FACULTY CREDENTIALS & QUALIFICATIONS

Guidelines and Procedures Manual

Office of the Vice President for Academic Affairs

SOUTH TEXAS
COLLEGE

South Texas College
Faculty Credentials and Qualifications
Guidelines and Procedures Manual

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INTRODUCTION

The *Faculty Credentials and Qualifications Guidelines and Procedures Manual* is designed to provide information about the credentialing process of faculty members at South Texas College.

South Texas College (STC) recruits and employs the most qualified faculty members to accomplish the mission and goals of the College. When determining acceptable qualifications of its faculty, STC gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed in this Manual. The College also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and Course Learning Outcomes (CLOs). For all cases, the College is responsible for justifying and documenting the qualifications of all its faculty.

This Manual provides information about *STC Board Policy 4151*, which establishes the standards related to faculty qualifications, based on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines in the Principles of Accreditation and describes the process of credentialing for full-time faculty, lecturers, adjunct/part-time, and dual credit faculty members. Both full-time and part-time faculty must possess the appropriate credentials in their respective teaching discipline. They must also possess credentials in the specific area/topic being taught and meet or exceed the minimum requirements of *STC Board Policy 4151* and SACSCOC guidelines, regardless of the location of the course offering or mode of delivery. Faculty qualifications do not always align with the credentials expected for each discipline and program; as a result, this Manual includes Faculty Credentials Justification Procedures.

The Appendices in this Manual provide flowcharts for different credentialing processes and related forms used by the College to document faculty credentials.

In addition, South Texas College developed the *Handbook of Faculty Credential Requirements for Courses by Discipline/Program* that lists the disciplines and courses offered at the College and the minimum credential and qualification requirements for each course. In addition, the Handbook provides individual credential tables by discipline, program, and course.

The *Faculty Credentials and Qualifications Guidelines and Procedures Manual* and the *Handbook of Faculty Credential Requirements for Courses by Discipline/Program* is published on the South Texas College's Academic Affairs/Faculty Resources webpage.

South Texas College *Faculty Credentials and Qualifications Guidelines and Procedures Manual* are published in the Faculty Handbook and are regularly reviewed.

SOUTH TEXAS COLLEGE BOARD POLICY 4151

MANUAL OF POLICY

Title	**Academic and Professional Credentials for Faculty**	**4151**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated November 9, 1995**	
	As Amended by Board Minute Order Dated December 16, 1999	
	As Amended by Board Minute Order dated August 19, 2004	
	As Amended by Board Minute Order dated August 21, 2008	

South Texas College recruits and employs the most competent faculty members qualified to accomplish the mission and goals of the institution.

When determining acceptable qualifications of faculty, the College will give primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The College will also consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. The College assumes responsibility for justifying and documenting the qualifications of its faculty.

The College has adopted the Commission Guidelines for Faculty Credentials, published by the Southern Association of Colleges and Schools for defining faculty qualifications:

a. Faculty teaching general education courses at the undergraduate level:
   - doctorate or master's degree in the teaching discipline or a 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 a doctorate or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:
   - a minimum of a bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses:
   - doctorate or master's degree in the teaching discipline or a doctorate or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.

In addition, the College will hire faculty that meet or exceed the following minimum qualifications for Certificate and Developmental courses:

a. Faculty teaching certificate courses that are not included in an associate degree:
   - certificate of completion and significant demonstrated work experience.

b. Faculty teaching certificate courses that are included in an associate degree:
   - associate's degree and demonstrated competencies in the teaching discipline.

c. 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.

It is the responsibility of the Search Committee to recommend prospective full-time regular faculty finalists to the respective Division Dean for consideration. The names of the recommended candidates are then forwarded to the Office of Human Resources for transcript evaluation and to document that the candidates meet the requirements as established by the Commission Guidelines for Faculty Credentials, published by the Southern Association of Colleges and Schools and the College policies and procedures regarding academic and professional credentials for faculty. Following the evaluation and documentation by the Office of Human Resources, the names of the final candidates are forwarded to the Vice President for Academic Affairs for final selection of the candidate.

All degrees earned by faculty and which fulfill the requirements of the Southern Association of Colleges and Schools Principles of Accreditation must be from a regionally accredited institution and the College is committed to recruiting and selecting faculty whose highest degree is earned from a broad representation of regionally accredited institutions.

Aside from the aforementioned guidelines which represent commonly-accepted good practice for the academic qualifications of faculty, the College concurs with the Commission on Colleges that qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses. For this reason, the College has put in place procedures for the review of faculty qualifications when justifications are deemed appropriate.

