



South Texas College
Faculty Credential Review
Credential Database Modification (CDM) Form

The review of credentials for currently employed faculty will occur when a faculty member is assigned a new course (not previously taught) and/or following a faculty credentials review audit.

Form Submission: Department Chairs will complete and sign the CDM Form and submit it to their Dean for signature. Once the Dean has signed, the CDM form should be routed to the Office of the Vice President for Academic Affairs (OVPAA) for review and approval.

Faculty Name: _____

Faculty A#: _____

Division/Department: _____

Department Chair: _____

New faculty: Attach all relevant documentation of credentials and qualifications (transcripts, certificates/licensure, etc.)
Currently employed: Attach relevant documentation of credentials. Transcripts will be requested from HR by the OVPAA's office if needed.

Course Information (Course No. & Title)

add additional page if needed

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Add

Remove

<input type="checkbox"/>
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Is the faculty in compliance with [Board Policy 4151](#)?

Yes _____ **No** _____

Signature – Department Chair

Date

Signature – Division Dean

Date

Signature – OVPAA Faculty Credentials Review Designee

Date

Approved – Vice President for Academic Affairs

Date

Office of the Vice President for Academic Affairs (OVPAA) Use Only:
Modification of Credential Database

Date Entered: _____

Initials: _____

Note: The OVPAA will route this form to the Office of Human Resources as supporting documentation of record to be placed in the faculty member's personnel file.