Alcorn
State University

MEMORANDUM

TO: Deans, Chairs, Faculty
FR: John G. Igwebuike, Interim Provost
CC: Dr. LaToya Hart, Institutional Effectiveness Director & SACSCOC Accreditation Liaison
DA: October 1, 2019
RE: SACSCOC Compliance Certification Preparation | Faculty Credentials Verification

We discussed, reviewed, and amended the Faculty Credentials Verification Form in the September 26, 2019 Deans, Directors, and Chairs meeting. As shared, Alcorn must submit its Institutional Self Study on September 8, 2020. One of the first steps for institutional reaffirmation is to prepare the SACSCOC Compliance Certification. The Compliance Certification must include submission of documentation verifying that faculty credentials (i.e. degree/discipline) are aligned with [Fall 2019] faculty assigned courses. As we work on the faculty credentialing section, please complete the following deliverable below:

Step 1: Each department chair must complete--and/or distribute for partial completion--the attached verification form required of all departmental faculty members (full-/part-time, adjunct, instructor) and confirm that there is a copy of the faculty member's official transcript (required by SACSCOC). **Note**: If the department transcript/international transcription copy is not on file, check with Academic Affairs. If Academic Affairs informs there is no official transcript on file, the faculty member must request and furnish the same to Academic Affairs with 14-days of notification, but no later than November 8, 2019.

Step 2: Each dean should review, approve, and submit copies of the completed forms and official transcripts to the Interim Provost after consultation with the Director of Institutional Effectiveness/SACSCOC Liaison. Note: each dean/chair should retain copies for their files (as should the faculty member).

Step 3: The interim provost will review the deans' deliverables and submit to the Office of the President for final review and approval. The submission dates to Academic Affairs are below:

School/Unit	Submission Date
School of Business & School of Nursing	October 18, 2019
University College & School of Agriculture & Applied Sciences	October 25, 2019
School of Education & Psychology	November 1, 2019
School of Arts & Sciences	November 8, 2019

Please organize and compile for submission to Academic Affairs accordingly:

- Department
- Program(s)
- Alphabetical order

Ms. Lekita Carr lekita@alcorn.edu will provide assistance regarding verification of *official* transcripts as needed. It is imperative that the deadlines are met as not to delay preparation of the Compliance Certification Report. Your usual cooperation is appreciated as we prepare our SACSCOC Compliance Certification documentation.