FACULTY CREDENTIALS JUSTIFICATION PROCEDURES

South Texas College established Credentials Justification Procedures for situations when a faculty member's qualifications do not align with credentials required for teaching a specific course. The justification process requires a careful and thorough process that demonstrates the linkage between the various components of the faculty qualifications and the proposed course description and Course Learning Outcomes (CLOs).

When a justification is needed, a **Credential Review Packet** (CRP) is developed to document qualifications of a faculty to teach a specific course. The Credential Review Packet will contain the following items:
- The Credential Review Form
- A Justification Memo from the Division Dean that summaries the academic qualifications, credentials, and professional experiences relevant to the assigned course
- A crosswalk that provides justifications for each Course Learning Outcome (CLO) in the course to be taught
- Other existing documents to support the crosswalk (transcripts, certifications, etc.)

The following items are **required** to justify faculty qualifications:
- For academic courses:
    1. Graduate Coursework aligned with Course Learning Outcomes
    2. In rare cases, faculty not meeting the required academic preparation may be considered based on documented evidence of extensive professional experience and demonstrated contributions to the discipline aligned with Course Learning Outcomes.
    Note: This type of justification must be reviewed by the Credential Review Committee.
- For workforce courses:
    1. Undergraduate coursework aligned with Course Learning Outcomes
    and
    36 months of non-instructional work experience directly related to the teaching assignment (documented at Human Resources)
    2. In rare cases, faculty not meeting the academic and work experience may be considered based on documented evidence of extensive training in a closely related discipline and the competencies needed to teach the course objectives.
    Note: This type of justification must be reviewed by the Credential Review Committee.

The following items can be used to **support** the justification; however, they cannot be used as the primary reasons for justification.
- Training certification in discipline from state or national organizations
- Certifications and/or licensure in the field
- Recognition in journals or textbooks in the discipline
- Professional presentations
- Apprenticeships
- Teaching experience in the discipline
- Honors and awards directly related to the discipline

FACULTY CREDENTIALS REVIEW PROCEDURES

Full-Time Faculty Member - New

Prospective full-time faculty members submit an application via the online portal at the Office of Human Resources webpage. Full-time faculty are referred to as Full-time Regular Faculty on the staffing plan and Lecturers are hired for one or two semesters based on enrollment needs.

Step 1: Office of Human Resources and Faculty Search Committee
- The Office of Human Resources verifies that applications are complete and that credentials are from regionally accredited institutions and the candidate has the minimum credentials as advertised for the position then forwards complete applications to the Search Committee Chair. Applicants submitting an employment application with foreign transcripts must provide transcript equivalency documentation from an approved evaluation service. The evaluation service must be a member of The National Association of Credential Evaluation Services (NACES).

Step 2: Department and Division
- The Search Committee Chair and members conduct a review of prospective faculty members' credentials and qualifications and recommends the top candidates to the Division Dean.
- The Division Dean reviews the credentials and qualifications of the recommended candidates and forwards the Dean's recommendation list to the Office of the Vice President for Academic Affairs (OVPAA).
- The Vice President for Academic Affairs (VPAA) reviews and selects the final candidates. Thus, the process of developing an official hiring proposal can begin.

Step 3: Office of Human Resources and Office of Vice President for Academic Affairs
- The Office of Human Resources will forward the Hiring Proposal(s) to the Office of the Vice President for Academic Affairs (OVPAA) to verify qualifications are documented properly and aligned with assigned courses.
  - If credentials and qualifications are properly documented the hiring process continues
  - If the credentials and qualifications are not properly documented, the Hiring Proposal will be returned to the department to address any concerns, and/or the Credential Review Process can be started by the Division Dean (refer to Appendix C).
- The Office of the Vice President for Academic Affairs will conduct a final review of the credentials and qualifications of candidates recommended by the Division Deans and if all qualifications are aligned with the assigned courses, the prospective faculty will be approved for stated courses.

Note: According to *STC Board Policy 4152*, official transcripts must be received by Human Resources by the first class day, unless a 7 week extension is approved by the respective Division Dean and the Vice President for Academic Affairs.

Full-Time Faculty Member – Currently Employed

A 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. The primary responsibility to submit all credentials and qualifications is at the faculty level. As per *STC 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 of Colleges and Schools Commission on Colleges (SACSCOC) 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." The following steps relate to faculty members who are already under review for teaching a new course.

