

Credentialing @ NLU



NEW CREDENTIALING APPLICATION LAUNCHED

Earlier this year the new Credentialing application and workflow was launched after piloting was completed in the Undergraduate College.

The process for credentialing instructors did not change – transcripts, resumes, and course credentialing matrices must still be referenced to ensure quality instruction – but how we submit the request has been updated to eliminate inefficiencies and duplication of efforts.

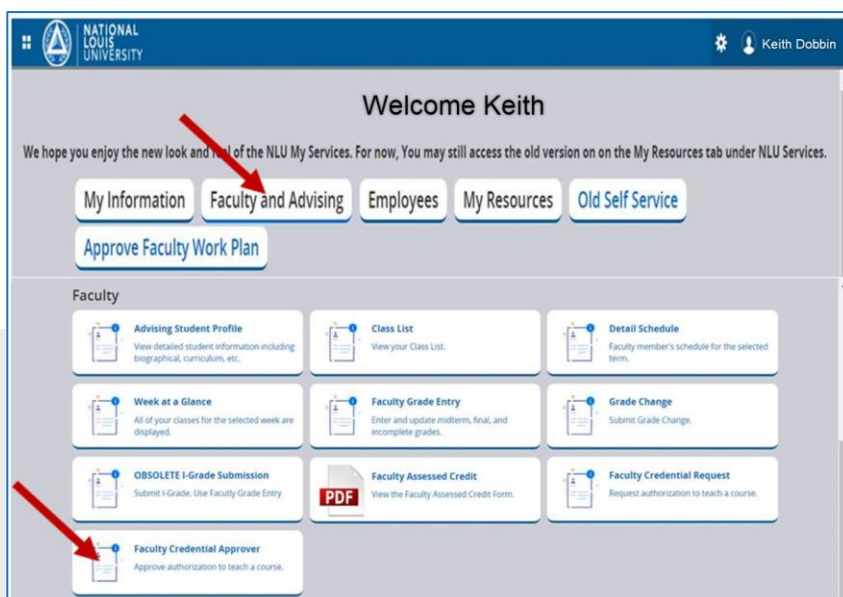
What's new? The credentialing addendum form has been moved online, and once submitted will follow a workflow to the appropriate approvers for the program selected, and then update the credentialing database in Banner automatically.

So, no more completing word and PDF documents, obtaining written approvals, and emailing attachments to the Provost Office for entry into the database. Just submit the form and let the workflow obtain the required approvals for you.

The process for credentialing course instructors did not change – transcripts, resumes, and course credentialing matrices must still be referenced to ensure quality instruction – but how we submit the request has been updated to eliminate inefficiencies and duplication of efforts.

“The new credentialing process and software worked as advertised! It was very easy. Minimum clicks, emails automatically generated and approvals were handled with ease. Thanks for finally automating what was a tedious process!”

