



Compliance

Assist:

Faculty Roster Database

---

Brittany Ashley



# SACSCOC Standard 6.2a

---

- For each of its educational programs, the institution:
  - justifies and documents the qualifications of its faculty members.
- 2017 class: 95% of institutions failed this standard.
- Gold Standard is the “four column report”

**Faculty Roster Form  
Qualifications of Full-Time and Part-Time Faculty**

Name of Institution: *ABC College*

Name of Primary Department, Academic Program, or Discipline: *XXXX*

Academic Term(s) Included: *Fall 20XX, Spring 20XX*

Date Form Completed: *mm/dd/yyyy*

1 NAME (F, P)	2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught,
Joe Alvarez (F)	<p><b>Fall 2009</b> BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2001 Principles of Accounting I, 3 (UT)</p> <p><b>Spring 2010</b> BUS 1001 Fundamentals of Accounting, 3 (UN) BUS 2002 Principles of Accounting II, 3 (UT)</p>	<p>MBA (General), Good University included the following coursework: BUS 516 Cost Accounting (3) BUS 572 Federal Income Tax (3) BUS 573 Accounting Information Systems (3) Total: 9 Graduate Semester Hrs</p> <p>BBA (Accounting), Greenhill University</p>	<p>Current CPA license, NC</p> <p>1999-2009 Accountant, Big Four Accounting Inc., Durham, NC 3 years Auditing experience 7 years Income Tax experience</p>
Yolanda Bing (F)	<p><b>Fall 2009</b> HIS 101, Western Civilization I, 3 (UT) HIS 110, American Society and Culture, 3 (UT) GEO 222, Latin America, 3 (UT)</p> <p><b>Spring 2010</b> HIS 102, Western Civilization II, 3 (UT) KIN 103, Karate, 1 (UT)</p>	<p>MA (History), Good University Included the following coursework: GEO 512, Hist of Cartography GEO 516, Latin American Geography GEO 640, Geo Info Sys GEO 651, Migration GEO 670, Europe GEO 680, 20th Century US Total: 18 Graduate Semester Hrs</p>	<p>Holds black belt and was first alternate to US Olympic team in Karate</p>
Steig Cederholm (P)	<p><b>Spring 2010</b> Music Composition (UT)</p>	<p>BM (Music Composition), University of Louisville</p>	<p>Published composer, including four produced symphonies and one opera, which debuted last winter at the Houston Metropolitan Opera</p> <p>Formerly the composer in residence for the Atlanta Symphony Orchestra</p>

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate



# Goals

---

- Accurately record faculty credentials, organized by level and CIP code
- Securely store digital copies of faculty transcripts
- Securely store supporting documentation, such as certifications, “alternative credentials,” work experience, publications, etc
- Link faculty to course sections taught
- Organize course sections by CIP code



## Goals (cont'd)

---

- Allow each college the ability to edit/add content
- Throttle access by college and role
- Create workflow within users at the level of the colleges, HR, and OIRAA
- Identify faculty with “special characteristics”



# ACAF 1.20

---

The University of South Carolina is committed to recruiting, retaining, and promoting an outstanding faculty who demonstrate excellence in teaching, research, service, and outreach.

To ensure compliance with accreditation requirements regarding teaching faculty, the teaching credentials of all instructors of record must be systematically reviewed by the hiring authority at the time of hire and must meet all credential requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Additionally, credentials must be reviewed when an instructor of record is assigned to a course he or she has not previously taught.

The credentials of all instructors of record must be verified in accordance with this policy and its accompanying procedures.



# ACAF 1.20

---

- Undergraduate teaching = terminal degree (doctorate) or masters in teaching discipline;
  - OR masters + 18 hours in discipline
- Graduate/post-baccalaureate teaching = terminal degree in teaching discipline;
  - OR terminal degree in a related discipline
- Credentials are checked on a course-by-course basis



# Faculty. . .there are a lot.

---

- Over 1,600 FT and 1,800 PT faculty/instructors of record teaching during 2017-2018 academic year
- 14 colleges/schools (and an equal number of HR representatives)
- 300 programs
- Approximately 13,000 courses on the books



# Users

---

- Administrators
  - *OIRAA Content Contributors*
  - *Human Resource Managers at the College Levels*
- Content Reviewers
  - *Deans*
  - *Department Chairs*
- SACSCOC Reviewers
  - *On-site and off-site teams*

