

### LSU ALTERNATIVE CREDENTIALING: INSTRUCTOR OF RECORD APPROVAL PROCESS

(Undergraduate & Graduate Courses)

This form and supporting documentation must be submitted for review by the Office of Academic Affairs and the Graduate School **prior to** Instructor of Record (IoR) assignment for the following scenarios:

- a proposed Instructor of Record (IoR) who does **not** have the specified academic credentials as outlined in the “[LSU Faculty Credentials and Qualifications Manual](#)” to meet minimum SACSCOC expectations. (Former SACSCOC Exception Process)
- a proposed Instructor of Record (IoR) who is to teach a course offered for graduate-level credit and who is **not** a current or newly hired tenure/tenure-track LSU faculty member. Please note, this process does not grant the person Graduate Faculty status, but rather a three-year approval to teach the specified course as approved by the Graduate School. (Former Graduate Course Approval Process)
- TA-3 assigned as an instructor of record. (Former SACS-18 Process)



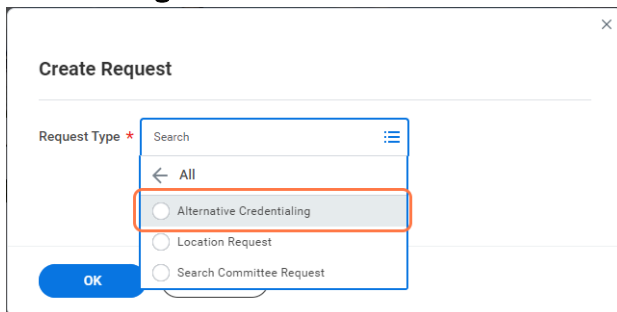
**Note:** This process does not grant the person Graduate Faculty status, but a three-year approval to teach the specified course as approved by the Graduate School.

### ADDING ALTERNATIVE CREDENTIALING

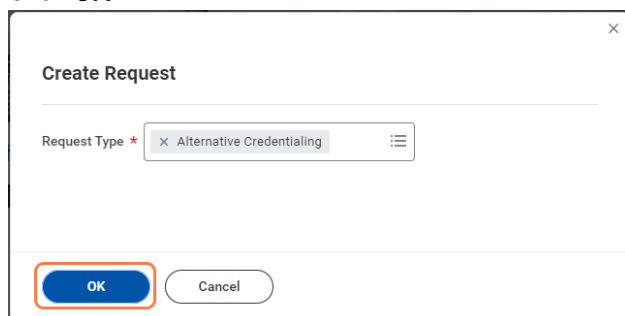
1. To start the request, type “**Create Request**” in the Workday search box.




- a. A box will pop up asking the **Request Type**. Click the search box and select **All** and then select **Alternative Credentialing**.



- b. Click **OK**.



2. Type in the **First and Last Name** of the proposed Instructor.
3. Provide an **89#** if they are currently employed at LSU.

 **Note:** If this person is currently not an employee at LSU and does not have an assigned #89, do not populate.

4. Is the proposed instructor of record a new hire and/or serving as an instructor of record for the first time at LSU?
  - a. If **Yes**, then you must attach your CV/Resume and Transcript(s)
  - b. If **No**, then confirm applicable transcript(s) and CV/Resume are in Workday or attach to this form.

5. Select one (1) of the **Instructor of Record Classification** options:

- a. If selecting **Graduate Teaching Assistant (TA)**, you must select **I Agree**.

Instructor of Record Classification:  
(Required)

Tenured/Tenure-Track  
 Non-Tenure Track  
 Professional Staff  
 Graduate Teaching Assistant (TA) (If selecting Graduate Teaching Assistant (TA), you must select "I agree". In addition, that TA portion of the student's appointment MUST be as a TA3 in Workday)  
 Other

The Department attests that preparation of graduate teaching assistants who serve as instructors of record is a crucial mission of the University, that during a graduate assistant's first semester there will be an assigned a faculty mentor who is charged with mentoring and overseeing the entirety of the assistant's assigned course(s), that the mentoring program will be continued past the first semester if the teaching assistant has NOT met the performance standard, and that the graduate teaching assistants complete Departmental courses in pedagogy or participate in University-wide programs for teaching assistants. Finally, administrators and the faculty ensure that the initial letter of appointment made clear the foregoing requirements. [See PS-85 for detailed information] (Required)

I Agree  
 I Do Not Agree

- b. If selecting **Other**, please provide additional details regarding the proposed Instructor of Record Classification.

