



Faculty Credentialing Process

Office of the Provost

THE UNIVERSITY OF TEXAS
AT EL PASO

Faculty Credentialing Process

Process

Process is important for accreditation purposes. The University uses Faculty Success (formerly Digital Measures) to document and manage credentialing information.

The following people should have access to enter/edit information in Faculty Success (FS):

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



Faculty Credentialing Process

Transcript Requirements

- Must be official original transcripts (print or electronic)
- Must be issued to department or a program representative
- Must be forwarded to the Provost's Office no later than Census Day

If UTEP is the degree-granting institution, hiring departments/programs can request (at no cost) an official transcript to the UTEP Registration and Records Office at transcripts@utep.edu. Indicate the request is for hiring purposes, and include the following information in your request:

- IoR full name
- UTEP ID (#80)
- Department contact to whom the transcripts will be addressed

IMPORTANT:

Please block out SSN on transcripts before uploading documents in Faculty Success (previously Digital Measures) and submitting to the Provost's Office.



Faculty Credentialing Process

Electronic Transcripts

Many universities offer the option of official electronic transcript via third-party services. The most common are **Parchment** and **National Student Clearinghouse**.

When hired faculty members or instructors of record make an electronic transcript request to their degree-granting institution, it must be sent directly to the UTEP hiring department (Department Chair or assigned administrative personnel). It must also be requested to NOT include their SSN.



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Electronic Transcripts

Electronic transcripts use various security protocols, including timed access to download. The hiring department must download the official document before access time runs out and take one of the following steps:

1. Complete the Faculty Success credentialing information and upload the official electronic transcript file . The Office of the Provost will use that file for archiving. Make sure it is the original electronic document, and not a scan or copy displaying security watermarks (e.g., VOID or COPY).
2. Send the official electronic transcript file, as downloaded from the electronic transcript service, via email to facultysuccess@utep.edu. In the email subject, include the name of the IOR and the document you are attaching (e.g., Veronica Miner – Department of Geology - Official eTranscripts). Having a back up step will help ensure no transcript is lost.



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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 lifetime, 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 Faculty Success (previously Digital Measures).

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



Faculty Credentialing Process

Transcript Exceptions

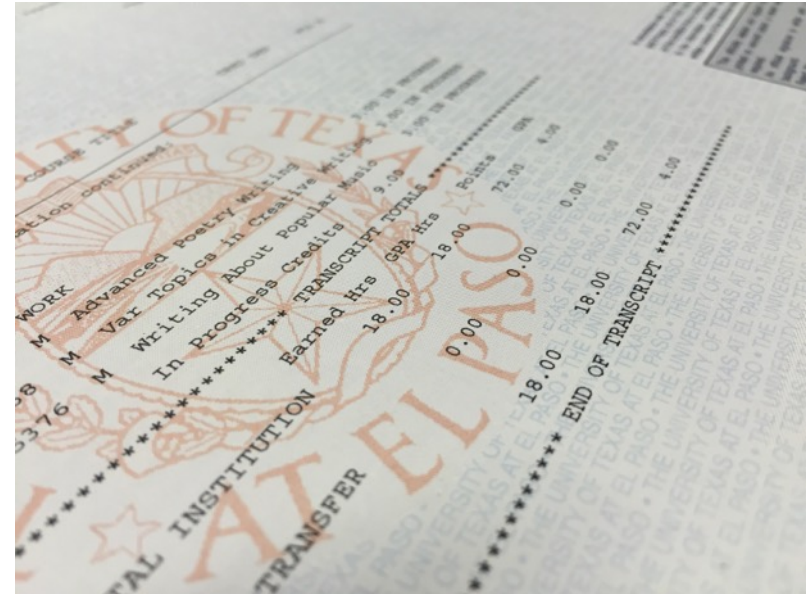
- In the case of a need to credential someone on the basis of professional experience, the hiring official must provide an overall assessment of the IoR's professional experience or appropriate licensures or alternative credentials in Section III of Education (Faculty Credentialing) segment of Faculty Success, 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