# Getting Started – File Uploads

---

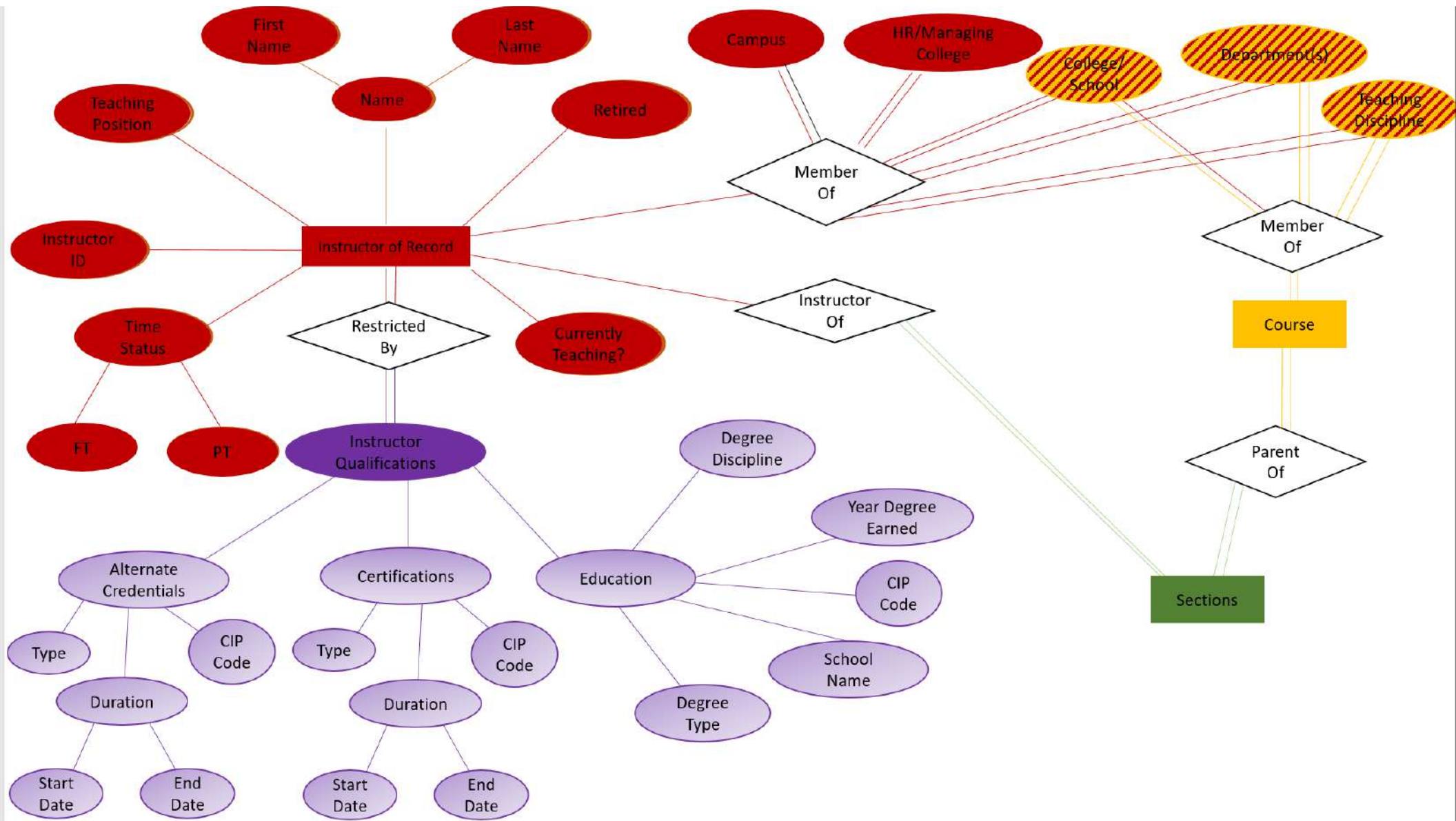
- Course file (from SMS)
  - Subject
  - Course number
  - Term ID
  - Section CRN
  - Section name
  - Section location
  - Course name
  - Course description
  - Course type (undergraduate/graduate)
  - Credit hours
  - Course department
  - Course retired
  - Instructional delivery mode
  - Primary Instructor ID

