

SACS FACULTY
CREDENTIALS
STANDARDS

6.2.a of the Principles of Accreditation reads as follows: “For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.”

While the general standard for the credentialing of faculty gives primary consideration to the highest earned degree in the discipline, alternate credentials may also be appropriate when the college has evidence-based reasons to utilize faculty with equivalent or higher qualifications and documents them appropriately:

- a. Faculty teaching general education courses or upper-division courses at the undergraduate level: doctorate or 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). See Exhibit A.
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or 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). See Exhibit A.
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree, such as most workforce courses: master’s degree in the teaching discipline, or bachelor’s/associate’s degree in the teaching discipline plus demonstrated work competencies in the teaching discipline. See Exhibit A.
- d. Faculty teaching developmental courses not applicable to degrees: bachelor’s degree with at least 24 sch in the discipline. See Exhibit A.

An institution may have good reasons to utilize faculty based on criteria other than earned degrees, such as awards, certifications, industry recognized and/or delivered training, quality of teaching experience, business/professional experience, publications, and the like. This gives the institution the flexibility to put the best instructor in the class when that person has even better qualifications than someone with the "right degree."

CREDIT FACULTY
CREDENTIALS
REVIEW

Below are the procedural guidelines for review of credit faculty credentials for Transfer (T), Non-Transfer (N), or Developmental (D) courses.

Credit Faculty Credentials Review:

A review of credit faculty is first reviewed by the Vice President, Human Resources. Review of documentation includes the employment application, copies of transcripts, résumé, cover letter, and other appropriate documentation as provided by the applicant. For credit faculty in workforce programs, letter(s) from current and/or former employers is required documenting relevant work experiences in the teaching discipline and employment period. Applicants are required to have official copies of transcripts documenting the minimum educational credentials for the position sent directly to the Office of Human Resources prior to being recommended for employment. On occasion, individual applicants may be reviewed for more than one teaching discipline. In such cases, applicants are required to complete an additional employment application and submit supporting documentation for review.

The Vice President, Academic and Student Affairs is a resource for providing credential review in those situations when educational credentials may require additional interpretation prior to recommendation for employment.

An "Alternative Verification of Credentials" form (see Exhibit B) is reviewed by the Vice President, Academic and Student Affairs along with appropriate copies of educational credentials. The form is completed indicating "approved" or "not approved" for the position(s) in the respective teaching discipline(s). Human Resources retains this "Alternative Verification of Credentials" form in the file of those applicants recommended for employment or the information provided by the Vice President, Academic and Student Affairs is communicated to applicants not recommended for the position.

EXHIBIT A

DISCIPLINE CREDENTIALING REQUIREMENTS

Credentialing Requirements for Particular Teaching Assignments

Degrees and course work must be obtained from institutions that are "regionally accredited" through the (1) Middle States, (2) New England, (3) North Central, (4) Northwest, (5) Southern or (6) Western associations or commissions. Any deviation from this practice must be approved by the President of the College or her designee. International credentials must be assessed as equivalent academic preparation by an approved evaluation service. Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study. Official documentation must be provided by the granting institution.

DISCIPLINE AREA:			Accounting	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ACCT	✔			18 graduate semester hours in accounting and/or finance + master's degree* or a master's degree with a major in accounting

*Advisory Notes: Up to 6 credits of course work in the areas of Taxation or Auditing will be accepted as part of the required 18 credit hours.

