



POLICY

Title: FACULTY COURSE CREDENTIALING	Code: E0104
Authority: Wis. Stats., §§ 38.12(7); 38.14; Wis. Administrative Code, Chapter TCS 3	Original Adoption: 12/08/18 Revised/Reviewed: 11/22/21 Effective: 11/22/21

Course level credentialing may occur when an instructor is needed to teach a course that requires specific subject matter expertise. This option may be used only if the individual with the specific subject matter expertise does not meet the requirements for the current defined program credential document, or if there is no associated program level credential document for the course. Faculty should be assigned to course sections based on current Faculty Appendix and department or pathway procedures.

To ensure the most qualified faculty are in the classroom, course level credentialing should be limited to exceptional situations where finding an individual eligible to hold program level credentialing is limited. These situations may include but will not be limited to emergency hiring to fill an immediate vacancy or temporary need, courses that require specialized expertise outside of the program credentialing standards, exceptional documented faculty expertise on the course subject matter, or an assignment at an offsite location that holds its own additional teaching or hiring requirements. Course credentialing may be used to facilitate urgent hiring needs per the current Faculty Appendix procedure on Faculty Urgent Need. Faculty may be subject to the requirements of the Faculty Quality Assurance System as per Procedure CC1200-1.