South Texas College - New Hire Faculty

Credential Review Form – Academic Programs

Chairpersons shall complete the following information to ensure that faculty credentials and qualifications for all faculty candidates are in compliance with South Texas College Board Policy DBA- Employment Requirements & Restrictions: Credentials & Records and with SACSCOC accreditation requirements. Deans shall acknowledge and approve the credentials by signing the form. The Credential Review Form must be completely filled out prior to submission.

Section I:

Department Name:_____**Chairperson:** _____

Candidate Name: _____

To ensure timely processing, please list all proposed courses (course number and course title) the candidate may be assigned. ***Typing in "all courses" will result in returning of the form to the Department Chair.***

Course Number	Course Title

Section II:

Candidate Credential(s): Check *all* that apply

☐ **A** Faculty teaching **general education** courses at the undergraduate level:

- Doctorate or Master's degree in the teaching discipline **OR**
- Doctorate or Master's degree with a minimum of 18 graduate semester hours in the teaching discipline

☐ **B** Faculty teaching **associate degree** courses designed for transfer to a baccalaureate degree:

- Doctorate or Master's degree in the teaching discipline **OR**
- Degree with a minimum of 18 graduate semester hours in the teaching discipline.

☐ **C** Faculty teaching **baccalaureate** courses:

- Doctorate or master's degree in the teaching discipline **OR**
- Degree with a minimum of 18 graduate semester hours in the teaching discipline

☐ **D** Faculty teaching **developmental** courses:

- Bachelor's degree in the teaching discipline related to their teaching assignment **AND**
- Either classroom experience in a discipline related to their teaching assignment or graduate semester hours in education

☐ **E**

- Need to follow Justification Process

Degrees Earned:

Institution	Degree (s) Earned	Major

Coursework for 18-graduate semester hour requirement (if applicable):
*Coursework must be listed below. Attachment of transcript(s)in lieu of listing is **not** acceptable.*

Institution	Course Number	Course Name	No. Hrs.

Total: 18 Hours

Comments *(optional)*:

Section III:

In accordance with Policy 3813, Academic Classification for Faculty, the chair should determine whether the potential faculty member qualifies to apply for classification upon hire. (For Lecturers check "None")

"A faculty member may be hired at the classification of Assistant Professor or Associate Professor under the following conditions:

1. Meets the educational requirement.
2. Meets the following years of service.
    a. For Assistant Professor, a minimum of four (4) years as a full time regular faculty member from a regionally accredited institution of higher education.
    b. For Associate Professor, a minimum of eight (8) years as a full time regular faculty member from a regionally accredited institution of higher education.
3. Complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing support documentation.
4. Receives departmental recommendation.
5. The search committee must submit a recommendation to the Department/Program Chair for consideration. The Department/Program chair will route a recommendation to the Academic Classification Committee, who will provide a recommendation to the Vice President for Academic Affairs for final approval."

The potential faculty meets the educational requirement and years of service for:

☐ **Assistant Professor**

☐ **Associate Professor**

☐ **None**

Section IV:

_____	_____
Signature – Chairperson	Date
_____	_____
Signature – Division Dean	Date
_____	_____
Signature – Vice President for Academic Affairs *(VP signature not needed if uploaded via PeopleAdmin)*	Date

As per **Board Policy 4152**: "Official transcripts must be sent directly from the issuing institution to the College's Office of Human Resources to document compliance with Southern Association for Colleges and Schools (SACS) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position."

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.