Step 1: Department Chair Level
- The faculty member must provide his/her credentials and qualifications to the Office of Human Resources and to the Department Chair. The Department Chair makes the preliminary determination whether credentials and qualifications are adequate.
- When faculty credentials or qualifications for a particular course do not clearly adhere to *STC Board Policy 4151* for the proposed course assignment, the faculty member has the option to provide Supporting Documentation to the Office of Human Resources and his or her respective Department Chair.
    - Supporting Documentation may include: transcripts documenting additional credentials or hours completed, additional certifications, and documentation of work experience.
    - If the Department Chair determines that the Supporting Documentation is adequate, then the Department Chair submits a **Credential Database Modification Form** to the Office of the Vice President for Academic Affairs. If credentials and qualifications align with the requested course, and they are approved by the VPAA, it will be added to the faculty member's approved course list on the Faculty Credential Database.
    - Credential Database Modification Form will be routed to Office of Human Resources as supporting documentation of record to be placed in faculty member's personnel file.

Step 2: Elective Level – Department/Faculty Review
- If there are questions regarding a faculty member's credentials and qualifications, the faculty member or Department Chair has the option to request a Department Faculty Review Committee. Once the Committee has been requested, it must be convened within 3 weeks of the request. The committee membership will include three faculty members from the department (two selected by the Department Chair and one by the faculty member) with credentials and qualifications closely aligned to the course in question. The committee will review and research credentials and qualifications for *best* faculty/course match. Subsequent reviews for the same faculty member and course will require additional/new information for a review to be convened.
- The Committee will review and research credentials and qualifications, and provide a summary of findings to the Department Chair and the faculty member in question.
- The Department routes the summary of findings to the Division Dean.
    - If the Division Dean determines that the Supporting Documentation is adequate, then the Division Dean will communicate approval to the Chair. The Chair will then submit a **Credential Database Modification Form** to the Office of the Vice President for

Academic Affairs for review. If credentials and qualifications align with the requested course, and they are approved by VPAA, the course will be added to the faculty member's approved course list on the Faculty Credential Database.
- o Credential Database Modification Form will be routed to Office of Human Resources as supporting documentation of record to be placed in the faculty member's personnel file.

Step 3: Divisional Level – Credential Review Packet (CRP)
- If the current faculty member's credentials and qualifications with the Supporting Documentation do not clearly adhere to *STC Policy 4151* for the proposed course assignment, the faculty member, Department Chair, or Division Dean may request the creation of a Credential Review Packet (CRP) to determine if the faculty member could or should be justified for the course assignment.

    - o The CRP will contain the following items:
        - ▪ The Credential Review Form
        - ▪ A Justification Memo from the Division Dean that summarizes the academic qualifications, credentials, and professional experiences relevant to the teaching assignment;
        - ▪ A crosswalk that provides a justification for each Course Learning Outcome (CLO) in the courses to be taught
        - ▪ Other existing documents to support the justification (refer to South Texas College *Faculty Credentials Justification Procedures*)

- The Division Dean will review the CRP. If approved, the Division Dean will submit the CRP to the Office of the Vice President for Academic Affairs.
- The Vice President for Academic Affairs will review the CRP. The Vice President will render a decision and communicate the decision to the Division Dean. If approved, the course will be added to the faculty member's approved course list on the Faculty Credential Database.

Step 4: College Level – Credentials Review Committee (CRC)
- The Division Dean may choose to submit a request for a credential review meeting by the Credential Review Committee (CRC) in cases where there is disagreement over the outcome of the initial credential review process. The CRC provides a recommendation to the Vice President of Academic Affairs. CRC membership includes:
    - o Permanent Membership
        - ▪ VPAA designee as acting CRC Chair
        - ▪ SACSCOC Liaison
        - ▪ Academic Affairs Faculty Credential Reviewer
        - ▪ Human Resources Designee
        - ▪ President of Faculty Senate (or their designee)
        - ▪ Division Dean (depending on Faculty member's credentials under review)
        - ▪ Department Chair (depending on Faculty member's credentials under review)
    - o Rotating Membership
        - ▪ Two faculty members will serve as a resource/expert within the content area (one faculty selected by Department Chair and one faculty by faculty under review)

- When credentials are verified and the committee reaches a recommendation, all members of the CRC committee will sign a document to signify their approval or disapproval of the committee's recommendation.
- The recommendations is routed to the Vice President for Academic Affairs for final review.
- The Vice President for Academic Affairs, as Chief Academic Officer, will review the committee's recommendation and render a final decision. If approved, the course will be added to the faculty member's approved course list on the Faculty Credential Database. Supporting documents will be forwarded to the Office of Human Resources to be placed in the faculty member's personnel file.
- In cases where the VPAA's final decision is not in agreement with the committee recommendation, the VPAA will render a written decision.