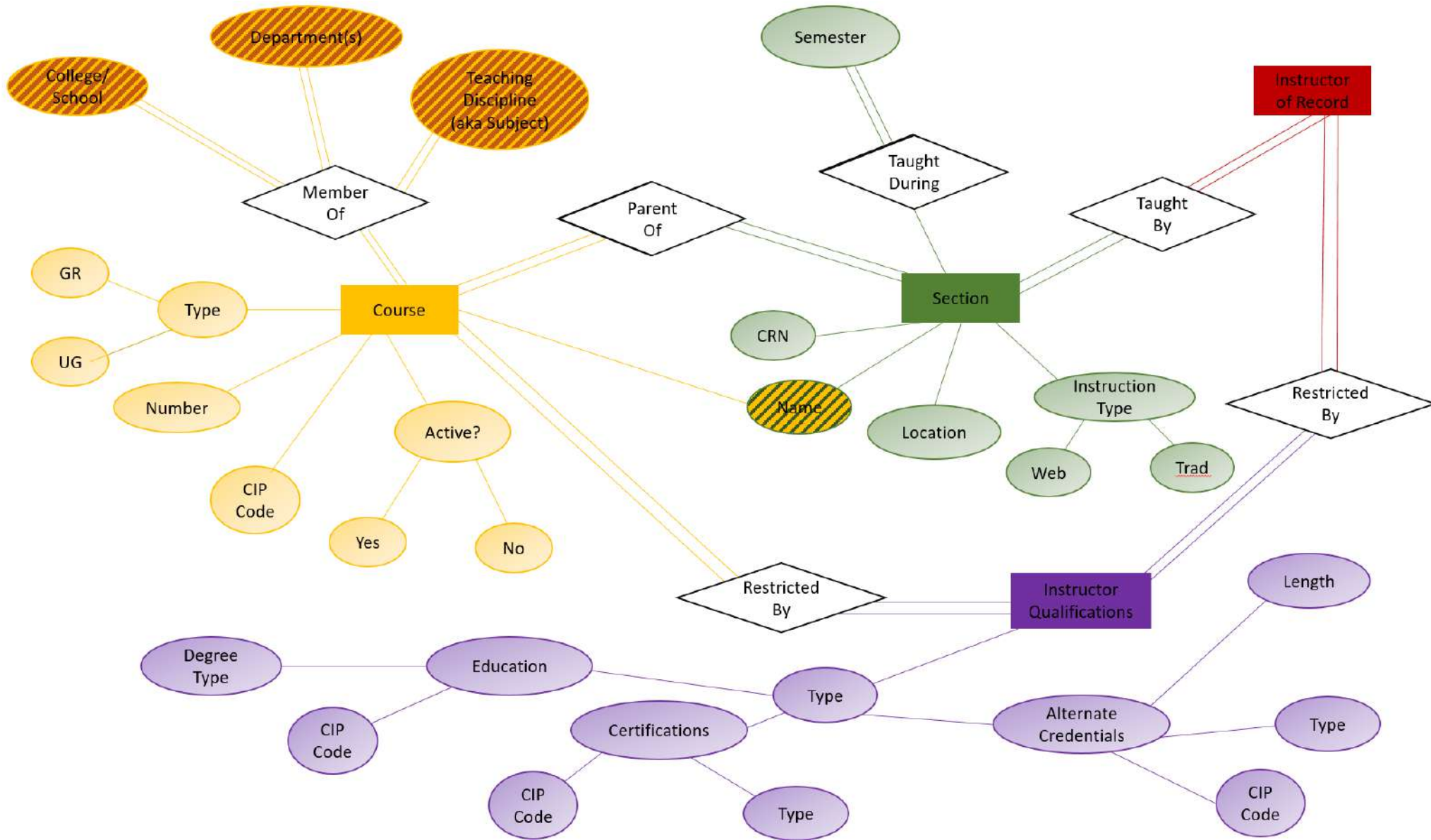


# Getting Started – File Uploads

---

- HR system files
  - Instructor names
  - Unique instructor IDs
  - Educational history
  - Position
  - Home department (where appointment is held)
  - Managing department (will collect and maintain credentials)
  - School (if applicable)
  - Campus (if applicable)





