census Day
- Recommend that transcripts be ordered online and print their receipts
- If not ordered online, request a copy of the order form and cancelled check
- Provide as proof that official transcript is forthcoming
International Transcripts

- Transcripts written in another language other than English or Spanish must be translated, evaluated, & certified by an outside agency.

- Instructor of record is responsible for any costs incurred for this service, unless department agrees to cover fees.

- Evaluation must be scanned into DM no later than Census Day, along with official transcripts.
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List of Outside Agencies

American Association of Collegiate Registrar’s and Admissions Officers (AACRAO)
International Education Services
http://ies.aacrao.org/

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757-2411
Phone: (512) 459-8428/Fax: (512) 459-4565
http://www.fcsa.biz/

International Academic Credential Evaluators, Inc.
P.O. Box 2465
Denton, TX 76202-2465
Phone: (940) 383-7498/Fax: (940) 382-4874
http://www.iacei.net/ | Email: staff@iacei.net

Spantran Services
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805/Fax: 713-789-6022
http://en.spantran-edu.com/

Additional credentialing agencies can be found at the National Association of Credential Evaluation Services (NACES)
http://www.naces.org/members.htm
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Access to Digital Measures (DM)

Log into My.UTEP portal
- https://my.utep.edu
- Click on Digital Measures icon

If not instructor of record:
1. Click Manage Data (left panel)
2. Find and select user
3. Under General Information, go to Education (Faculty Credentialing)

If instructor of record, you should be logged in by default into your Manage Activities page. Under General Information, go to Education (Faculty Credentialing)

All degree information, credentialing information, and document uploads related to credentialing purposes should be placed under this tab. Place document uploads under the highest degree.
Access to Digital Measures

Viewing and editing capabilities in the Education (Faculty Credentialing) section for qualification purposes:

- Instructor of record only has access to Section I and II
- Hiring department will populate all other sections (assigned personnel will upload to DM-i.e. CAO, administrative staff, Chairperson, Program Director, etc.)

Note: Digital Measures runs automatic updates, pulling data from Banner on a weekly basis. This means any new instructor of record should already be in DM.

If instructor of record is not in DM, please send an email with the following information to digitalmeasures@utep.edu

- Instructor of record full name
- Hiring department
- 800#
- email address
- Faculty rank (i.e. Assistant Professor)
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Populate the following

Instructor of record or hiring department may enter the following information into Digital Measures:

Section I. Educational Information
• Degree
• Institution
• Location of Institution
• Emphasis/Major
• Highest degree You Have Earned?
• Year Completed

Section II. Supportive Graduate Semester Hours
• Including populating as many fields as possible that are relevant to the CV.

Hiring department must fill out the following information on Digital Measures:

Section III. Overall Assessment Statement

Section IV. List of disciplines/courses qualified to teach
• Upload transcripts, CV’s, and any certifications that apply
• Do not have to list all courses; can list course prefix and course level(s)

Section V. Chair/Program Director and Dean Approvals
If the instructor of record is working on a Master’s or Doctoral degree in the teaching discipline, a list of 18 graduate semester hours in the teaching discipline is needed. (Do not need to document hours if working on a Doctoral degree and is teaching a Master’s or undergrad level class)

Including (Use the official transcript):

• Institution
• Course Number
• Course Title
• Number of Hours

NOTE: If the instructor of record has a terminal degree in the field they are teaching, even if they are completing another degree, there is no need to fill this section.
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Gather all documentation
- All official transcripts applicable
- Copy of Licensures/Certifications
- Copy of the up-to-date curriculum vitae

Hiring Official reviews and makes hiring decision

Documentation is scanned and uploaded to Digital Measures

Hiring Official logs into Digital Measures to populate qualification fields and sign-off with verification date

Email is sent to Dean requesting his/her review and approval (Please copy CAO)

Dean logs into Digital Measures to sign-off with verification date

Email is sent to Provost's Office (credentialing@utep.edu) requesting review and approval

Hiring department forwards ONLY official transcripts to the Provost's Office (attn. Ms. Julie Rivera)

Once email and official transcripts are received, Provost's Office will log on to Digital Measures to review and confirm instructor of record profile accuracy
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Digital Measures Extras

- All degrees obtained by IOR should be added. Each degree will be added as a new item (i.e., B.A., M.S., Ph.D.)
- All documentation must be uploaded under the highest degree listed
- Official transcripts must be scanned in color
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Importance of Confidentiality

Digital Measures contains very personal and confidential information:

- Grades
- Merit Reviews
- Transcript Information

The same level of discretion should be exercised as applied in Banner/Goldmine. Allow and manage access with **EXTREME** caution. Information can be easily/accidentally overwritten:

- Dates can be changed
- Uploaded documents can be removed

Work with Director of Digital Measures to make sure access is provided only to those who are authorized and will regularly enter/edit information.

- Remove users who no longer need access.
For more information about the credentialing process and/or Digital Measures, please contact us at:

credentialing@utep.edu
digitalmeasures@utep.edu