

**SUMMARY**

In compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), LSU ensures that all instructional faculty (full-time, part-time, and teaching assistants) have met the established standards to teach based on the content and the level of each credit-bearing course assigned as an Instructor of Record (IoR). If the prospective IoR is qualified to teach based on credentials other than academic degree(s) or if the academic credential is not in direct alignment with the course(s), the Alternative Credential process via Workday must be completed for review and approval prior to assignment of the course(s).

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

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

1. A proposed IoR 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.**
2. A proposed 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. **Former Graduate Course Approval Process.**
3. Graduate Teaching Assistant 3 assigned as the primary IoR. **Former SACS-18 Process.**



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

**SUBMITTING ALTERNATIVE CREDENTIALS**

1. Type **Create Request** in the **Workday search box**.
2. For **Request Type**, type **Alternative Credential** and press **enter**.
  - a. When searching in Workday fields, you can use a minimum of 3 start characters of your desired search. For example, typing "Alt Cred" and hitting enter in the Request Type field will populate the Alternative Credential.
3. Click **OK**.
4. Please **review the help text** before completing the required fields.
5. Enter the **First and Last name** of the proposed **IoR**.
6. Enter the **89#** if available. If the proposed **IoR does not have 89#** at this time, leave the field **blank**.
7. Indicate if the proposed **IoR** is a **new hire** and/or serving as an **IoR for the first time**.
  - a. If **Yes**, official **transcripts** and **CV/Resume** must be attached.
  - b. If **No**, confirm that official transcripts and CV/Resume are already attached in the Worker's documents, or attached to this form.
8. Select **one (1) IoR classification** options.
  - a. If selecting **Graduate Teaching Assistant (TA)**, you will be required to select **I Agree** to the attestation pop-up that appears.
  - b. If selecting **Other**, please provide **additional details** in the pop-up field.




For **Graduate Teaching Assistant (TA)**, the proposed IoR must be reflected as a **Graduate Teaching Assistant 3 in Workday**, and have a corresponding **Academic Appointment** in the unit they will be teaching.

9. Enter the **Academic School/Department**.
10. Course Information: You may list **up to eight (8) courses** for consideration.
11. Please provide the **effective semester code (SSCCYY: 1S2022, 1L2023)** for teaching.
12. Indicate if the course will be for **Graduate-Level Credit**. If **Yes**, the request will route to the Graduate School for approval once submitted.
  - a. Provide details regarding the course: **course rubric, course number, course title, and a brief description**.

The justification for your below section should be used in the Justification field when adding this credential to the Faculty Credentials Application. See *Faculty Credentials Application job aid*.

13. After completing details for the course(s), select the **basis of your request**.
  - a. If requesting due to **18 Graduate Credit Hours Earned in the teaching discipline**, 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 other classifications, the specific courses totaling 18 graduate credit hours must be entered into the Faculty Credentials Application and approved. It is not necessary to enter the earned credits in this form.
  - b. If requesting due to related **professional licenses/certifications**, please enter a justification supporting this request including any relevant **Licensures/Certifications (Name, License #, and State Issued, if applicable)**.
  - c. If requesting due to **professional, work-related experience in the teaching discipline**, 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.
  - d. If requesting based upon **research, scholarship, and/or creative activities in the teaching discipline**, 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.
  - e. If requesting for **other relevant qualifications not listed above**, 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.
14. Please attach **Official Transcripts** relative to the request. 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. Click **submit**.
17. Once submitted, the request will route to your **Department Head**, Academic Affairs, and the Graduate School (as needed), for approval.
  - a. If the **HR Department Head is not the Associate Dean**, then they will need to **add** the Associate Dean **as an approver** for the request. For a list of Associate Deans who can approved these requests, please see [Faculty Credentials and Qualifications](#).

 The initiator will receive a notification when approved. If additional information is required, the initiator will be notified via email.