Adjunct/Part-Time and Dual Credit Faculty

All new, adjunct/part-time, and dual credit faculty credentials will be reviewed and evaluated using similar procedures and policies used to evaluate full-time regular faculty credentials.

1. Credentials and qualifications requirements are identical to full-time regular faculty.
2. Official transcripts must be submitted prior to start date, in accordance with *STC Board Policy 4152*.
3. When an adjunct/part-time and Dual Credit Faculty member's credentials and qualifications do not clearly adhere to *STC Board Policy 4151* for teaching a specific course the Department Chair/Division Dean will follow the **Faculty Credentials Justification Procedures** and submit the required forms and packets for review and evaluation of the faculty's credentials and qualifications.

Faculty Roster

South Texas College prepares Faculty Rosters for each semester to meet the requirements of SACSCOC standard 6.2.a, which states "Institutions should use the Commission's "Faculty Roster Form for Full-time and Part-Time Faculty" to report the qualifications of all faculty. Information presented on the roster should be provided for all full-time and part-time faculty teaching credit courses that can be part of a degree, certificate, diploma, or other credential. Faculty teaching developmental/remedial courses should also be included." Appendix D provides a Faculty Roster Template and Faculty Roster Sample.

Credential Database

South Texas College developed a Credential Database listing the courses for which faculty members have already been approved to teach. The Credential Database contains the historical information for the past several years and therefore may not be complete. The Database is regularly updated through an established process published in the Faculty Credentials & Qualifications Manual. Furthermore, the addition of courses to a faculty member's course inventory does not necessarily indicate the faculty member will be teaching the course. Staffing of courses is a Department Chair and Division Dean responsibility.

Appendices

A. Flowchart:
- Faculty Credential & Qualifications Review Procedures for Full-Time Faculty - **New**
- Faculty Credential & Qualifications Review Procedures for Full-Time Faculty – **Currently Employed**

B. Forms:
- Credential Review Form: **Academic Programs**
- Credential Review Form: **Workforce Programs**

C. Faculty Credential Justification Procedures:
- Faculty Credentials Review Checklist
- Justification Memo - Template
- Crosswalk Template

