

## New Faculty Validation/Approval Process at a Glance

For **full-time faculty**, approval to hire occurs through the designated hiring system. Approval to teach courses assigned must occur as outlined in the Faculty Credential Validation Form. The candidate's credentials must be validated before hire.

- The candidate's vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to [facultycredentials@jsu.edu](mailto:facultycredentials@jsu.edu).
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates (*if applicable*).
- The Provost office will issue an offer letter to HR for uploading in the designated hiring system. The new hire faculty member is notified via email to review and accept the offer.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

For **part-time adjunct faculty**, approval to hire occurs through the designated hiring system. Approval to teach courses assigned must occur as outlined in the Faculty Credential Validation Form.

- The candidate's credentials must be validated before hire.
- The candidate's vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to [facultycredentials@jsu.edu](mailto:facultycredentials@jsu.edu).
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates and justifications (*if applicable*).
- The Provost office will issue a letter of approval to HR for uploading in the designated hiring system.
- **Dual enrollment** faculty will follow these same guidelines whether they teach directly with us or in the school system.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

For **part-time working retiree faculty**,

- The candidate's credentials must be validated before hire.

- Check the appropriate box on the Faculty Credential Validation form that states ***“is the faculty currently working for a state agency that requires mandatory participation in or are they a retiree of the Teachers’ Retirement System of Alabama”***.
- If the candidate retired from JSU, the official transcripts are on file in the Faculty Transcript Repository or in the Provost office and can be retrieved to attach to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If the candidate retired from another state entity, the candidate’s vita and unofficial transcripts are in the hiring system and must be attached to the form. After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If approved by the Provost and SVPAA, the faculty member must send official transcripts to the Office of the Provost, preferably sent to [facultycredentials@jsu.edu](mailto:facultycredentials@jsu.edu) .
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates and justifications (*if applicable*).
- The Provost office will issue a letter of approval to HR for uploading in the designated hiring system.
- The department head issues a faculty contract, submitting it electronically through the dean to the Provost and SVPAA. Once the contract is approved by the Provost (or designee), it will be sent to the employee for signature. **CONTRACTS SHOULD NOT BE ISSUED UNTIL THE APPLICANT IS APPROVED** in the hiring system, an offer letter is received and accepted by the candidate.

**For distinguished affiliate faculty,**

- Distinguished affiliate faculty are those who are teaching specific courses for JSU (for example, Asian Studies); however, they are not hired by JSU. **The candidate’s credentials must still be validated.**
- The candidate’s vita and official transcripts must be attached to the form and preferably sent to [facultycredentials@jsu.edu](mailto:facultycredentials@jsu.edu) . After review and approval by the department head and dean, the form and documents are routed to the Provost for approval.
- If the appointment is to teach graduate classes, a copy of the Faculty Credential Validation Form will be sent to the Dean of Graduate Studies.
- These documents will be scanned into the Teams Faculty Transcript Repository, by college and department: faculty credential validation form, official transcripts, certificates (*if applicable*).
- **THERE WILL NOT BE ANY CONTRACTS ISSUED.**