

Credentials

Responsible Unit: Academics, Vice President's Office

Reference: [Commission on Colleges, Southern Association of Colleges and Schools Faculty Credential Guidelines](#)

Date Approved: December 2005

Date Revised: June 2012

The Vice President of Academics is responsible for maintaining the academic credentials for all College faculty. All faculty, whether full-time or part-time, must meet the following SACS credential criteria:

- A. General Education and Transfer Course Faculty
 - a. Must have completed 18 graduate semester hours in the teaching discipline and hold at least a Master's degree, or
 - b. Must hold the minimum of a Master's degree with a major in the teaching discipline.
- B. Technical Faculty
 - a. Must hold at least an Associate degree coupled with documented work experience (Typical credentials are at least a Bachelor's degree plus documented work experience.), and
 - b. Must hold the appropriate certifications and/or licenses required by the position.
- C. Technical Faculty Teaching in a Program Leading to a Certificate or Diploma
 - a. Must hold the appropriate certificate and/ or license required by the position and/ or
 - b. Must have adequate, documented experience in the discipline
- D. Developmental Faculty
 - a. Must hold at least a Bachelor's degree in a discipline related to the teaching assignment, and
 - b. Must have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

Process for Validating Faculty Credentials

1. Upon applying online to the college, faculty applicants are directed to send original college transcripts to Luv Robertson in Academics.
 - o The online application process allows applicants to post electronic copies of their college transcripts. Only hired faculty are directed to submit original paper transcripts.
2. Division Office Managers inform Luv of newly hired faculty, prompting Luv to create a credential folder for the new faculty member.
3. Luv inserts and begins completion of a cover sheet for the credential folder. This sheet asks for the faculty member's name, teaching area/s, and whether he or she is full-time or part-time, and lists the credentials received at that point.
4. Luv emails the assistant deans monthly with a list of new faculty names who have folders that need their approval and signature on the cover sheet.
5. After the assistant dean signs the cover sheet, the cover sheet is then ready for the dean's signature. Luv informs the appropriate dean that a folder/s is ready for evaluation and signature.

- If college transcripts are not sufficient in credentialing a faculty member, as determined by the assistant deans conferring with the dean and possibly the vice president, the assistant dean communicates with the faculty member about the need for additional credentials and informs Luv of this need so that she can track the arrival of the additional credentials.
 - 6. After the folder has the dean's signature, Luv informs the vice president that a folder is ready for evaluation and signature.
 - 7. After all signatures are obtained, the folder is filed and credentials are considered complete for the discipline/s listed on the cover sheet.
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- *New faculty may teach at the most one term without a completed credential file.*
 - *Faculty may not teach a course in a distinctly new academic discipline without a completed credential file.*
 - *Steps 4-7 occur again when a faculty member is assigned a course in a distinctly new academic discipline.*