DISCIPLINE AREA:			Anthropology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ANTH	✔			18 graduate semester hours in anthropology + master's degree or a master's degree with a major in anthropology

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Art	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ARTS	✔			18 graduate semester hours in art + master's degree or a master's degree with a major in art

DISCIPLINE AREA:			Associate Degree Nursing	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
RNSG	✔			Master's degree in nursing + RN program nursing instructor credential from Texas Board of Nursing

DISCIPLINE AREA:			Automotive Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
AUMT		✔		baccalaureate degree in automotive technology or associate's degree in automotive technology and demonstrated related work competencies or ASE (Automotive Service Excellence) certification in automotive area to be taught plus 5 years experience in the automotive area

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Biology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
BIOL ENVR	✔			18 graduate semester hours in biology + master's degree or a master's degree with a major in biology
BIOL 2301/2101 BIOL 2302/2102	✔			18 graduate semester hours in biology + master's degree or a master's degree with a major in biology or a doctor of chiropractic degree*
**BIOL 1106 **BIOL 1107	✔			a master's degree with a teaching certificate or a minimum of a bachelor's degree in the teaching discipline with at least 3-5 years of teaching experience in the teaching discipline.

*Advisory Note: The current regional accreditation status of the chiropractic college must be validated.

**Note: Both BIOL 1106 and 1107 are lab courses designed and controlled by full-time faculty who teach the lecture component of 1306 and 1307. Lab instructors are not responsible for curriculum development, lab design, or grading policies.

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Business	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
BUSI	✔			18 graduate semester hours in business + master's degree or a master's degree with a major in business or a Juris Doctor (J.D.) in law

Note: BUSI 2301 (Business Law) may be taught by an instructor with the above BUSI qualifications or by an instructor with a graduate degree in Juris Prudence.

DISCIPLINE AREA:			Chemical Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
CTEC PTAC NUCP		✔		baccalaureate degree in chemical technology or associate's degree in chemical technology and demonstrated related work competencies or baccalaureate degree in chemical engineering or baccalaureate degree in a closely related field (e.g., chemistry, physics, nuclear engineering, mechanical engineering) or associate's degree or higher and industry recognized training in chemical technology and demonstrated related work competencies

Note: NUCP courses also require nuclear power plant certification.

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Chemistry	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
CHEM	✔			18 graduate semester hours in chemistry + master's degree or a master's degree with a major in chemistry

DISCIPLINE AREA:			Computer Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ITSC ITNW ITSE IMED ITSW ITMT CPMT CETT POFI		✔		baccalaureate degree in computer technology or associate's degree in computer technology and demonstrated related work competencies
COSC BCIS	✔			18 graduate semester hours in computer science + master's degree or a master's degree with a major in computer science

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Criminal Justice	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
CJSA CJCR CJLE		✓		baccalaureate degree in criminal justice or associate's degree in criminal justice and demonstrated related work competencies
CRIJ	✓			18 graduate semester hours in criminal justice or behavioral science with a focus in criminal justice or criminology + master's degree or a master's degree with a major in criminal justice or behavioral science with a focus in criminal justice or criminology

DISCIPLINE AREA:			Drafting Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
DFTG ARCE ENTC SRVY		✓		baccalaureate degree in drafting technology or or baccalaureate degree in a closely related field (e.g., mechanical or civil engineering) or associate's degree in drafting technology and demonstrated related work competencies

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Drama	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
DRAM	✔			A master's degree with at least 18 graduate semester hours in drama, theatre/film studies, theatre production, theatre design or a master's degree with a major in drama, theatre/film studies, theatre production, theatre design

DISCIPLINE AREA:			Early Childhood	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
CDEC		✔		baccalaureate degree in early childhood or associate's degree in early childhood and demonstrated related work competencies

DISCIPLINE AREA:			Economics	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ECON	✔			18 graduate semester hours in economics and/or finance + master's degree or a master's degree with a major in economics

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Education	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
EDUC TECA	✔			18 graduate semester hours in education + master's degree or a master's degree with a major in education

DISCIPLINE AREA:			Emergency Medical Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
EMSP		✔		baccalaureate degree in emergency medical technology + paramedic license or associate's degree in emergency medical technology and demonstrated related work competencies + paramedic license

DISCIPLINE AREA:			English and Communications	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ENGL COMM	✔			ENGL: 18 graduate semester hours in English + master's degree or a master's degree with a major in English COMM: 18 graduate semester hours in Communications + master's degree or a master's degree with a major in Communications

