

## 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:** October 2017

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. Faculty teaching general education courses or courses designed for transfer to a baccalaureate degree:
  - 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. Faculty teaching associate degree courses not designed for transfer to a baccalaureate degree:
  - a. Must hold at least an Associate degree in the teaching discipline, and demonstrated competencies in the teaching discipline, and
  - b. Must hold the appropriate certifications and/or licenses required by the position.
- C. 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. Faculty Teaching Developmental Courses:
  - a. Must hold at least a Bachelor's degree in the teaching discipline, or
  - b. Must hold at least a Bachelor's degree in a discipline related to the teaching assignment and have either teaching experience or demonstrated competencies in the teaching discipline

### Process for Validating Faculty Credentials

1. Upon applying online to the college, faculty applicants are directed to send original college transcripts to the Faculty File Credentialing Representative in Academics.
  - a. 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 the Faculty File Credentialing Representative of newly hired faculty, prompting the Faculty File Credentialing Representative to create a credential folder for the new faculty member.
3. The Faculty File Credentialing Representative 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. The Faculty File Credentialing Representative emails the Division Office Managers monthly with updated information on faculty credentials received/pending.
5. The Faculty File Credentialing Representative 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.
6. After the assistant dean signs the cover sheet, the cover sheet is then ready for the dean's signature. The Faculty File Credentialing Representative informs the appropriate dean that a folder/s is ready for evaluation and signature.
7. 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 the Faculty File Credentialing Representative of this need so that they can track the arrival of the additional credentials.
8. After the folder has the dean's signature, the Faculty File Credentialing Representative informs the vice president that a folder is ready for evaluation and signature.
9. After all signatures are obtained, the folder is filed and credentials are considered complete for the discipline/s listed on the cover sheet.
  - a. New faculty may teach at the most one term without a completed credential file.
  - b. 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.