

Instructor Credentials System (ICS) Information

Office of Faculty Development and Advancement

Purpose of ICS:

Florida State University is committed to ensuring that all of its instructors are qualified to teach the courses to which they have been assigned, in accordance with FSU Policy 3A-2 and SACSCOC Comprehensive Standard 3.7.1 (Faculty Competence). The Instructor Credentials System (ICS) was designed to collect, approve, store, and report documentation of the credentials that make each instructor qualified to teach.

Concept of ICS:

Each instructional faculty member and adjunct instructor will be assigned one or more C.I.P. codes based on the credentials they present upon hire (or that the system has for existing faculty). Each semester, reports are run that compare the C.I.P. Code(s) assigned to the instructor with the C.I.P. Code of each course they taught. If they match (at 4 digits), this indicates that they are qualified to teach the course. If they do not match, an error is produced and its cause investigated.

Example: General Mathematics (**27.0101**) matches at the 4-digit level with other related C.I.P. Codes such as Algebra (**27.0102**) and Geometry (**27.0104**). It does not match with Statistics (**27.0501**). Thus, any faculty member who is a mathematician who also is qualified to teach Statistics should be assigned two C.I.P. Codes in the ICS: 27.0101 and 27.0501.

Process of Implementing ICS Post-Training – Fall 2021:

1. Department/School staff* review pre-loaded faculty C.I.P. Codes and consult with Chair/Director** regarding possible additional C.I.P.s to assign faculty and initial C.I.P. to assign each current adjunct.
2. Department/School staff* review pre-loaded degree information for each faculty member/adjunct and supplement profile of each instructor by adding any additional evidence of credentials (see definition of “Alternative Credentials.”)
3. Department/School staff* run Matching Report and consult with the Chair/Director** to determine the reason for any mismatches (errors), then add appropriate supplemental material and/or rationale to the instructor profile.
4. Department/School staff submit each instructor profile on behalf of the Chair/Director to route it to the College approver, then to the Office of Faculty Development and Advancement.
5. Department/School staff will receive notification when each new instructional faculty/adjunct spring hire is ready to be viewed and have their credentials profile completed in the ICS. This process replaces the current FSU Instructor Credentials Certification Form.

Process of Implementing ICS – Spring 2022

1. Department/School staff* will receive notification when each new instructional faculty/adjunct hire is ready to be viewed and have their credentials profile completed in the ICS.
2. Department/School staff will consult with Chair/Director** to determine appropriate C.I.P. assignment(s).
3. Once the semester begins, the matching report should be run and mismatches/errors identified and corrected.

*In colleges without departments or schools, please interpret this as including the college staff, since they will be handling all of the instructor profiles directly.

** In colleges without departments or schools, please interpret this as including the dean or college-level designee.

Definitions:

1. C.I.P. Code: The [Classification of Instructional Programs](#) (CIP) system provides a taxonomic scheme that supports accurate tracking and reporting of fields of study across the U.S.
2. Credentials: evidence of a person's qualification to teach; used here to indicate that an instructor has attained the academic degree considered to be highest in a field.
3. Alternative Credentials: Evidence of a person's qualification to teach; specifically, credentials outside attainment of highest degree in a field such as certificates earned, licensure, teaching accomplishments and honors, research publications and presented papers, professional experience, etc.
4. Matching Report: The report, available at department/school, college, and FDA levels, that matches the first 4 digits of the assigned and approved instructor C.I.P. Code against the course C.I.P. Code. Mismatches are identified as errors to be investigated and corrected.
5. Program Director: The qualified faculty member who is assigned by the Chair/Director to coordinate a specific degree program at a specific level. Assignment of program directors follows the same approval route as instructor credential profiles.
6. Degree Program Inventory (DPI): FSU records its degrees in the Degree Program Inventory, available at: <https://www.ir.fsu.edu/resources.aspx>. A list of certificates offered by FSU is also available at that link.