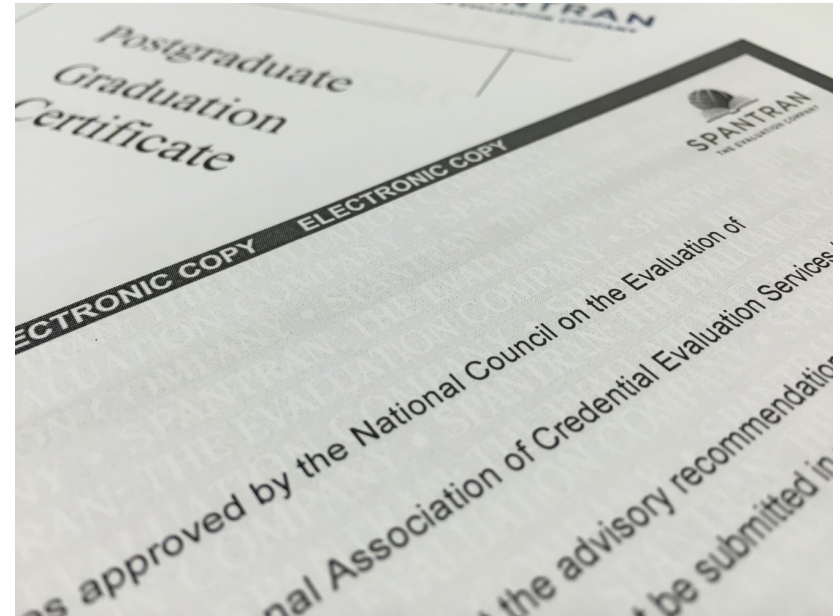
- ONLY needed if an official transcript has not been received by Census Day
- Recommend that transcripts be ordered online and print their receipts
- If not ordered online, request a copy of the order form and cancelled check
- Provide as proof that official transcript is forthcoming



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International Transcripts

- Transcripts written in a 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 Faculty Success 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

<https://www.aacrao.org/resources/AACRAO-International/about-edge/>

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757-2411

Phone: (877) 553-4285 (toll free)
(512) 459-8428/Fax: (512) 459-4565
<https://www.foreigncredentials.org/>

Spantran Services
2400 Augusta Drive, Suite 451
Houston, TX 77057

Phone: (713) 266-8805/Fax: 713-789-6022
<https://spantran.com/web/>

International Academic Credential Evaluators, Inc.
P.O. Box 2465
Denton, TX 76202-2465

Phone: (940) 383-7498/Fax: (940) 382-4874
<https://www.iacei.net/> | Email: staff@iacei.net

Additional credentialing agencies can be found at the National Association of Credential Evaluation Services (NACES)

<https://www.naces.org/members>



Faculty Credentialing Process

Access to Faculty Success (previously Digital Measures)

Log into My.UTEP portal

- <https://my.utep.edu>
- Click on Faculty Success 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 IoR, 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.



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Access to Faculty Success (previously Digital Measures)

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

- IoR only has access to Section I and II
- Hiring department will populate all other sections (assigned personnel such as CAO, administrative staff, Chairperson, Program Director, etc.)

Note: Faculty Success runs automatic updates, pulling data from Banner on a weekly basis. This means any new instructor of record should already be in the system.

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

- IoR full name
- Hiring department
- 800#
- email address
- Faculty rank (i.e. Assistant Professor)



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Populate the following in Faculty Success

Instructor of record or hiring department may enter the following information into Faculty Success:

Section I

- Degree - Specify if In Progress
- Institution and Location of Institution
- Emphasis/Major - As it appears in Transcripts
- Highest degree You Have Earned? Yes/No - Degree must be awarded for it to be considered highest
- Year Completed/Expected Completion

Hiring department must fill out the following information on Faculty Success:

Section II

- Supportive Graduate Semester Hours (see next slide)

Section III

- Overall Assessment Statement

Section IV

- List of disciplines/courses qualified to teach
- Upload transcripts, CV, 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 Verifications (dates)



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About Section II: Supportive Graduate Semester Hours (if applicable)

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)

