Wizard for Adjuncts and Graduate Teaching Assistants

Purpose: Review of the credentialing process for adjuncts and GTA's from the departmental level until completion.

Important Information: The Wizard credentials IOR's (instructors on record) for specific courses and not as a whole. Every course being taught will need to be added separately. Once the IOR has been credentialed to teach a particular course there is no further action to take.

Devlin	Keith	**MAC 2282**	C.E. Schmidt Coll of Science	Mathematical Sciences
Devlin	Keith	**MAC 2311**	C.E. Schmidt Coll of Science	Mathematical Sciences
Devlin	Keith	**MAC 2312**	C.E. Schmidt Coll of Science	Mathematical Sciences
Devlin	Keith	**MAC 2313**	C.E. Schmidt Coll of Science	Mathematical Sciences
Devlin	Keith	**MAT 1033**	C.E. Schmidt Coll of Science	Mathematical Sciences

Credentialing Calendar

The credentialing calendar has been created to keep processes streamlined with clear deadlines. The goal is to have all required documents and process **22 days** before the start of a semester as shown below:

Action Item	Spring 2024	Summer 2024	Fall 2024
Deadline to Request Transcripts	Dec 13, 2023	Apr 17, 2024	July 24, 2024
Deadline to Guarantee Credentialing*	Dec 15, 2023	Apr 19, 2024	July 26, 2024
Last day of labor (campus closed)	Dec 22, 2023	-	-

*After deadline credentialing cannot be guaranteed pending review.

What do you need?

The credentialing process starts at the departmental level, as the hire belongs to the department. It is also the department's responsibility to obtain documents and request access to the Wizard. If you need access please email fvargas@fau.edu

You will need the following items to get started:

- Wizard Access
- Official Transcript
- Curriculum Vitae
- Sample Course Syllabus
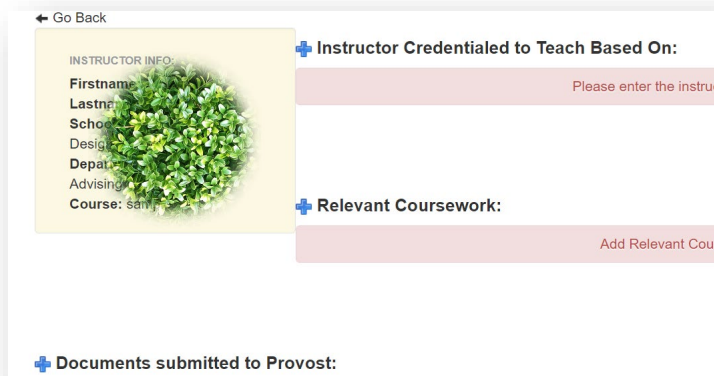- Signed Offer Letter

OVERVIEW OF CREDENTIALING PROCESS

The credentialing process starts at the department, as this is their hire. The department will start by selecting their candidate, an gathering the aforementioned documents and Wizard access.

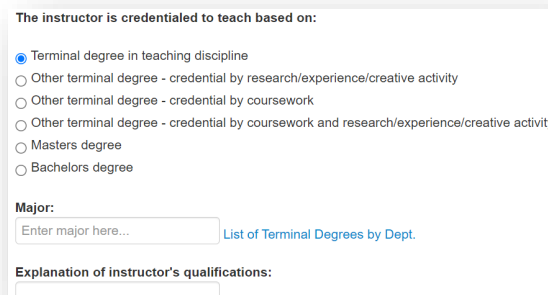1. Adding the Hire into the Wizard
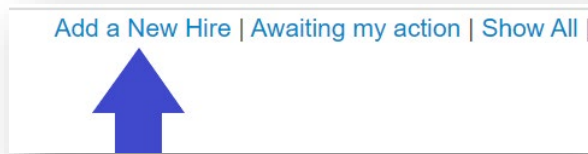
The department will have to enter the information for this hire by entering the Full Name and Department. Please make sure to select the proper department, as this routes the approval process based on the department.

2. Selecting the **Course Name**, **Course Prefix**, and **Brief Description of the Course**.

3. The department will have to enter the following items:

- **Instructor Credentialed to Teach Based On** – Basis for the credentialing of the course (Terminal degree in discipline, Master's Degree, etc.). All fields must be entered accordingly.

- **Relevant Coursework** – <u>All Instructors without a Terminal Degree in Teaching discipline must have at least 18 relevant credits listed in this section.</u>

Course ID	Course Name	Year Taken	Institution	Credits	Credit Type	Actions
NGR 5110	Theories in Nsg	2014	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
NGR 5810	Res Meth in Nsg	2014	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
NGR 6172	Pharm Concept ANP	2014	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
NGR 5141	Patho ANP	2015	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
NGR 6910C	Research Project	2015	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
NGR 6301C	Adv Child Hlth Nsg 1	2015	FLORIDA INTERNATIONAL UNIV	3	semester	✏️✖️
						Total Semester Hours: 18.0

If the name of the school is not listed in the Wizard please email favrgas@fau.edu to have it add. It is imperative that the correct institution is added for accreditation.

- **Documents to be submitted to the Provost.**

The department must attach a CV, signed offer letter, and a sample syllabus for the course. Please send the Official transcript via email or physical mail. Do not attach into the Wizard. You can send the transcripts to the following:

Office of The Provost – AD 10 Room 309
fvargas@fau.edu

4. Sign Off

This section allows the instructor to move down the approval line. The approval process traditionally moved from department to the Dean, and ultimately to the Provost. It works in the same manner as WorkDay as it travels down the line as it is being approved.
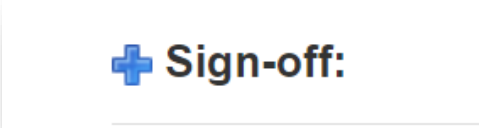
5. Credential Review – The IOR can only be reviewed with an Official Transcript, and the Instructor must be assigned to the Provost. If the review is satisfactory, it will take 24 hours for the IOR to populate into the schedule. If the entry needs correction, it will be sent back to the department. To avoid items being sent back please follow instructions accordingly.