UGA Instructor of Record Credentialing System
Instructions for Certifying Faculty Credentials

Faculty Credentialing Steps

1. Log on to the UGA Online Credentialing System at https://ior.uga.edu/PSAC/ (see screen shot below)

2. Generate a “No-Match CIP Report” for the appropriate semester (note the available “Export to Excel” function). This will give you a list of faculty loaded as Instructor of Record in the UGA Course Offerings Database (CODB) whose degree(s) (masters and above) are not an exact CIP match with the course(s) for which they are listed as instructors of record and no “crosswalk” match has previously been established.

3. Review the academic degree(s) of each faculty member on the list and the course(s) they are assigned. Make a determination that either:
   a. The faculty member’s specific academic degrees are the appropriate, primary credential for teaching that specific course or
   b. The faculty member’s primary, appropriate credential for teaching the course is extensive research, extensive professional experience, or extensive non-degree education in the teaching discipline.

4. If the determination is “a.,” please send the specific faculty degree/discipline—course name/number to Tracie Sapp (tsapp@uga.edu), Associate Director of Institutional Research. She will establish a “crosswalk” match in the system.

5. If the determination is “b.,” please use the “Faculty Course Justification” link on the UGA Online Credentialing System to enter the appropriate justification.
Contact Information:

For **log-in requests** and information about **alternate justifications** for faculty instructors:
   Office of Faculty Affairs, 706-542-0547
   Caron Clark (cclark@uga.edu)

For **crosswalks, course CIP information, or corrections to Instructor of Record**:
   Office of Institutional Research
   Tracie Sapp (tsapp@uga.edu)

For **corrections to degree information** for individual faculty members:
   [Request for degree correction in UGA data systems](#)