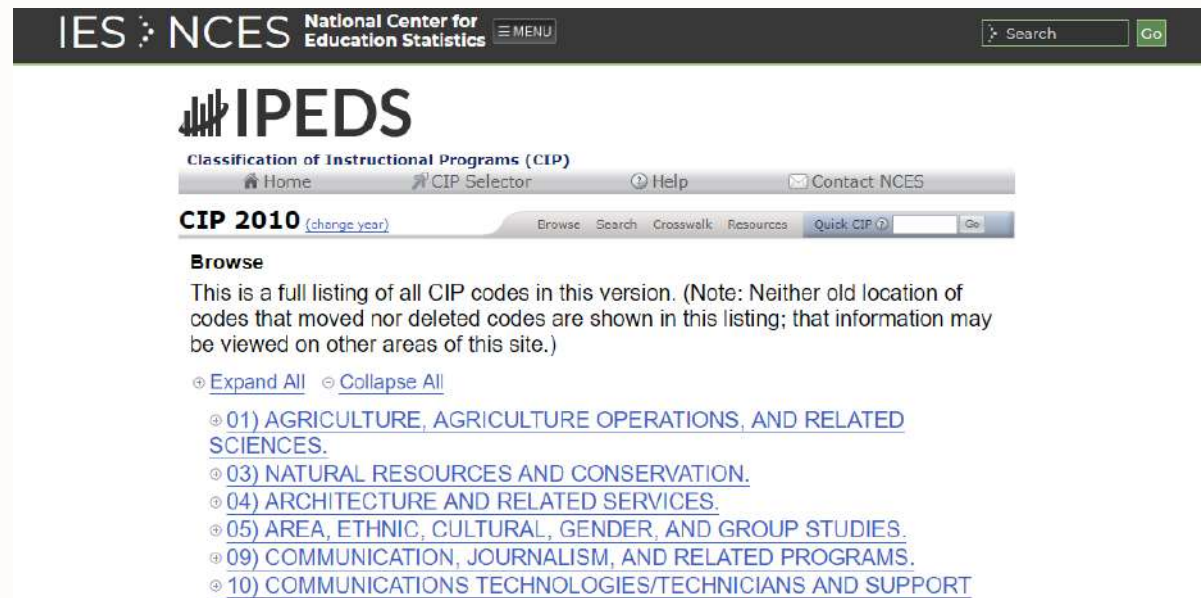
# The dataset

---

What do you need to know to make a match?

- Field/discipline and level of course (CIP codes)
- Field/discipline and degree level of instructor of record (CIP codes)

# The dataset



IES NCES National Center for Education Statistics

Search Go

## IPEDS

Classification of Instructional Programs (CIP)

Home CIP Selector Help Contact NCES

**CIP 2010** [\(change year\)](#) Browse Search Crosswalk Resources Quick CIP Go

**Browse**

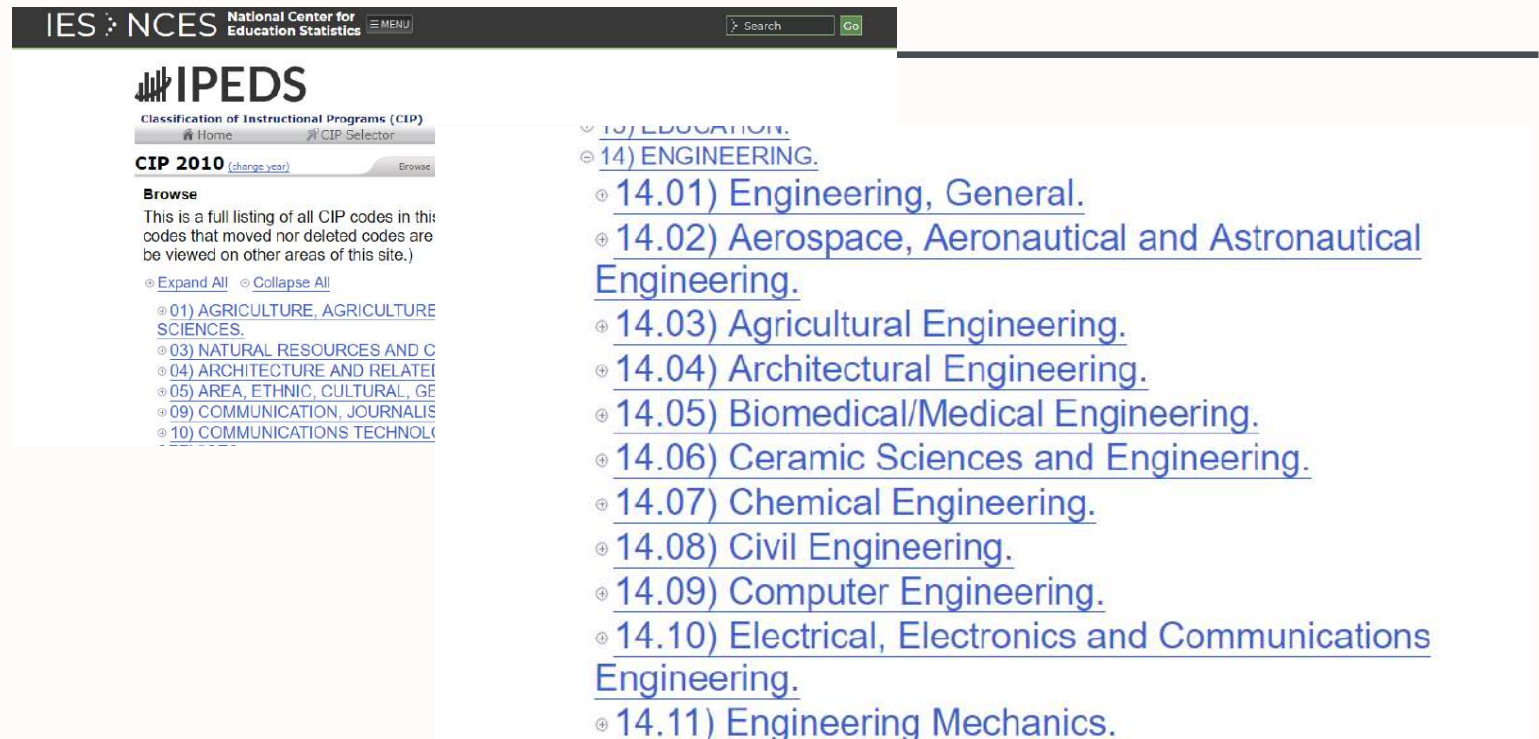
This is a full listing of all CIP codes in this version. (Note: Neither old location of codes that moved nor deleted codes are shown in this listing; that information may be viewed on other areas of this site.)