D. Faculty Roster:
- Form
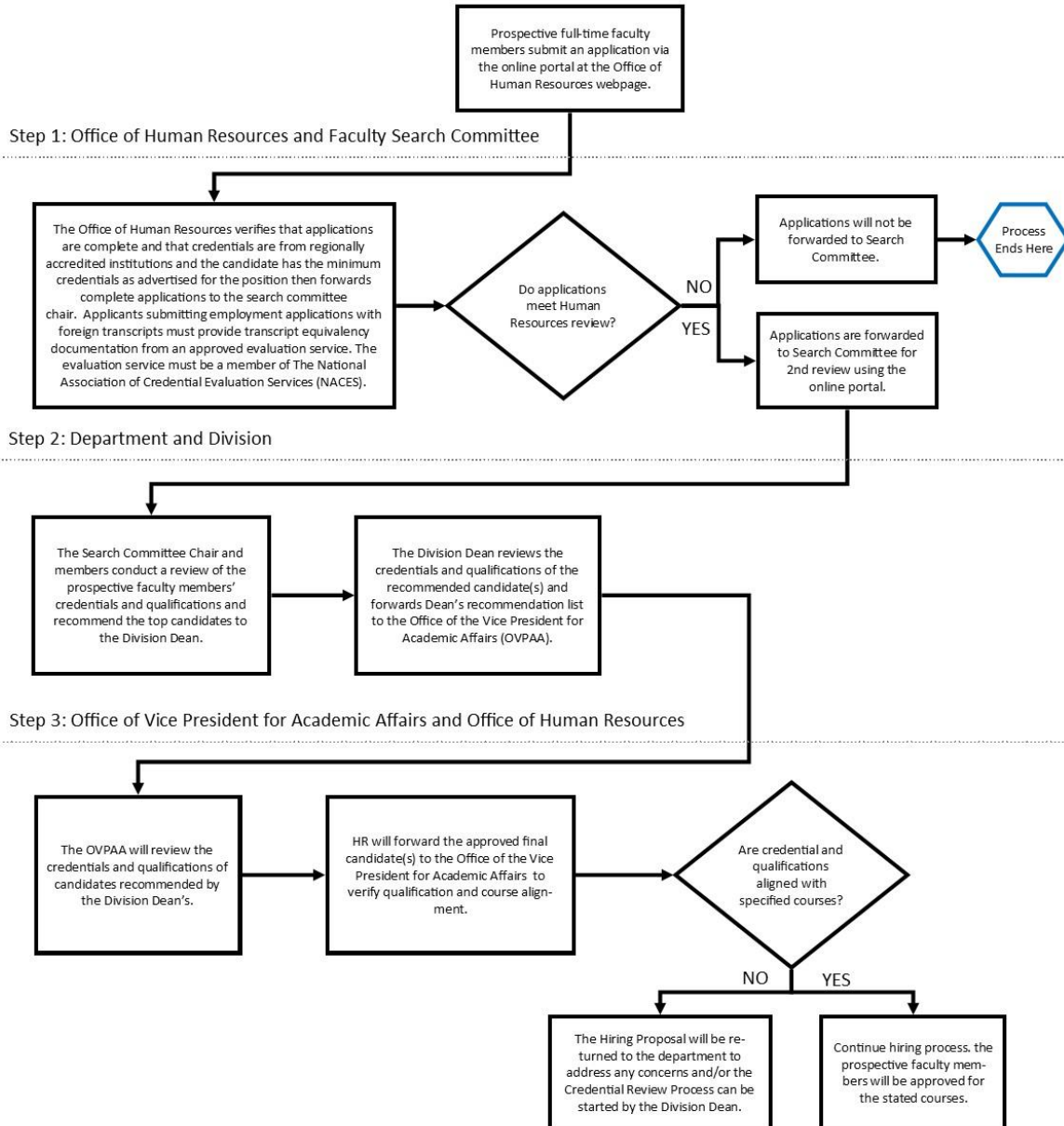- Sample

Appendix A
Flowchart

- Flowchart: Faculty Credential & Qualifications Review Procedures:
    - o Full-Time Faculty – **New**
    - o Full-Time Faculty – **Currently Employed**

Flowchart Faculty Credentials and Qualifications Review Procedures
Full-Time Faculty Member – New

South Texas College
Faculty Credentials and Qualifications - Review Procedures
Prospective Full-Time Faculty Member

The review of credentials for newly employed faculty will take place when a prospective full-time faculty member submits an application via the online portal at the Office of Human Resources webpage. The steps are as follows:

Prospective full-time faculty members submit an application via the online portal at the Office of Human Resources webpage.

Step 1: Office of Human Resources and Faculty Search Committee

The Office of Human Resources verifies that applications are complete and that credentials are from regionally accredited institutions and the candidate has the minimum credentials as advertised for the position then forwards complete applications to the search committee chair. Applicants submitting employment applications with foreign transcripts must provide transcript equivalency documentation from an approved evaluation service. The evaluation service must be a member of The National Association of Credential Evaluation Services (NACES).

Do applications meet Human Resources review?

NO → Applications will not be forwarded to Search Committee. → Process Ends Here

YES → Applications are forwarded to Search Committee for 2nd review using the online portal.

Step 2: Department and Division

The Search Committee Chair and members conduct a review of the prospective faculty members' credentials and qualifications and recommend the top candidates to the Division Dean.

The Division Dean reviews the credentials and qualifications of the recommended candidate(s) and forwards Dean's recommendation list to the Office of the Vice President for Academic Affairs (OVPAA).

Step 3: Office of Vice President for Academic Affairs and Office of Human Resources

The OVPAA will review the credentials and qualifications of candidates recommended by the Division Dean's.

HR will forward the approved final candidate(s) to the Office of the Vice President for Academic Affairs to verify qualification and course alignment.

Are credential and qualifications aligned with specified courses?

NO → The Hiring Proposal will be returned to the department to address any concerns and/or the Credential Review Process can be started by the Division Dean.

