1. Faculty member collaborates with Instructional Dean to develop and fulfill a Faculty Professional Development Plan during each 5-year period. The faculty member documents activities supporting currency in the teaching discipline and/or enhancement of teaching skills at the end of each 5-year period.

2. Vice President of Instructional Services (VPIS) Office sends the Faculty member a letter one year in advance to notify that their Certification will expire in one year & providing instructions to apply for Re-Certification. An Application for Re-Certification form is included. The appropriate Instructional Dean(s) and Department Chair(s) are copied on this notification.

3. Faculty member assembles documentation supporting fulfillment of Faculty Professional Development Plan and currency in the teaching discipline and/or enhancement of teaching skills. Faculty member then submits completed Application for Re-Certification and supporting documentation to the appropriate Instructional Dean.

4. Instructional Dean reviews the Application for Re-Certification and supporting documentation. Provided these items satisfy IRSC Re-Certification standards and guidelines, the Instructional Dean signs approval of the Application for Re-Certification and forwards it (only) to the VPIS Office. If the documentation and/or professional development activities do not satisfy IRSC standards and guidelines for Re-Certification, the Instructional Dean works with the Faculty member to address any deficiencies.

5. Instructional Dean maintains Re-Certification documentation on each Faculty member to demonstrate compliance with SACS/IRSC policies.

6. VPIS issues Re-Certification, sends renewed Certificate with letter to the Faculty member, and provides Human Resources with a copy of the new Certificate to be maintained in the Faculty member’s Certification file.

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