[Expand All](#) [Collapse All](#)

- [01\) AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES.](#)
- [03\) NATURAL RESOURCES AND CONSERVATION.](#)
- [04\) ARCHITECTURE AND RELATED SERVICES.](#)
- [05\) AREA, ETHNIC, CULTURAL, GENDER, AND GROUP STUDIES.](#)
- [09\) COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS.](#)
- [10\) COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT](#)



# The dataset



IES NCES National Center for Education Statistics

IPEDS  
Classification of Instructional Programs (CIP)

Home CIP Selector

CIP 2010 (change year) Browse

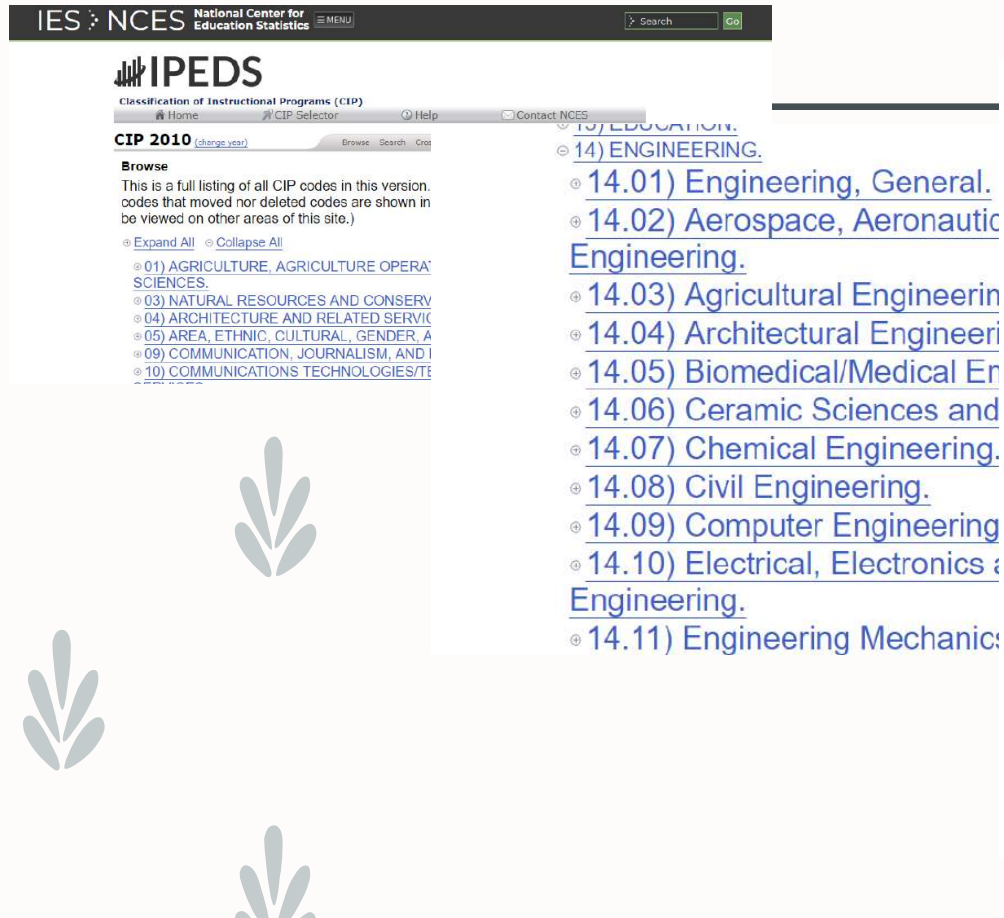
**Browse**  
This is a full listing of all CIP codes in this codes that moved nor deleted codes are be viewed on other areas of this site.)