YES → Continue hiring process. the prospective faculty members will be approved for the stated courses.
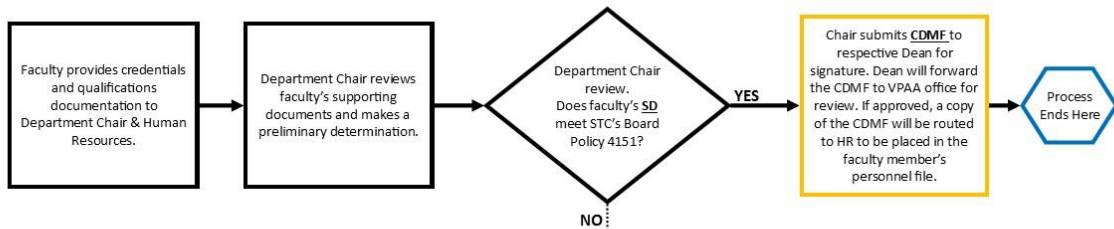
Updated: Sept. 11, 2018

Flowchart Faculty Credentials and Qualifications Review Procedures
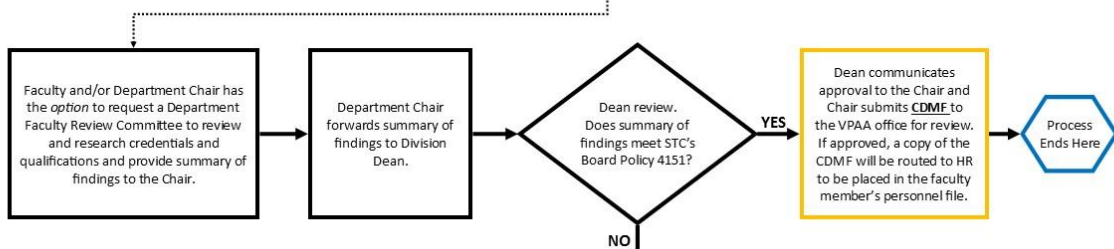# Full-Time Faculty Member - Currently Employed

South Texas College
Faculty Credentials and Qualifications - Review Procedures
Currently Employed Faculty

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. The primary responsibility to submit credentials and qualifications is at the faculty level. The steps are as follows:
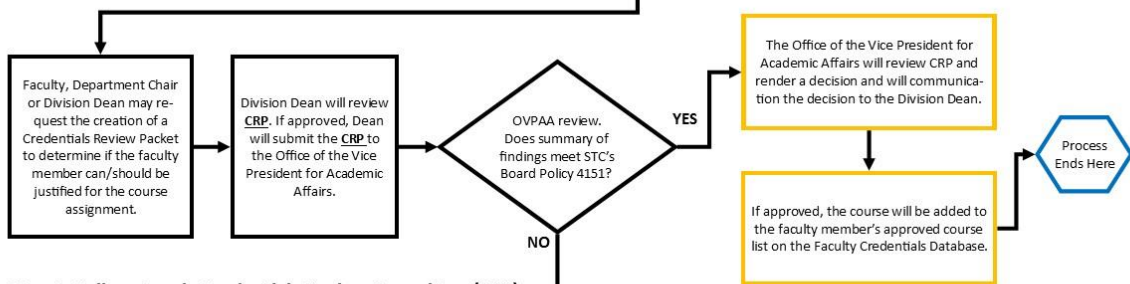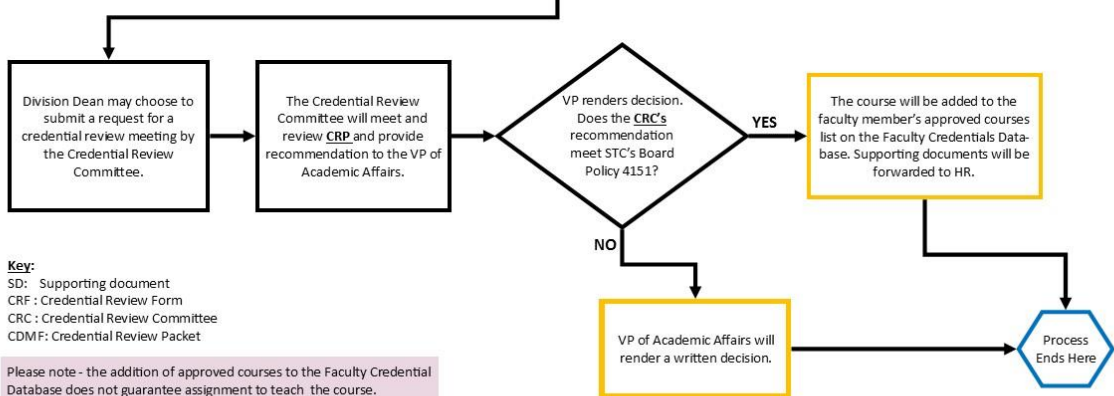
Step 1: Department Chair Level

Faculty provides credentials and qualifications documentation to Department Chair & Human Resources.

Department Chair reviews faculty's supporting documents and makes a preliminary determination.

Department Chair review. Does faculty's **SD** meet STC's Board Policy 4151?

