

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	QUALIFICATIONS FOR INSTRUCTIONAL EMPLOYEES	03-0310	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.1 Authority to Hire	June 19, 2024	

Purpose

The purpose of this procedure is to describe the development and maintenance of the faculty credentialing matrices and the publication thereof. Through this procedure, Florida State College at Jacksonville (FSCJ) establishes the academic qualifications for the employment of instructional employees to support the institutional mission and ensure the quality and integrity of its academic programs and services.

Procedure

- A. The College Provost/Vice President of Academic Affairs, in collaboration with Associate Provosts and Deans, shall establish and maintain the College Faculty Credentialing Matrix for minimum academic and experience qualifications to include required state or national occupational license, certification and/or other industry specific training.
- B. The Faculty Credentialing Matrix shall meet or exceed the requirements of the approved accreditation organization. An applicant for an instructional position must provide official documentation to demonstrate qualifications, which meet or exceed the matrix requirements. Additionally, the individual instructional employee and their supervising administrator will ensure that the minimum qualifications of the College's internal credentialing requirements are met and maintained for every course assignment. The Faculty Credentialing Matrix shall incorporate any and all applicable state requirements for demonstration of academic qualifications, as applicable.
- C. The individual instructional employee and the supervising dean are responsible for ensuring that the minimum requirements of the Faculty Credentialing Matrix are met or exceeded for every course assignment.
- D. An instructional employee who believes that their academic qualifications have been reviewed in error may appeal the credentialing decision in writing to the Office of Human Resources. The Chief Human Resource Officer, or designee, shall forward all appeals to the College Provost/Vice President of Academic Affairs. After consultation with the appropriate dean and the appropriate Associate Provost, the College Provost/Vice President of Academic Affairs will render a decision to uphold or to overturn the original credentialing decision.
- E. The relevant section of the matrix shall be updated when a new course is added to the College Catalog and whenever relevant information regarding changes in standards based on industry practice becomes available. In addition, periodically and no less than every three (3) years, the entire Faculty Credentialing Matrix shall be reviewed and revised, as needed. The Faculty Senate, the Executive Leadership Team (ELT) and academic deans/program managers shall have the opportunity to review the matrix, suggest changes, and make recommendations on related degrees and courses for inclusion or exclusion within specific program areas of the matrix.
- F. The Faculty Credentialing Matrix shall be the official source for determining the academic qualifications of any instructional employee and shall be housed in the Office of Human Resources and maintained on the website.



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
QUALIFICATIONS FOR INSTRUCTIONAL EMPLOYEES	03-0310	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-3.1 Authority to Hire		June 19, 2024

REFERENCES: F.S. 1001.64, 1001.65, 1012.56, 1012.855, 1012.86, SBE Rule 6A-4.001, 6A-4.004, 6A-4.0051, 6A-4.008

Adopted Date: October 8, 2013

Revision Date: July 23, 2015, August 22, 2016, June 19, 2024