Expand All Collapse All

- 01) AGRICULTURE, AGRICULTURE SCIENCES.
- 03) NATURAL RESOURCES AND C
- 04) ARCHITECTURE AND RELATEI
- 05) AREA, ETHNIC, CULTURAL, GE
- 09) COMMUNICATION, JOURNALIS
- 10) COMMUNICATIONS TECHNOL
- 13) EDUCATION.
- 14) ENGINEERING.
  - 14.01) Engineering, General.
  - 14.02) Aerospace, Aeronautical and Astronautical Engineering.
  - 14.03) Agricultural Engineering.
  - 14.04) Architectural Engineering.
  - 14.05) Biomedical/Medical Engineering.
  - 14.06) Ceramic Sciences and Engineering.
  - 14.07) Chemical Engineering.
  - 14.08) Civil Engineering.
  - 14.09) Computer Engineering.
  - 14.10) Electrical, Electronics and Communications Engineering.
  - 14.11) Engineering Mechanics.



# The dataset



IES NCS National Center for Education Statistics

IPEDS  
Classification of Instructional Programs (CIP)

Home CIP Selector Help Contact NCS

CIP 2010 (change year) Browse Search Cross

**Browse**  
This is a full listing of all CIP codes in this version. codes that moved nor deleted codes are shown in be viewed on other areas of this site.)

- Expand All
- Collapse All
- 01) AGRICULTURE, AGRICULTURE OPERA SCIENCES.
- 03) NATURAL RESOURCES AND CONSERV
- 04) ARCHITECTURE AND RELATED SERV
- 05) AREA, ETHNIC, CULTURAL, GENDER, A
- 09) COMMUNICATION, JOURNALISM, AND I
- 10) COMMUNICATIONS TECHNOLOGIES/TE

10) EDUCATION.

- 14) ENGINEERING.
- 14.01) Engineering, General.
- 14.02) Aerospace, Aeronautic Engineering.
- 14.03) Agricultural Engineering
- 14.04) Architectural Engineeri
- 14.05) Biomedical/Medical Er
- 14.06) Ceramic Sciences and
- 14.07) Chemical Engineering.
- 14.08) Civil Engineering.
- 14.09) Computer Engineering
- 14.10) Electrical, Electronics & Engineering.
- 14.11) Engineering Mechanics