EMPLOYMENT REQUIREMENTS:
CREDIT FACULTY CREDENTIALS

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(LOCAL)

ENGL 04xx 03xx 02xx			✓	18 graduate semester hours in English + master's degree or a master's degree with a major in English or bachelor's degree with at least 24 sch of English
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DISCIPLINE AREA:			Engineering	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ENGR	✓			18 graduate semester hours in engineering + master's degree or a master's degree with a major in engineering

DISCIPLINE AREA:			French	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
FREN	✓			18 graduate semester hours in French + master's degree or a master's degree with a major in French

DISCIPLINE AREA:			Geography	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
GEOG	✓			18 graduate semester hours in geography + master's degree or a master's degree with a major in geography

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Government	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
GOVT	✔			18 graduate semester hours in government + master's degree or a master's degree with a major in government

Note: coursework in Texas Government also required

DISCIPLINE AREA:			Health Services Management	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
MHSM	✔			18 graduate semester hours in Public Health , Healthcare Administration, or closely related field + master's degree + or a master's degree with a major in Public Health, Healthcare Administration, or a closely related field

Note: Terminal degree strongly preferred for upper division courses. At least 25% of sections taught by terminally degreed instructor in the teaching discipline. MHSM 3325 (Healthcare Law and Ethics) may be taught by an instructor with the above MHSM qualifications or by an instructor with a graduate degree in Juris Prudence. MHSM 3311(Health Care Information Technology) may be taught by an instructor with the above MHSM qualifications or by an instructor with a graduate degree in Information Technology/Computer Science

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Heating, Air Conditioning, Refrigeration Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
HART		✓		associate's degree in heating, air conditioning, and refrigeration technology and demonstrated related work competencies

DISCIPLINE AREA:			History	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
HIST	✓			18 graduate semester hours in history + master's degree or a master's degree with a major in history

DISCIPLINE AREA:			Humanities	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
HUMA 1301	✓			18 graduate semester hours from any one or a combination of the following areas: Philosophy, English Literature, Arts, History, Classical Studies, and Humanities + master's degree or a master's degree with a major in humanities

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Industrial Management	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
TMGT	✔			18 graduate semester hours in management + master's degree + degree or certification or work experience in an industrial area or a master's degree with a major in management + degree or certification or work experience in an industrial area

Note: Terminal degree strongly preferred for upper division courses. At least 25% of sections taught by terminally degreed instructor in the teaching discipline. TMGT 3325 (Legal Issues, Ethics, and Corporate Responsibility) may be taught by an instructor with the above TMGT qualifications or by an instructor with a graduate degree in Juris Prudence. TMGT 3311 (Information Technology in Enterprise Management) may be taught by an instructor with the above TMGT qualifications or by an instructor with a graduate degree in Information Technology/Computer Science

DISCIPLINE AREA:			Industrial/Commercial Construction	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
CNBT		✔		baccalaureate degree in architecture, civil engineering, surveying, mechanical engineering or related building construction technology or construction management field or associate's degree in the teaching discipline and demonstrated related work competencies

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Industrial/Commercial Electricity	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ELPT ELTN		✔		baccalaureate degree in Industrial/Commercial Electricity or or baccalaureate degree in a closely related field (e.g., mechanical or electrical engineering) or associate's degree in Industrial/Commercial Electricity and demonstrated related work competencies or college certificate in Industrial/Commercial Electricity and a State of Texas Master Electrician License plus 3 years of experience as a Master Electrician

DISCIPLINE AREA:			Industrial/Commercial Pipefitting	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
PFPB		✔		baccalaureate degree in Industrial/Commercial Pipefitting or associate's degree in Industrial/Commercial Pipefitting and demonstrated related work competencies

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Instrumentation Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
INTC		✔		Bachelor's degree in instrumentation tech or Bachelor's degree in Engineering or associate's degree in instrumentation technology and demonstrated related work competencies or associate's degree or higher and industry recognized training in instrumentation technology and demonstrated related work competencies