YES → Chair submits **CDMF** to respective Dean for signature. Dean will forward the CDMF to VPAA office for review. If approved, a copy of the CDMF will be routed to HR to be placed in the faculty member's personnel file.

Process Ends Here

NO

Step 2: *Elective Level* - Department/Faculty Review

Faculty and/or Department Chair has the *option* to request a Department Faculty Review Committee to review and research credentials and qualifications and provide summary of findings to the Chair.

Department Chair forwards summary of findings to Division Dean.

Dean review. Does summary of findings meet STC's Board Policy 4151?

YES → Dean communicates approval to the Chair and Chair submits **CDMF** to the VPAA office for review. If approved, a copy of the CDMF will be routed to HR to be placed in the faculty member's personnel file.

Process Ends Here

NO

Step 3: Divisional Level - Credentials Review Packet (CRP)

Faculty, Department Chair or Division Dean may request the creation of a Credentials Review Packet to determine if the faculty member can/should be justified for the course assignment.

Division Dean will review **CRP**. If approved, Dean will submit the **CRP** to the Office of the Vice President for Academic Affairs.

OVPAA review. Does summary of findings meet STC's Board Policy 4151?

YES → The Office of the Vice President for Academic Affairs will review CRP and render a decision and will communication the decision to the Division Dean.

If approved, the course will be added to the faculty member's approved course list on the Faculty Credentials Database.

Process Ends Here

NO

Step 4: College Level - Credentials Review Committee (CRC)

Division Dean may choose to submit a request for a credential review meeting by the Credential Review Committee.

The Credential Review Committee will meet and review **CRP** and provide recommendation to the VP of Academic Affairs.

VP renders decision. Does the **CRC's** recommendation meet STC's Board Policy 4151?

YES → The course will be added to the faculty member's approved courses list on the Faculty Credentials Database. Supporting documents will be forwarded to HR.

NO → VP of Academic Affairs will render a written decision.

Process Ends Here

Key:
SD: Supporting document
CRF : Credential Review Form
CRC : Credential Review Committee
CDMF: Credential Review Packet

Please note - the addition of approved courses to the Faculty Credential Database does not guarantee assignment to teach the course.
Updated: September 11, 2018

Appendix B
Forms

- **Credential Review Form**:
  - Academic Programs
  - Workforce Programs

- **Credential Database Modification Form**

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 4151* and with SACSCOC accreditation requirements. Deans shall acknowledge and approve the credentials by signing the form. The Credential Review Form must be <u>completely</u> filled out prior to submission.

Section I:

Department Name: _____ **Chairperson:** _____

Candidate Name: _____

To ensure timely processing, please list <u>all</u> 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:

_____   _____
Signature – Chairperson   Date

_____   _____
Signature – Division Dean   Date

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

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."

Note: According to STC Board Policy 4152, official transcripts must be received by Human Resources by the first class day, unless a 7-week extension is approved by the respective Division Dean and the Vice President for Academic Affairs.

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 fil

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South Texas College
New Hire Faculty
Credential Review Form – Workforce 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 4151* 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 <u>all</u> 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 **associate degree** courses not designed for transfer to the baccalaureate degree: • A minimum of a bachelor's degree in the teaching discipline **OR** • Associate's degree and demonstrated competencies in the teaching discipline.	☐ **B** Faculty teaching **certificate** courses that are not included in an associate degree: • Certificate of completion and significant demonstrated work experience**.**
☐ **C** Faculty teaching **certificate** courses that are included in an associate degree: • A minimum of a bachelor's degree in the teaching discipline **OR** • Associate's degree and demonstrated competencies in the teaching discipline	☐ **D** Need to follow Justification Process

Degrees Earned:

Institution	Degree (s) Earned	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please identify criteria used to demonstrate competencies in the teaching discipline, if applicable (i.e. work experience, certificates, and/or licensures):

Certificates/Licensures:

Name	Issuing Organization	Date of Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience *(minimum of 36 months of documented work experience)***:**

Name of Employer	Position Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments *(optional)***:**

<div style="border: 1px solid black; height: 250px;"></div>

Section III:

_____   _____
Signature – Chairperson   Date

_____   _____
Signature – Division Dean   Date

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

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."

Note: According to STC Board Policy 4152, official transcripts must be received by Human Resources by the first class day, unless a 7-week extension is approved by the respective Division Dean and the Vice President for Academic Affairs.

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.