- 14) ENGINEERING.
- 14.01) Engineering, General.
- 14.02) Aerospace, Aeronautical and Astronautical Engineering.
- 14.03) Agricultural Engineering.
- 14.04) Architectural Engineering.
- 14.05) Biomedical/Medical Engineering.
- 14.06) Ceramic Sciences and Engineering.
- 14.07) Chemical Engineering.
- 14.08) Civil Engineering.
- 14.0801) Civil Engineering, General.
- 14.0802) Geotechnical and Geoenvironmental Engineering.
- 14.0803) Structural Engineering.
- 14.0804) Transportation and Highway Engineering.
- 14.0805) Water Resources Engineering.
- 14.0899) Civil Engineering, Other.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY				Cambridge, Massachusetts							
SUBJECT NUMBER	SUBJECT NAME	SUBJECT UNITS			GRADE	SUBJECT NUMBER	SUBJECT NAME	SUBJECT UNITS			GRADE
		A Lec	Lab	Thesis				A Lec	Lab	Thesis	
GRADUATE	FIRST TERM 1969-70	COURSE 5									
5 TH G	THESIS	A	0	6	0	J					
5.067	CHEM APP OF GROUP THEORY	A	2	0	4	A					
5.73	INT QUANTUM MECH I	A	3	0	6	B					
5.941	SEM IN INORGANIC CHEM	A	1	0	2	N					
18.05	ADV CALCULUS FOR ENG	A	3	0	9	A					
GRADUATE	SECOND TERM 1969-70	COURSE 5									
5 TH G	THESIS	A	0	33	0	J					
5.942	SEM IN INORGANIC CHEM	A	1	0	2	N					
GRADUATE	SUMMER SESSION 1970	COURSE 5									
5 TH G	THESIS	A	0	31	0	J					
GRADUATE	FIRST TERM 1970-71	COURSE 5									
5 TH G	THESIS	A	0	42	0	J					
5.941	SEM IN INORGANIC CHEM	A	1	0	2	N					
GRADUATE	SECOND TERM 1970-71	COURSE 5									
5 TH G	THESIS	A	0	33	0	J					
5.065	ADV INORGANIC CHEM	A	3	0	6	A					
5.942	SEM IN INORGANIC CHEM	A	1	0	2	N					
GRADUATE	SUMMER SESSION 1971	COURSE 5									
5 TH G	THESIS	A	0	29	0	J					
GRADUATE	FIRST TERM 1971-72	COURSE 5									
5 TH G	THESIS	A	0	33	0	J					
5.941	SEM IN INORGANIC CHEM	A	1	0	2	N					
GRADUATE	SECOND TERM 1971-72	COURSE 5									
5 TH G	THESIS	A	0	33	0	J					
5.942	SEM IN INORGANIC CHEM	A	1	0	2	N					
GRADUATE	SECOND TERM 1972-73	COURSE 5									
5 TH G	THESIS	A	0	45	0	#					

ADAMS  
(Family Name) (First Name) (Middle Name)

CITIZEN OF UNITED STATES  
(When Admitted)  
DATE OF BIRTH  
PLACE OF BIRTH  
NAME OF PARENT  
ADMITTED IN SEPTEMBER 1969


5-21-71 GENERAL EXAMINATION ON MAJOR IN THE DEPARTMENT OF CHEMISTRY COMPLETED.  
5-19-72 WITHDREW.  
1972-73 SECOND TERM; REREGISTERED.  
5-18-73 #SUBMITTED A THESIS IN THE FIELD OF INORGANIC CHEMISTRY ENTITLED, "STUDIES OF BRIDGE-TERMINAL COORDINATION REARRANGEMENTS IN ORGANOMETALLIC COMPOUNDS" AND RECEIVED A GRADE OF SATISFACTORY.  
5-18-73 FINAL EXAMINATION ON FIELD OF RESEARCH COMPLETED.  
6-1-73 AWARDED THE DEGREE OF DOCTOR OF PHILOSOPHY.




Mary R. Callahan  
Mary R. Callahan, Registrar  
In lieu of impressed seal

*PK*


# Education Records



**Available Web Sites**

-  [Credentials](#)
-  [Accreditation](#)


**Welcome**



**UNIVERSITY OF  
SOUTH CAROLINA**





Welcome to the University of South Carolina's **Compliance Assist** site.

# Education Records



UNIVERSITY OF SOUTH CAROLINA

Available Web Sites      Welcome

+ Add	Degree	Year	Institution	Details	Relevant CourseWork	CIP Codes
▼	Doctoral	1973	Massachusetts Institute of Technology	Inorganic Chemistry		 
.....  Transcript Adams (PhD)						

# Education Records



Available Web S

### Education

Degree	Year	Institution
▼ Doctoral	1973	Massachu
Transcript Adams (PhD)		

Degree:

Year:

Institution:

Details:


Relevant CourseWork:

Attachments:  Transcript Adams (PhD)

**CIP Codes**  
  
[Edit CIP Codes](#)

# Qualification Records

## CHEM 511: Inorganic Chemistry

[View](#)[Edit](#)[Sections](#)[Requirements](#) [Printable File](#)

**Course:** CHEM 511

**Name:** Inorganic Chemistry

**Department:** University of South Carolina

**Type:** Graduate

**Description:**

**Retired:** No

**CIP Codes**

40.0503: Inorganic Chemistry.

### Documents

*No documents have been uploaded to this course.*

# Qualification Records

**CHEM 511: Inorganic Chemistry**

View Edit Sections Requirements

Printable File

Course: CHEM 511 CIP Codes  
Name: Inorganic Chemistry 40.0503: Inorganic Chemistry.