DISCIPLINE AREA:			Machine Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
MCHN		✔		baccalaureate degree in machine technology or associate's degree in machine technology and demonstrated related work competencies

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Mathematics	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
MATH	✔			18 graduate semester hours in mathematics + master's degree or a master's degree with a major in mathematics
MATH 04xx 03xx 01xx			✔	18 graduate semester hours in mathematics + master's degree or a master's degree with a major in mathematics or bachelor's degree with at least 24 sch of mathematics
TECM 1401		✔		18 graduate semester hours in mathematics + master's degree or a master's degree with a major in math or bachelor's degree with at least 24 sch of mathematics

*Advisory Note: The semester hours of mathematics mentioned in the above table may not be semester hours in mathematics education.

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Music	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
MUEN MUSI MUSC	✓			18 graduate semester hours in music + master's degree Or a master's degree with a major in music
MUAP	✓			18 graduate semester hours in music + master's degree or a master's degree with a major in music or Faculty teaching private instrumental and vocal classes may be credentialed based on professional experience and demonstrated contributions to the teaching or performing discipline.

DISCIPLINE AREA:			Office Administration	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
ACNT POFT POFM BMGT BUSG MRKG HITT		✓		baccalaureate degree in office administration or baccalaureate degree in a closely related field (e.g., computer science, business administration) or associate's degree in office administration and demonstrated related work competencies or associate's degree in a closely related field (e.g., business administration, management, marketing, medical coding, accounting) and demonstrated related work competencies

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Philosophy	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
PHIL	✓			18 graduate semester hours in philosophy + master's degree or a master's degree with a major in philosophy

DISCIPLINE AREA:			Physics	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
PHYS	✓			18 graduate semester hours in physics + master's degree or a master's degree with a major in physics

DISCIPLINE AREA:			Psychology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
PSYC	✓			18 graduate semester hours in psychology + master's degree or a master's degree with a major in psychology

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Safety, Health, and Environmental Management	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
OSHT EPCT		✔		baccalaureate degree in safety, health, and environmental management or associate's degree in safety, health, and environmental management and demonstrated related work competencies or baccalaureate degree in a closely related field (e.g., industrial engineering, environmental science, or chemistry)

DISCIPLINE AREA:			Sociology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
SOCI	✔			18 graduate semester hours in sociology + master's degree or a master's degree with a major in sociology

DISCIPLINE AREA:			Spanish	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
SPAN	✔			18 graduate semester hours in Spanish + master's degree or a master's degree with a major in Spanish

Exhibit A (continued)
Discipline Credentialing Requirements

DISCIPLINE AREA:			Speech	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
SPCH	✔			18 graduate semester hours in Speech or Communication + master's degree or a master's degree with a major in Speech or Communication

DISCIPLINE AREA:			Vocational Nursing	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
VNSG		✔		associate's degree in nursing and demonstrated related work competencies

DISCIPLINE AREA:			Welding Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	D (Developmental)	Minimum Requirements
WLDG NDTE		✔		associate's degree in welding technology and demonstrated related work competencies

EXHIBIT B

ALTERNATIVE VERIFICATION OF CREDENTIALS



Date: _____

To: Dr. Shelley Diviney
Vice President, Academic & Student Affairs

From: Marshall S. Campbell, J.D.
Vice President, Human Resources

Re: Alternative Verification of Applicant Minimum Degree and/or Work Experiences for the Teaching Discipline

Applicant: _____

Has applied for: _____

Please review the attached official transcript(s) information: _____

Please “✓” and sign below if you approve or do not approve the applicant based on minimum educational requirements for the teaching discipline.

Approved

Not Approved

Please note any specific information that may be helpful in communicating your decision on the applicant:

Approved:

Dr. Shelley Diviney, Vice President, Academic and Student Affairs
human resources: part time personnel/adjunct exception approval form

Date