

# Instructions for Rosters of Instructional Staff

Rosters for Instructional Staff must be completed each semester, including intersessions and exceptional sessions. Provide information on all faculty members, including graduate assistants and adjunct faculty, who are teaching credit courses during the specified semester. A quick reference chart of required forms can be found online at <http://www.nicholls.edu/ir/Publications/Forms%20Quick%20Reference.pdf>.

Faculty members should be grouped according to the department or discipline in which they are teaching. If a faculty member is teaching in two or more discipline areas or departments, the faculty member will be listed under EACH department in which they are teaching, along with the corresponding courses.

**It is the departmental secretaries' responsibility to print their department's rosters, and make sure that faculty members and/or department heads thoroughly check ALL information listed on the rosters.** This will allow our office to perform any needed updates.

**NOTE:** All forms listed in these instructions may be downloaded and saved to your computer. The original signed forms must be sent to Human Resources and an electronic copy must be sent to Melanie Collins.

## For NEW faculty who do not yet appear on the Rosters of Instructional Staff:

1. Complete a [Faculty Credentials Verification Checklist](#) in its entirety, including ALL degree and major concentration information, as well as a breakdown of graduate study hours (GSH). This form must be completed and/or verified and signed by the department head. The original must be submitted to Human Resources to be filed in the faculty's personnel file. An electronic copy must be sent to Melanie Collins in the Office of Assessment and Institutional Research. If, for some reason, you cannot send it electronically, please forward a paper copy a.s.a.p. (We no longer require that you complete a blank roster for new faculty; this form will supply all the information needed for the roster.)
2. If it is determined by the department head that the faculty is qualified by exception (See [SACS Credential Guidelines](#) for assistance in determination), a [Letter of Exception](#) must be completed for the faculty member. The letter of exception must be signed by the proper authorities and forwarded to Human Resources to be filed in the faculty's personnel file - **an electronic copy of the letter must be emailed to [melanie.collins@nicholls.edu](mailto:melanie.collins@nicholls.edu).**
3. If the faculty member is qualified by exception and will be teaching for more than one semester, a [Faculty Development Plan](#) must be completed each academic year to provide proof of professional development, by the faculty member, towards the discipline in which he/she is teaching. This form must also be submitted to Human Resources once it is signed. Electronic copies must be sent to Melanie Collins.
4. In addition, if the faculty member is qualified by exception and will be teaching for more than one semester, a [Matrix of Relevant Qualifications](#) must be completed each semester to provide demonstrate how a faculty member's experience and expertise contribute to effective teaching and student learning outcomes. This form must also be submitted to Human Resources once it is signed. Electronic copies must be sent to Melanie Collins.

## For CURRENT faculty who already appear on the Rosters of Instructional Staff:

1. Check all the information, including courses being taught, to ensure the accuracy of the information.
2. If information on the roster is to be added, changed, or removed, write the information and/or notes in **RED INK** next to that faculty's currently listed information or provide an attachment to the roster which states the necessary changes, additions, or deletions.
  - a. Printed course information comes from the SIS system. If any listed **course** information is incorrect, please mark the information on the roster and **complete the course correction form** available in the Academic Affairs office.

Once the rosters have been reviewed and verified/edited, the **acknowledgement on the last page of the departmental roster** must be completed, signed by the dept. head, and sent to Melanie Collins in the Office of Assessment and Institutional Research, along with the necessary edits marked in RED INK, by the deadline date provided to you in the email you receive each semester which notifies you when rosters are posted to the website.

Any questions regarding these instructions or Rosters of Instructional Staff should be directed to Melanie Collins in the Office of Assessment and Institutional Research, ext. 4944 (email: [melanie.collins@nicholls.edu](mailto:melanie.collins@nicholls.edu))