**CHEM 511: Inorganic Chemistry**


View Edit Sections Requirements

Dr. Nc. + Add New Condition Save Cancel

✖ Edit Education: Doctoral (40.05)

# Qualification Records

## CHEM 511: Inorganic Chemistry

[View](#)[Edit](#)[Sections](#)[Requirements](#) [Printable File](#)

**Course:** CHEM 511

**Name:** Inorganic Chemistry

**Department:** University of South Carolina

**Type:** Graduate

**Description:**

**Retired:** No

### CIP Codes

40.0503: Inorganic Chemistry.

### Documents

*No documents have been uploaded to this course.*



# Matching

**CHEM 511: Inorganic Chemistry**

View Edit Sections **Requirements**

[+ Add New Condition](#) **Save** **Cancel**

**Edit** Education: Doctoral (40.05)

### Education

Degree:

Year:

Institution:

Details:

Relevant CourseWork:

Attachments: **Upload Files**  
 Transcript Adams (PhD)

**Delete** **Update** **Cancel**

**CIP Codes**  
  
[Edit CIP Codes](#)

## Faculty Roster Form

### Qualifications of Full-Time and Part-Time Faculty

**Name of Institution:** University of South Carolina

 [Printable File](#)

**Name of Discipline(s):** Parris Island

**Academic Term(s) Included:** Fall 2017, Spring 2018, Summer 2018

**Date Form Completed:** 11/24/2018

1 NAME (F, P)	2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
AUSTIN, JAMES MONROE (F)	FINA 470: Financial Statement Analysis (3) (UT) FINA 756: Financial Statement Analysis (3) (G) SCHC 499: HNRS: Senior Thesis/Project (15) (UT)	Bachelor's: Accounting & Finance (BS) (University of South Carolina-Columbia, 1978)	<b>Alternative Credentials</b> Alternative Credentials: FINA 756 (See Faculty Profile)
CARDINAL, LAURA B. (F)	BADM 780: Readings and Research (3) (G) BADM 790: Special Topics in Business (3) (G) MGMT 733: Strategic Management of Technology and Innovation (3) (G)	Doctorate (Academic): Management (PhD) (University of Texas at Austin , 1990)	
COFFEY, BENTLEY (F)	ECON 222: Principles of Macroeconomics (3) (UT) ECON 436: Introductory Econometrics (3) (UT) ECON 511: Senior Seminar in Economics (3) (G)	Doctorate (Academic): Economics (PhD) (Duke University, 2004)	
DALZELL, JULIAN CHARLES (F)	IBUS 750: Exploring Global Business (3) (G) MGMT 590: Special Topics in Management (3) (G) MGMT 801: Human Resources and the Global Firm (3) (G)	Master's (Academic): Educational Human Resource Development (MS) (Texas A&M University, 2011)	<b>Alternative Credentials</b> Alternative Credentials: MGMT 801 (See Faculty Profile)
FADELL, JAMES A (P)	BADM 790: Special Topics in Business (3) (G) MGMT 732: Learning with Leaders (9) (G)	Master's (Professional): Business (MBA) (The University of Toledo, 1992)	<b>Alternative Credentials</b> Alternative Credentials: MGMT 732 (See Faculty Profile)
FERGUSON, MARK EUGENE (F)	BADM 899: Dissertation Preparation (12) (G) MGSC 778: Revenue Management (3) (G)	Doctorate (Academic): Business Administration (PhD) (Duke University, 2001)	
FIEDLER, KIRK D. (F)	MGSC 290: Computer Information Systems in Business (3) (UT) MGSC 390: Business Information Systems (3) (UT)	Doctorate (Academic): Business Administration (PhD) (University of Pittsburgh, 1991)	
FRY, TIMOTHY DALE (F)	MGSC 395: Operations Management (3) (UT) MGSC 872: Project Management (3) (G)	Doctorate (Academic): Business Administration (PhD) (The University of Georgia, 1984)	<b>Alternative Credentials</b> Alternative Credentials: MGSC 827 (See Faculty Profile)
HAUK, WILLIAM R (F)	ECON 322: Intermediate Macroeconomic Theory (3) (UT) ECON 503: International Trade Economics (3) (G)	Doctorate (Academic): Business Administration (PhD) (Stanford University , 2005)	



---

<https://sc.compliance-assist.com/credentials/faculty-all.aspx>



# Strengths and Weaknesses

---

## Strengths

- No programming experience necessary
- User-friendly interface
- Most information can be imported and exported
- Automatically produces the “four-column” report
- Fields can easily be customized

## Weaknesses

- Some data cannot be imported and exported (e.g. course restrictions)
- Reports feature is buggy
- Matching report only available as PDF (no excel file)



---

Questions?