



FACULTY CREDENTIALS REVIEW MANUAL

The purpose of this manual is to provide technical and procedural clarification for individuals responsible for faculty selection and credentialing. Procedures, forms, and general information are based on requirements specified in the *Commission on Colleges SACSCOC Faculty Credentials Guidelines (Updated April, 2018)* and have been adopted by Southeastern Technical College.

*Based on the
SACSCOC Principles of Accreditation: Foundations for Quality Enhancement*

May 2018

FACULTY CREDENTIALS REVIEW - PROCEDURAL GUIDELINES

Preliminary Check on Faculty Applicants

The appropriate Dean should verify any credentialing history at the college by checking with the Personnel Office. This preliminary check may provide useful information and help avoid unnecessary duplication.

Completion of Credit Faculty Credentials Review Packet

A specific packet, based on SACSCOC Principles of Accreditation, 6.2.a Faculty qualifications, and SACSCOC Commission on Colleges Faculty Credentials Guidelines, as appropriate has been developed for assessment of faculty credentials. This includes the *Faculty Credentials Verification Form*, an official form which must be completed and signed by the appropriate Dean. This form establishes an initial review at the departmental level and includes a response to specific credentialing questions, a transcript analysis, and a writing sample, which is evaluated by the Communication Skills Review Committee.

Dean's Assessment of Credentials

The appropriate Dean will examine individual credential-packets for compliance with *SACSCOC Principles of Accreditation, 6.2.a Faculty qualifications, or Commission on Colleges Faculty Credentials Guidelines* as appropriate. The Dean will complete the appropriate sections of the *Faculty Credentials Verification Form*. The Dean will list each course the instructor is to teach and delineate academic credentials and other experience relevant to his/her expertise in the course content. Once the form is completed, the Dean will sign the form and forward to the Vice-President for Academic Affairs.

Review by the Vice President

The Vice President will review recommendations of the Dean regarding the credentials of individual applicants. If all of the academic credentials have been approved, the Vice President for Academic Affairs will sign the *Faculty Credentials Verification Form* and forward a copy to the originating Dean, Director of Human Resources, and to the Vice President of Institutional Effectiveness. The Office of Institutional Effectiveness will input the credentialing information into Banner. The original documentation, along with all transcripts and other information, will be maintained in the office of the Vice President for Academic Affairs.

All *Faculty Credentials Verification Forms*, which credential the applicant by exception instead of academic credentials, must be approved by the President. Once approval has been given, the documents will be returned to the Vice President for Academic Affairs for dissemination.



FACULTY CREDENTIALS PROCESS

1. Faculty Applicant submits unofficial transcripts, resume, and other relevant documentation.
2. Applicant submits writing sample to Communication Skills Committee.
3. Communication Skills Committee reviews and evaluates writing sample. The evaluation and sample are returned to the appropriate Dean.
4. The Dean reviews the transcripts and other required information.
5. The Dean completes the *Faculty Credentials Verification Form* including justifying each course the applicant may teach.
6. The Dean then assembles the file and forwards to the Vice President for Academic Affairs for approval.
7. If the applicant is credentialed by exception, the Vice President for Academic Affairs forwards to President for approval.
8. Once Presidential approval is given, the file is returned to the Vice President for Academic Affairs.
9. If the applicant is academically credentialed, the Vice President for Academic Affairs signs the *Faculty Credentials Verification Form* and sends a copy of the file to the Vice President for Institutional Effectiveness for input into Banner.

SYNOPSIS OF SACSCOC PRINCIPLES

6.2.A FACULTY

6.2.a The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Teaching Areas

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

Master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)

Faculty teaching **associate degree courses not designed for transfer to the baccalaureate degree:**

Bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation related courses and/or other demonstrated competencies and achievements.

Faculty teaching **associate degree courses that could be transferrable to the baccalaureate degree:**

Master's degree in the teaching discipline, or master's degree in related field and demonstrated competencies in the teaching discipline or job performance in the field was at an exemplary or superior level. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation related courses and/or other demonstrated competencies and achievements.