South Texas College
Faculty Credentials and Qualifications Review
Credential Database Modification Form

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: _____

Note: 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	**Add**	**Remove**
1) _____	☐	☐
2) _____	☐	☐
3) _____	☐	☐
4) _____	☐	☐

Is the faculty in compliance with [Board Policy 4151](#)?   Yes_____ No_____

_____   _____
Signature – Department Chair   Date

_____   _____
Signature – Division Dean   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.

Appendix C
Faculty Credentials Justification Procedures

- Faculty Credentials Review Checklist

- Justification Memo Template

- Crosswalk Template

Faculty Credentials Justification Procedures

Faculty must possess credentials in the specific area/topic being taught and meet or exceed the minimum requirements of *STC Board Policy 4151* and guidelines of the SACSCOC, regardless of the location of the course offering or mode of delivery. When faculty qualifications do not align with the credentials expected; the Division Dean can request a Credential Review by following the Credentials Review Procedures.

REQUEST FOR FACULTY CREDENTIALS REVIEW CHECKLIST

☐	Justification Memo Please use attached template. The memo must have the Dean's initials prior to forwarding to the Office of Vice President for Academic Affairs.
☐	Credential Review Form
☐	Crosswalk Please use attached template.
☐	Copies of transcripts
☐	Credential Database Modification Form
☐	Supporting Documentation (if applicable) This item is optional. Please include additional documentation, if applicable, to support the request. This can include copies of a license, certification, resume, etc.

All documents from the checklist must be included prior to submission. Incomplete documentation will be returned to the division.

The documents should be forwarded to the Office of Vice President of Academic Affairs for review. Additional documentation may be requested, as needed. Faculty should not be scheduled to teach the requested courses until all approvals have been obtained.

JUSTIFICATION MEMO TEMPLATE

[Insert Department Header]

To: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs | Initial |

From: [Division Dean], Dean of [Name of Division] | Initial |

CC: [Program/Department Chair]

Subject: [Name of Faculty] - Credentials to Teach [Course Number – Course Title]

Date: [Date]

[Please provide a summary on how the faculty meets the credentials to teach the course in question with regards to their coursework, experience, etc. and how they would meet the course learning objectives, if approved.]

CROSSWALK TEMPLATE

College: South Texas College
Purpose: Credentialing Review
Form Title: CLO Crosswalk - Linkage of Course Learning Outcomes (CLOs) to Faculty Coursework/Professional Experience

Number and Title of Course to be Reviewed:
Course classification: This course is (check one)   Transferable ( )   Nontransferable ( )
Division/Department: Department: Division:
Proposed Faculty Member to Teach:
Highest Degree Earned/Field:

Reviewed By Division Dean

Signature _____   Date

Course Information		Justification Information		
CLO Number	CLO Description	Academic Preparation Course Number	Description of Academic Preparation to CLO	Justification due to Prof. Experience
1				
2				
3				
4				

Appendix D

- Faculty Roster **Form**

- Faculty Roster **Sample**

Faculty Roster Form

Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty

Name of Institution: _____

Name of Primary Department, Academic Program, or Discipline: _____

Academic Term(s) Included: _____

Date Form Completed: ___mm/dd/yyyy___

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses *to be taught*, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

Form Updated: April 2018

Faculty Roster Sample

Rosters of Instructional Staff

Department: Occupational Therapy Assisting
Term: SPRG 2017

Name (F,P)	Courses Taught Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	Academic Degrees & Coursework Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	Other Qualifications & Comments Related to Courses Taught
	OTHA1305 Principles of OT- HYBRID OTHA1349 Occupat. Performance of Adult. OTHA2201 Pathophysiology in OT	**Doctorate of Occucational Therapy** Rocky Mountain University Major: Occupational Therapy: Education **Occupational Therapy - 31 hours** **Master of Science** University of Texas - Pan American Major: Occupational Therapy **Occupational Therapy - 71 hours** **Bachelor of Applied Technology** The University of Texas Brownsville & Texas Southmost College Major: Health Services Technology **Health Services - 36 hours** **Associate of Applied Science** South Texas College Major: Occupational Therapy Assistant Program **Occupational Therapy Assistant - 27 hours**	- Texas Board of Occupational Therapy Examiners - Occupational Therapist* - Part-time teaching experience with South Texas College - Full-time teaching experience with South Texas College - Work experience as a Registered Occupational Therapist for Milestones Therapeutic Association - Work experience as a Certified Occupational Therapy Assistant for Therpists That Care - Work experience as a Certified Occupational Therapy Assistant for Elite Rehab Services

SOUTH TEXAS
COLLEGE

Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

South Texas College Accreditation
South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.