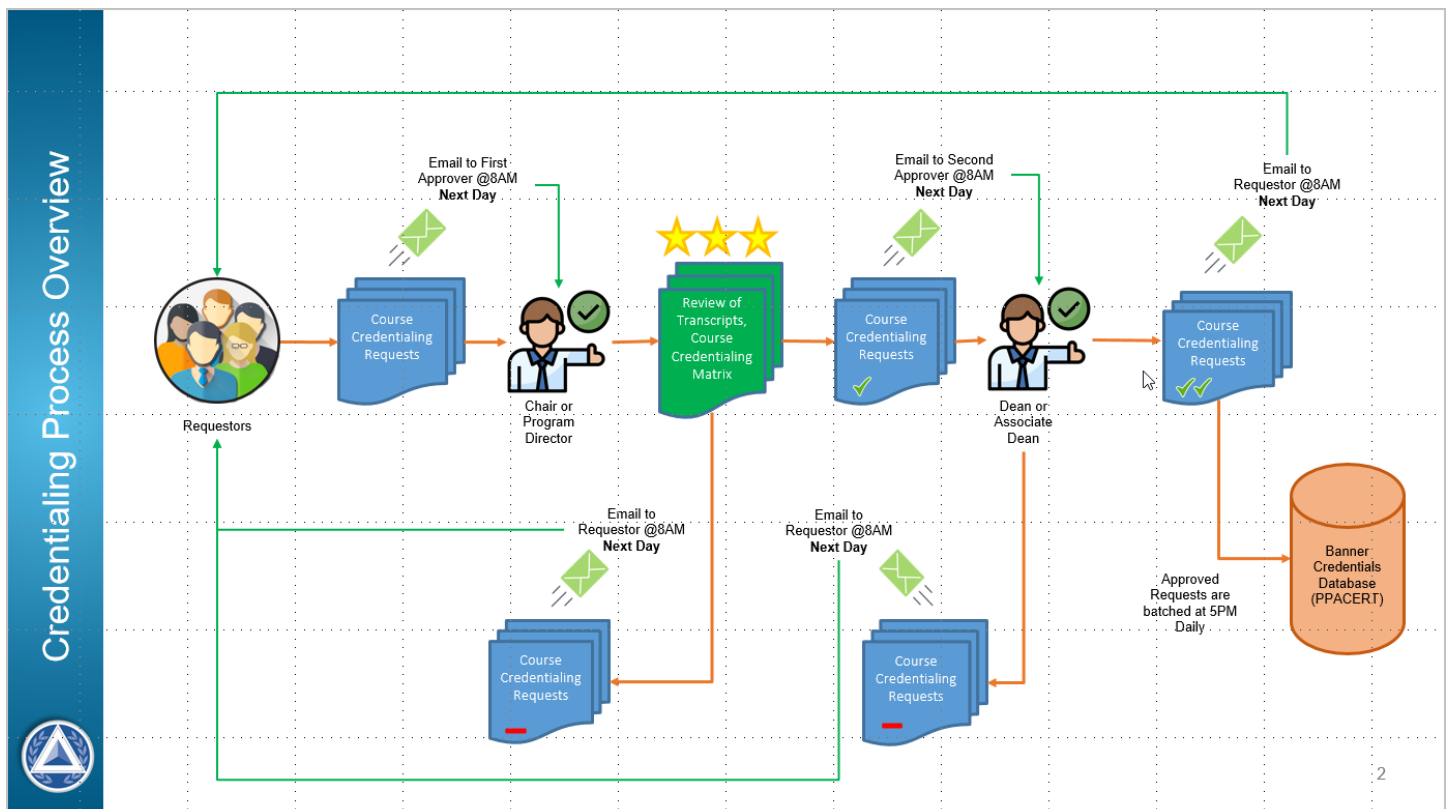
Feedback



PROCESS OVERVIEW:

The graphic below represents an overview of the new credentialing workflow. There are a few aspects that should be noted:

- All faculty and Staff can access the application in the Portal and submit requests. Only Approvers can approve the request and move it to the next step.
- Once a request is submitted, the 1st Approver (usually a Chair or Program Director) will receive a *Pending Approval Request* email the following day at 8AM. (Banner batches requests throughout the day and sends emails the following day.) The email contains a link to the application, which when opened, allows the approver to select the faculty in the pending request from the drop-down menu.
- The actual process for credentialing faculty for a course has not changed; *approvers should still review the Course Credentialing Matrix established and maintained by the College, the Faculty Transcripts, and Faculty CVs to ensure that all credentialing requirements have been met.*
- Once approved by the 1st Approver, the process repeats for the second approver. The notification email will be sent out the following day at 8AM.
- When the credentialing designation is either Exception or Tested Experience, the Dean will receive the notification email along with the 2nd Approver, and the Dean should provide the final approval.



SUBMITTING A REQUEST:

Submitting a request is very easy:

- Select the faculty to be credentialed from the Choose Faculty Name drop-down menu and click Go.
- Select the Primary Campus and the College
- Select the Program from the drop-down menu. Selecting the correct program directs the request to the appropriate approver workflow. The approver names appear on the left side of the form. (See highlighted area below.)
- Select the credentialing Standard Applied.

 NATIONAL LOUISIANA UNIVERSITY

  Keith Richard Dobbins

NLU Faculty Credentialing System

Choose Faculty Name:

Submit Course Credentialing Requests

Select Primary Campus, College, Credential Standard Applied, and Program.

Primary Campus: College: Program: Standard Applied:

Approver1: Robyn Moncrief
Approver 2: Margaret Stemler

* When Qualification to Teach includes TESTED EXPERIENCE , You should enter qualifying experience also.

Delete	Course	Designation	Qualification To Teach	* Qualification Experience
Add New	Submit	Refresh		

Pending Course Credentialing Requests

Delete	College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver 2	Y/N
Save	Refresh								

Approved Course Credentialing Requests

College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver2	Y/N
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- To add the course Click on the button.
- Select the course from the drop-down menu. (All courses are listed in this menu option.)
- Select the Credentialing Designation from the drop-down menu. Note: The designation is determined from the review of the Course Credentialing Matrix established and maintained by the College, the Faculty Transcripts, and Faculty CVs. If the designation includes Tested Experience, be sure to list that experience in the Qualification Experience text box.

NATIONAL LOUIS UNIVERSITY

Keith Richard Dobbin

Choose Faculty Name:
Jane Doe: N00123456
Go

Submit Course Credentialing Requests

Select Primary Campus, College, Credential Standard Applied, and Program.

