CIP Code Correlation Process

As part of our efforts to improve and automate the process justifying faculty credentials for SACS-COC re-accreditation, we (Faculty Affairs, UITS, the Graduate College) have modified the Faculty Information System (FIS) to make it easier to create a "SACS Faculty Roster" and to create a justification within FIS as needed. We have created an automated report that, for each course taught during a particular term, compares the CIP Code of the terminal degree/major of the instructor of that course, and searches for a match within the correlation matrix. The correlation matrix is a spreadsheet that lists the terminal degrees and majors that are appropriate to teach an individual course, as determined and approved by the faculty in that discipline (keeping the Faculty Roster "Do's and Don'ts" in mind).

To teach courses, SACS-COC generally requires the instructor to hold the terminal degree in the teaching discipline of the course or a closely-related field. The idea is that if there is a match between the instructor's CIP code and the CIP code of a course (4-digit match for undergraduate courses or 6-digit for graduate courses), then – within the context of SACS-COC academic credential requirements – all faculty holding a terminal degree with that CIP code will be considered to hold the appropriate academic credential for the course and are considered SACS-COC qualified to teach that course without additional justification required. Please note this does not obviate the need for the faculty member to obtain Graduate Faculty status or permission to teach post-baccalaureate courses. That is an independent requirement of which SACS-COC academic credential requirements are a component. It also does not establish a 'right' for a faculty member possessing that degree to be assigned to teach a graduate course. However, if the terminal degree CIP and course CIP do not match, a detailed justification must be written by the department chair as to why the instructor is otherwise qualified to teach the course. This description must be uploaded into the FIS.

Please understand that the terminal degrees and majors listed in the correlation matrix should **not** simply be a copy and paste of the credentials of your current faculty. What appears in the correlation matrix should be the terminal degrees/majors that, without any additional experience, are considered appropriate to teach the course. For example, if a Ph.D. in History appears in the list for a course, then the faculty are stating that **any** faculty member with a Ph.D. in History is automatically qualified to teach that course. The terminal degrees/majors listed should also be those generally recognized by those in the discipline external to KSU.

For further information, please refer to the Faculty Roster "Do's and Don'ts," the KSU Faculty Credential Guide, and the Accreditation and CIP Code sections under Policies and Procedures on the Faculty Affairs website.