Additional Teaching Areas

Because Southeastern Technical College is a technical college offering diploma and certificate programs along with associate degrees, not all teaching areas are addressed in the *Commission on Colleges Faculty Credentials Guidelines*. Additional credentialing information for Southeastern Technical College is listed below:

Faculty teaching non-degree diploma or certificate occupational courses:

(a) a diploma in the teaching discipline, (b) occupation related college courses, (c) specialized training directly related to the courses taught, or (d) competence gained through work experience and/or other demonstrated competencies and achievements. Where applicable, licensing board, and/or program specific accreditation requirements must be met.

Faculty teaching basic communication skills, basic employability skills, and institutionally developed courses in non-degree occupational programs:

Associate's degree and/or diploma with demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation related courses and/or other demonstrated competencies and achievements.

Faculty teaching basic computer skills transferable to a baccalaureate degree:

Master's degree in the teaching discipline or related field and demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation related courses and/or other demonstrated competencies and achievements.

Faculty teaching remedial programs:

Baccalaureate degree in a discipline related to the teaching assignment and either teaching experience in a discipline related to the teaching assignment or graduate training in remedial education

Exceptions to Credentialing Requirements

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching non-transfer courses. Such cases **must** be justified by the institution on an individual basis. Southeastern Technical College keeps documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications for all faculty.

Transient Credit

Southeastern Technical College (STC) requires any student taking a class as a transient student through a non-regionally accredited institution to notify STC upon registration so that a *Faculty Credentials Verification Form* can be sent to the host college to obtain needed information. The form must be returned, evaluated, and approved by the appropriate academic dean in order for the student to receive credit. If the faculty member is not deemed to have sufficient and appropriate credentials, the student must register with another instructor and repeat the credentialing process.



FACULTY CREDENTIALS INSTRUCTIONS FOR WRITING SAMPLE

All faculty will be given the following topic and will be required to submit a one-page, typed, double-spaced response.

Briefly describe yourself professionally and discuss your career goals.

The sample will be read by two of the three members of the Communications Skills Review Committee, who will rate the sample on a scale of 1 to 5, with 5 being the highest. The average rating needs to be **at least 2.5** in order to be acceptable.

College-Wide Credentials Oversight Committee

Teresa Coleman, Vice President for Academic Affairs

Dana Roessler, Dean, Health Sciences

Gina Robison, Dean, Business Technologies and Human Services

Cheryl West, Dean, General Education and Learning Support

Jessie Garrett, Dean, Environmental and Industrial Technologies

Communication Skills Review Committee

Vicky Conner, English Instructor

Ray Delva, English Instructor

Pete Frost, English Instructor

Laquanda Thomas, English Instructor

FACULTY CREDENTIALS VERIFICATION FORM

Category	Applicant Information
Employee's Name	
Employee Identification Number	
Campus	
Program of Study	
Contract Type	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Date of Hire	
Communication Skills Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No Note: Applicant's writing sample must be attached.
Official Transcripts Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course(s) to Teach	

Academic Preparation

Degrees Held	College/University	Major	Graduation Date	Regionally Accredited
Diploma				<input type="checkbox"/> Yes <input type="checkbox"/> No
Associate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Bachelor's				<input type="checkbox"/> Yes <input type="checkbox"/> No
Master's				<input type="checkbox"/> Yes <input type="checkbox"/> No
Doctorate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Hours				<input type="checkbox"/> Yes <input type="checkbox"/> No

List of Courses Completed for Justification of Requested Course(s) to Teach

Course Number	Description	Credits	Quarter or Semester
X			
X			
X			
X			
X			
X			
X			
X			

Additional Certifications or Licenses

Additional Certifications or Licenses Earned	Expiration Date of Certification/License
X	
X	
X	

Work Experience

(Verification of Employment Forms Should be Attached)

Name of Company/Business/Educational Facility	Job Title/Job Duties
X	

Signatures

Signatures	Date
Dean:	
Vice President:	
President (If Credentialed by Exception)	



Communication Skills Review Committee Writing Sample Evaluation

Faculty Applicant: _____

Committee Member: _____

On a scale of 1 to 5, with 5 being the highest score, the attached sample receives a rating of:

1

4

2

5

3

Signature of Reviewer: _____

ADMINISTRATIVE USE ONLY

Rating #1: _____

Rating #2: _____

Average Rating: _____

Dean: _____

Date: _____