Primary Campus: Chicago
College: Undergraduate College
Program: BS:Computer Info Systems
Standard Applied: UGC Matrix

Approver1: Robyn Moncrief
Approver 2: Margaret Stemler

* When Qualification to Teach includes TESTED EXPERIENCE , You should enter qualifying experience also.

Delete	Course	Designation	Qualification To Teach	* Qualification Experience
☐	CSS100	Standard Faculty Credential	Degree a level above in discipline + Tested Experience	10 + Years Experience

Add New
Submit
Refresh

Pending Course Credentialing Requests

Delete	College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver 2	Y/N
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Save
Refresh

Approved Course Credentialing Requests

College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver2	Y/N
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- Once all fields are completed, click the **Submit** button.
- The requested course will drop into the Pending Course Credentialing Requests section.
- The Record Saved Modal will appear in the top right-hand corner of the screen. **Click OK.**
- Note that multiple courses can be added by repeating the steps above.
- Once submitted, the next Approver will receive an email notification at 8AM the following day.

NATIONAL LOUIS UNIVERSITY

Keith Richard Dobbin

Choose Faculty Name:
Lisa English-Dowdell :N00559195
Go

Record Saved

OK

Submit Course Credentialing Requests

Select Primary Campus, College, Credential Standard Applied, and Program.

Primary Campus: Chicago
College: Undergraduate College
Program: BS:Computer Info Systems
Standard Applied: UGC Matrix

Approver1: Robyn Moncrief
Approver 2: Margaret Stemler

* When Qualification to Teach includes TESTED EXPERIENCE , You should enter qualifying experience also.

Delete	Course	Designation	Qualification To Teach	* Qualification Experience
--------	--------	-------------	------------------------	----------------------------

Add New
Submit
Refresh

Pending Course Credentialing Requests

Delete	College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver 2	Y/N
☐	UC	BS:Computer Info Systems	CSS100	Standard Faculty Credential	Degree a level above in discipline + Tested Experience	Robyn Moncrief		Margaret Stemler	

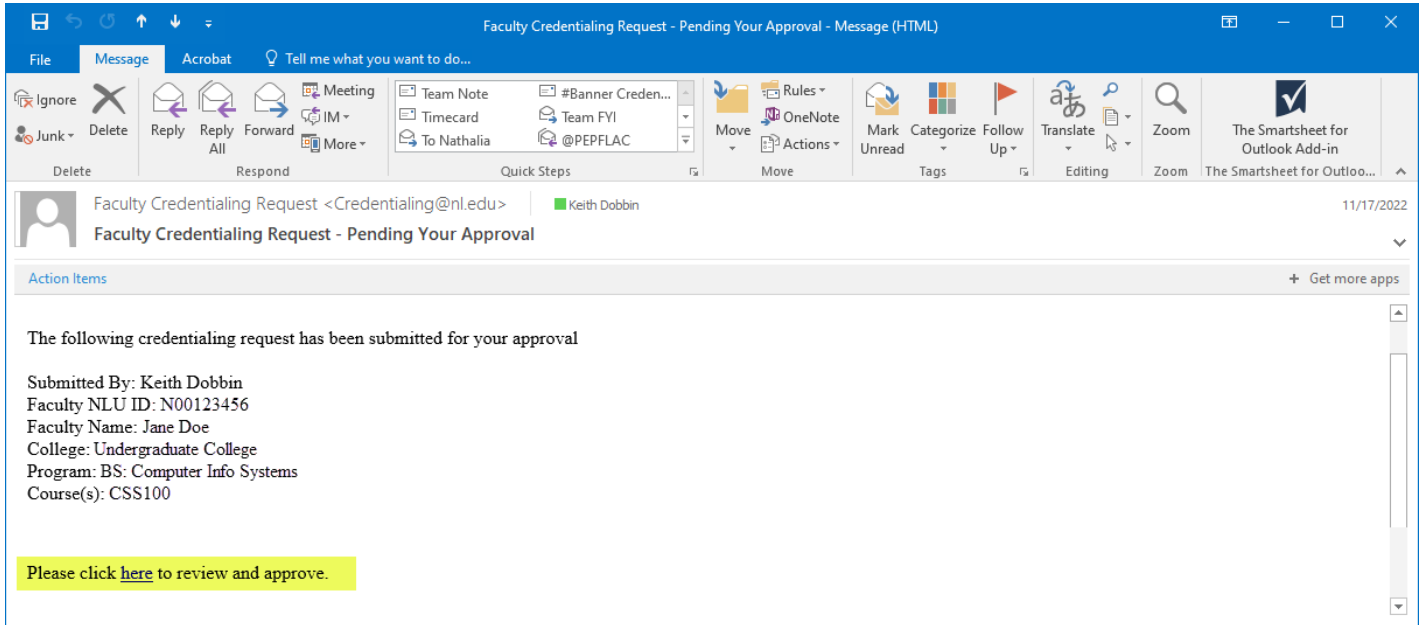
Save
Refresh

Approved Course Credentialing Requests

College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver2	Y/N
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APPROVING A REQUEST:

- Approvers receive an email notification at 8AM the day after a course credentialing request is submitted.
- Clicking on the link (highlighted in yellow below) to review and approve the request will open the Credentialing Application.