Instructor of Record Classification:  
(Required)

Tenured/Tenure-Track  
 Non-Tenure Track  
 Professional Staff  
 Graduate Teaching Assistant (TA) (If selecting Graduate Teaching Assistant (TA), you must select "I agree". In addition, that TA portion of the student's appointment MUST be as a TA3 in Workday)  
 Other

Please provide additional details regarding the proposed Instructor of Record Classification. (Required)

6. Type in the Academic School/Department
  - a. Example: Department of History.
7. Course Information: You may list up to eight (8) courses for consideration.
  - a. Please provide the effective semester code (SSCCYY) for teaching.
    - i. Example: 1S2022, 1L2023

8. Select **Yes** or **No** to indicate if the course will be for graduate-level credit.
- a. Please provide the details regarding the course (course rubric, course number, course title, and a brief description). You are required to provide the details regardless of **Yes/No**.

<p>Will this course be offered for graduate-level credit? (Required)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p> <p>Please provide details regarding this Course (Course Rubric, Course Number, Title, and Brief Description): (Required)</p> <input style="width: 250px; height: 20px;" type="text"/>	<p>Will this course be offered for graduate-level credit? (Required)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable</p> <p>Please provide details regarding this Course (Course Rubric, Course Number, Title, and Brief Description): (Required)</p> <input style="width: 250px; height: 20px;" type="text"/>	<p>Will this course be offered for graduate-level credit? (Required)</p> <p><input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable</p>
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9. After completing all Course Information, select if you are requesting alternative credentialing due to **18 graduate credit hours earned** in teaching discipline.
- a. If **Yes**, please enter a justification supporting this request.
- i. For a GTA that has earned a graduate degree in the teaching discipline, list the academic degree(s).
  - ii. For all IoR's credentialed based on at least 18 graduate credits hours earned in the teaching discipline, the specific courses totaling 18 graduate credit hours must be entered into the faculty credentialing application and approved. It is not necessary to enter the earned credits in this form.
- b. If **No**, type in **N/A**.



**Note:** The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

10. Select whether you are requesting alternative credentialing due to **related professional licenses/certifications**.
- a. If **Yes**, please enter a justification supporting this request including any relevant Licensures/Certifications (Name, License #, and State Issued, if applicable).
- b. If **No**, type in **N/A**.



**Note:** The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

11. Select whether you are requesting alternative credentialing due to **professional, work-related experience** in the teaching discipline.
- a. If **Yes**, please enter a justification supporting this request and indicate the professional, work-related experience that clearly documents the qualifications to teach the course(s). Include additional detail and supporting evidence, as needed. Please attach a current resume/CV at the bottom of this form.
- b. If **No**, type in **N/A**.



**Note:** The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

12. Select whether you are requesting alternative credentialing based upon **research, scholarship, and/or creative activities** in the teaching discipline.
- a. If **Yes**, briefly indicate the primary activities that clearly document the qualifications to teach the course(s). Include additional detail and supporting evidence, as needed, such as a current CV at the bottom of this form.
- b. If **No**, type in **N/A**.



**Note:** The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

13. Select whether you are requesting alternative credentialing for **other relevant qualifications not listed above**.
  - a. If **Yes**, please provide examples of other qualifications not covered above, making a compelling case for justification to teach the course. This may include certificates, honors, awards, grants, an earned terminal degree with a minor or area of emphasis in the teaching discipline (e.g., PhD in Sociology, Minor in Women & Genders Studies). Please attach supporting documentation as referenced.
  - b. If **No**, type in **N/A**.



**Note:** The justification entered here should be used in the Justification field when adding this credential to the Faculty Credentials Application.

14. Please attach **Transcripts** for Academic Degrees Earned. For each transcript attached, please enter University, Degree, Discipline in the Comments (LSUAM MA Theatre).
15. Please attach a current **resume or CV** as well as any additional supporting documentation for this request.
16. Enter any additional details in the comments section.
17. Click **Submit**.
18. **After the request is submitted**, it will route to the **Department Head**.



**Note:** If the HR Department Head is not the Associate Dean, then they will need to be added as an approver for the request. For a list of Associate Deans who can approved these requests, please see [Faculty Credentials and Qualifications](#)

- a. First, you will click the Add Approvers button at the bottom.



- b. Next, type in the name of the Associate Dean of the College.

**Add Approvers**  
The next step in the process will not happen until the additional approvals are done.

Additional Approvers \*

Comment

- c. Last, click the **submit** button.

**Add Approvers**  
The next step in the process will not happen until the additional approvals are done.

Additional Approvers \*

Comment



**Note:** Once the Department Head and the Associate Dean have approved the request, the request will then route to the Office of Academic Affairs and then to the Graduate School, if applicable. The request initiator will receive a notification when approved. If additional information is required, the initiator may be notified via an email.

19. Please review the worker record and ensure the applicable transcript(s) and CV (if applicable) are attached to the Worker record (Personal > Documents).