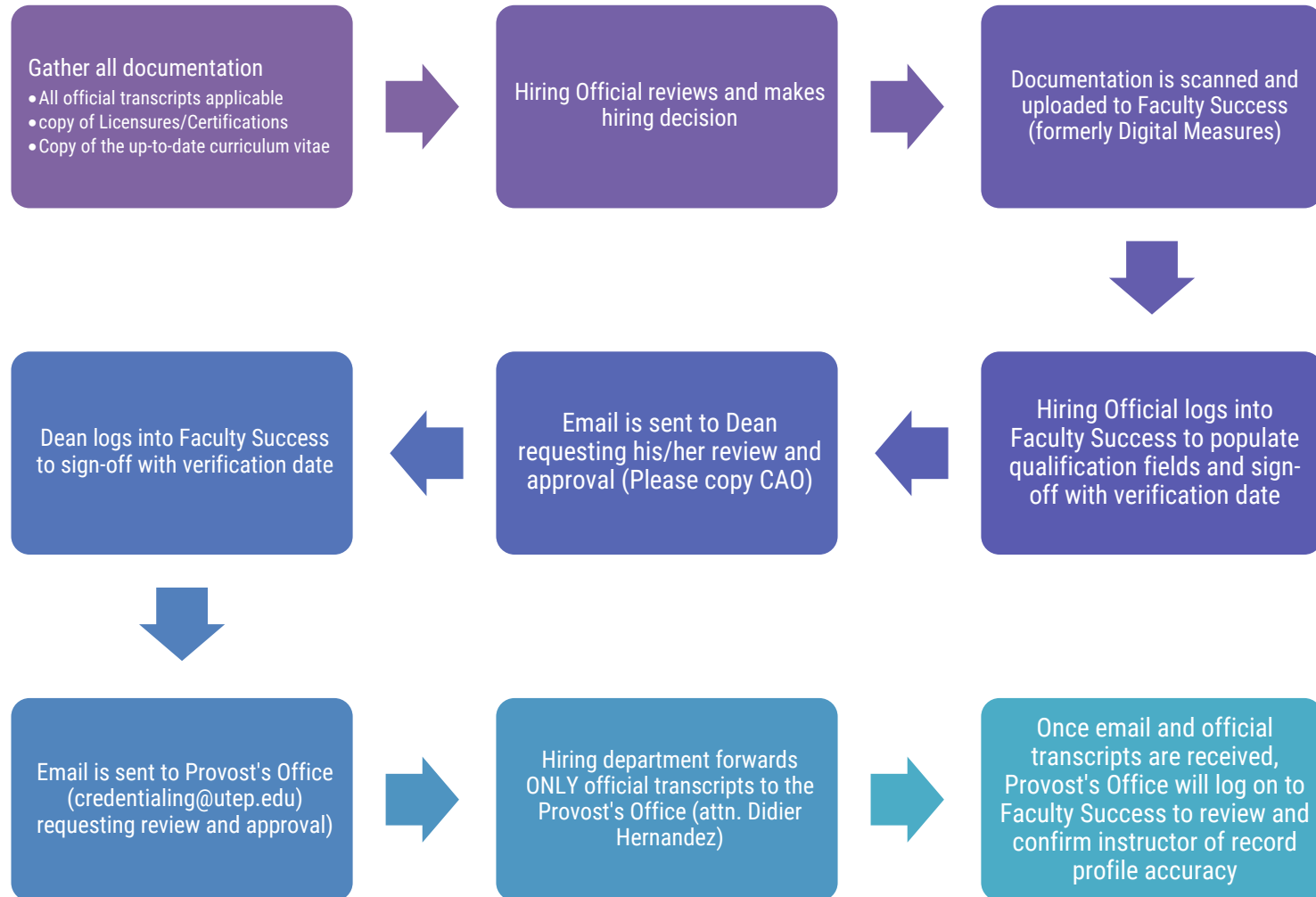
Including (Use the official transcript):

- Institution
- Course Number
- Course Title
- Number of Hours

NOTE: If the IoR 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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More on Office of the Provost Website

<https://utep.edu/provost>



OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

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- Academic Agreements
- Policies and Procedures
- Student Complaint Procedures
- Standard Term Patterns
- Occupational License Eligibility
- Request for Approval of Outside Activity
- Export Control



The University of Texas at El Paso

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Faculty Success Extras

- Degrees obtained by IoR can be added as a new item (i.e., B.A., M.S., Ph.D.)
- Credentialing documentation must be uploaded under its corresponding degree. Usually highest or terminal degree.

< Education (Faculty Credentialing)
Item
Ph D The Rockefeller University Biochemistry/Immunology 1982 Entry has an attached document.
Other Post-Bac Watson Fellowship John Curtin School for Medical Research Immunology 1976
BS California Inst. Tech Biology, Immunology 1975



Faculty Credentialing Process

Importance of Confidentiality

Faculty Success contains 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 Office of the Provost 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.



Faculty Credentialing Process

Questions

For more information about the credentialing process and/or Faculty Success, please contact us at:

credentialing@utep.edu

facultysuccess@utep.edu