- Once in the application select the faculty name from the drop-down menu and click Go.
- Pending requests will appear in the Pending Course Credentialing Requests section.
- To approve the request select either Yes or No from the Y/N drop-down menu.
- Click on the **Save** button, then click the **Refresh** button.
- The approved course will drop into the Approved Course Credentialing Requests section where it will appear with all other approved courses. (See request highlighted in yellow below.)
- The Banner approved course database is updated from a batch process that occurs at the end of each day.
- Requests that are declined by either the first or second approver will remain in the pending section for one week before being eliminated from the table. This will allow for follow-up discussion between the approver and requestor and possibly lead to an approval later on.

NATIONAL LOUIS UNIVERSITY

Keith Richard Dobbin

NLU Faculty Credentialing System

Choose Faculty Name:

Lisa English-Dowdell :N00559195

Go

Submit Course Credentialing Requests

Select Primary Campus, College, Credential Standard Applied, and Program.

Primary Campus
College
Program
Standard Applied

* When Qualification to Teach includes TESTED EXPERIENCE , You should enter qualifying experience also.

Delete	Course	Designation	Qualification To Teach	* Qualification Experience
Add New Submit Refresh				

Pending Course Credentialing Requests

Delete	College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver 2	Y/N
Save Refresh									

Approved Course Credentialing Requests

College	Program	Course	Designation	Qualification To Teach	Approver 1	Y/N	Approver2	Y/N
UC	BS:Computer Info Systems	CSS100	Standard Faculty Credential	Degree a level above in discipline + Tested Experience	Margaret Stemler	Yes	Margaret Stemler	Yes

- The request submitter (either the faculty or the First Approver) will receive a completion notification email the following day to close the loop. (See below.)

Faculty Credentialing Request for Approvals Completed - Message (HTML)

File

Message

Acrobat

Tell me what you want to do...

Ignore

Junk

Delete

Reply

Reply All

Forward

More

Meeting

IM

Team Note

Timecard

To Nathalia

#Banner Creden...

Team FYI

@PEPFLAC

Move

OneNote

Actions

Rules

Mark Unread

Categorize

Follow Up

Translate

Zoom

The Smartsheet for Outlook Add-in

Faculty Credentialing Request <Credentialing@nl.edu>

Keith Dobbin

6:01 AM

Faculty Credentialing Request for Approvals Completed

Your credentialing request for the following courses has been approved.

Faculty Name: Jane Doe
First Approval By: Keith Dobbin
Second Approval By: Keith Dobbin
College: Undergraduate College
Program: BS:Computer Info Systems
Course(s): CSS100,CSS100

Credentialing Office
National Louis University
credentialing@nl.edu | www.nl.edu
NATIONAL LOUIS UNIVERSITY

ADMINISTRATION:

The Credentialing Application is only as good as the data provided. Faculty and Approvers will require updating to maintain accurate approval workflows.

- To update a program workflow: email [#Banner](#) with any faculty changes and be sure to provide the program name.
- Ensure that the college course credentialing matrices are current and maintained in an accessible folder in the college's drive. Updated copies of the matrices should also be maintained in the credentialing drive in the #Credentialing Matrix Documents folder.
- Ensure that the college saves copies of faculty transcripts and CVs in an accessible folder in the college's drive. (Human Resources places a copy of new faculty transcripts and CVs in the credentialing drive in Faculty Folders. If a copy is needed for a credentialing review, please contact the college's operational team.)
- The process for credentialing faculty for a course has not changed; approvers should review the Course Credentialing Matrix established and maintained by the College, the Faculty Transcripts, and Faculty CVs to ensure that all credentialing requirements have been met.
- Banner communications require a batch process for sending out emails; hence email notifications are sent out once per day. Approvals however, do not have to wait for the email communication. First and Second Approvers can access the application and make approvals at any time, bypassing the batch processing.
- The Dean must approve all requests where the credentialing designation is either Exception or Tested Experience. A pending request email will be sent to the approvers and to the Dean, but only the Dean should access the request and make that approval.