



## ICS REVIEWER GUIDE

### Instructional Assignment(s) Tab

1. Check Comment History – If FDA has left detailed comments, just read and ensure they have been satisfied and approve (or leave additional feedback and cancel).
2. Glance at logic of instructional assignment – Has a tenure-track faculty member been represented as teaching only at the bachelor's level? Is an adjunct showing as teaching at the doctoral level?
3. Note program director assignment (Y/N) - to factor into threshold for qualifications if no "highest degree" is present.

### CIP Assignment(s) Tab

- 1) Is each CIP Code listed on the Instructional Assignment(s) Tab also listed on the CIP Assignment(s) Tab? (It must be)
- 2) View transcript to verify:
  - a) Its existence
  - b) "degree granted date"
  - c) Degree title – if major helps to characterize degree more subtly in order to justify CIP assignment, please add, as in: Business Admin/Marketing
- 3) Check that "Official Transcripts?" says "Yes." If transcript is missing, ask that one be found. Missing FSU transcripts can be fixed by an HR angel, Joel Hunt (jehunt@fsu.edu).
- 4) Check format of degree listing. Most should be either (haven't covered all instances):

a) The University of Chicago	Ph.D.	Physics
b) Florida State University	Master's	Information Technology
c) University of Alabama	DNP	Nursing
- 5) Check appropriateness of degree(s) listed:
  - a) Only highest-level graduate degree typically needed

- b) A lower graduate degree (Master's) may be added if needed for relevant graduate coursework to add to credentials.
  - c) Master's degrees considered terminal degrees may be added at unit's discretion (if being used as "highest degree" for justifying teaching assignment, will need an explanation of why it's considered "highest degree" in the narrative box under Alternative Credentials (check the "Other" category to utilize.)
- 6) Check hours listed for "Other Degree" for:
- a) Relevance to CIP Code/teaching assignment
  - b) 18-credit-hour threshold (okay if lower if alternative credentials are strong)
  - c) Location – if hours were part of a degree earned, go under Other Degree. If not or in process, they go in Alternative Credentials.
- 7) Examine balance between teaching assignment and overall credentials – Just 18 hours isn't enough for a tenure-track faculty member who teaches at all levels of a degree. Make sure they are supplemented through research, grants, honorific awards, professional experience, etc.
- 8) Check Alternative Credentials for:
- a) Relevance to CIP Code/teaching assignment
  - b) CV must be attached to support all claims of professional experience and research/grant productivity.
  - c) Listings of specific professional experience or research publications (just a few)
  - d) No references to university teaching as a qualifying factor
- 9) Check narrative for:
- a) Discussion of degree (will show up in another column – don't say "\_\_\_\_\_ has a degree in \_\_\_\_\_" or "see attached CV.")
  - b) Excess verbiage
  - c) Flowery or enthusiastic verbiage
  - d) How well it explains connection between alternative credentials and teaching assignment
  - e) Contains some level of quantification of years of experience, peer-reviewed publications, etc. (Note that using "since (date)" will make the entry timeless.)
  - f) Extending beyond one paragraph – please edit out.

**If in doubt, please check with Ameko, Jennifer, or someone in your college!**