

September 13, 2018

Dear Colleagues:

The new criteria from our national accrediting agency, the Higher Learning Commission (HLC), include a requirement that we systematically be able to show that every instructor (tenure-track, adjunct, etc.) hold adequate “credentials” to teach at the level and course they are teaching. We have to have such a teaching credential validation process in place prior to the upcoming HLC accreditation visit (March 2019). Academic Affairs has kept the Deans apprised of our work to establish such a system over the last year.

At the Deans Council meeting on August 9, 2018 the Office of Faculty Affairs & Services (OFAS) presented the Teaching Credential Validation process for returning adjuncts and new faculty starting fall of 2018.

OFAS has created a webpage that provides you with information regarding the process and access to the on-line form. Once the academic department has completed the form and attached the supporting documentation, it will be submitted to OFAS for review and file.

Please go to the OFAS website for more detailed information. Go to:

<http://ofas.unm.edu/faculty/Teaching%20Credential%20Validation/index.html>

Implementation for fall 2018 began in mid-August and will continue through October 19, 2018. Please work with your academic departments to credential your new faculty and returning adjuncts.

If you have question, please contact Theresa Ramos, Director of OFAS, at 277-9703 or faculty@unm.edu.



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