TRINITY VALLEY COMMUNITY COLLEGE

GUIDELINES AND STANDARDS FOR DOCUMENTATION OF FACULTY CREDENTIALS

TABLE OF CONTENTS

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES GUIDELINES ON FACULTY CREDENTIALS

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has published Commission Guidelines that is an advisory statement designed to assist institutions in fulfilling accreditation requirements. As such, guidelines describe recommended educational practices for documenting requirements of the Principles of Accreditation and are approved by the Executive Council. The guidelines are examples of commonly accepted practices that constitute compliance with the standard. Depending upon the nature and mission of the institution, however, other approaches may be more appropriate and also provide evidence of compliance. As published in the *Principles of Accreditation*, Core Requirement Section 6.2a Faculty qualifications reads as follows:

> The institution employs qualified, effective faculty members that are essential to carrying out the mission and goals of the institution and ensuring the quality and integrity of its academic programs. 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.

When an institution defines faculty qualifications using faculty credentials, institutions should use the SACSCOC faculty credential guidelines published on the SACSCOC webpage under policies and publications http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf.

TVCC'S PROCESS AND GUIDELINES ON FACULTY CREDENTIALS

Trinity Valley Community College (TVCC) adheres to SACSCOC Comprehensive Standard 6.2.a published in the *Principles of Accreditation* by employing competent faculty members qualified to accomplish the mission and goals of the College. TVCC determines and defines faculty qualifications through an internal process that uses guidelines based on the type of course the faculty member teaches. All faculty are qualified using the following minimum criteria:

1. To teach **transfer courses (UT)**, a faculty member must:
   - Hold a master's degree or higher in the teaching discipline;
   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline. **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed.)**

2. To teach **non-transfer physical education activity/kinesiology courses (UN [Activity])**, a faculty member must:
   - Hold a master's degree or higher in the teaching discipline;
   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline; **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;
   - **OR:** Hold a bachelor's degree in physical education or kinesiology. **(NOTE: Any number in the ranges 1100-1150 and 2100-2150 may be used for physical education activity courses, as opposed to theory/classroom courses, as defined by the Academic Course Guide Manual.)**

3. To teach **developmental mathematics courses, (D)**, a faculty member must:
   - Hold a master's degree or higher in the mathematics;

   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in mathematics **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR**: Hold a bachelor's degree in mathematics;

   - **OR:** Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in mathematics **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR:** Hold a bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in mathematics **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of current certificate.)**

4. To teach **developmental reading and writing (D)**, a faculty member must:
   - Hold a master's degree or higher in reading, writing or English;

   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in reading, writing or English **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR**: Hold a bachelor's degree in reading, writing or English;

   - **OR:** Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in reading, writing or English **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR:** Hold a Bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in reading, writing or English **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of current certificate.)**

5. To teach **workforce associate degree non-transfer courses (UN [AAS])**, a faculty member must:
   - Hold a master's degree or higher in the teaching discipline;

   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR:** Hold a bachelor's degree in the teaching discipline;

   - **OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate hours in the teaching discipline or related field **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;

   - **OR:** Hold an associate's degree in the teaching discipline PLUS have 3 years of relevant full-time work experience **(NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)**

6. To teach **workforce certificate only courses (UN [CERT]),** not intended for transfer, a faculty member must:
   - Hold a master's degree or higher in the teaching discipline;
   - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;
   - **OR:** Hold a bachelor's degree in the teaching discipline;
   - **OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**;
   - **OR:** Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience **(NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.);**
   - **OR:** Hold a certificate in the teaching discipline **PLUS** have 3 years of relevant full-time work experience **(NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)**
7. To teach **associate degree nursing courses**, a faculty member must:
   - Hold a master's degree or higher in nursing, preferably in nursing;
   - **OR:** If master's degree is in any discipline other than nursing, hold a bachelor's degree in nursing with at least six (6) graduate semester hours in nursing **PLUS** be a Registered Nurse (RN) in Texas. **(NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed)**.

ESTABLISHING ALTERNATE JUSTIFICATION ON FACULTY QUALIFICATIONS

If a faculty member does not possess the academic credentials as outlined above and presented in the "TVCC Faculty Credential Evaluation Summary" form, a "TVCC Faculty Credential Justification of Qualifications" form must be completed by immediate supervisor, signed by the VP of Instruction, and submitted to the Human Resource (HR) department.

The "TVCC Faculty Credential Justification of Qualifications" form outlines the relevant justification(s) which have been used to qualify the faculty member whose academic experience may fall below the TVCC qualification standards. Supporting documentation outlining the justification should be cited and submitted with the justification provided on this form.

Examples of acceptable justification may include, but not be limited to the following:

- Related work experience in the discipline (*NOTE: Work experience must be accompanied by supporting documentation that verifies employment records: i.e., verification of employment (VOE), letter of employment on company letterhead, etc.*)
- Professional licensure and certifications
- Honors, awards, or continued documented excellence in teaching
- Demonstrated competencies and achievements related to the learning outcomes of the course(s) which will be taught

STANDARDS FOR DOCUMENTATION

All documentation used to qualify faculty members to teach will be maintained in the permanent personnel file located in the Human Resource (HR) department on the Athens campus.

The organization of the permanent personnel files for all faculty will be organized according to the following structure:

1. Faculty Roster
2. Official Transcripts
3. Supporting Credentialing Documentation such as:
   a. "TVCC Faculty Credential Evaluation Summary" form
   b. "TVCC Faculty Credential Justification of Qualifications" form
   c. Any licenses, certificates, work/life experiences, etc. (**NOTE**: *Work experience must be accompanied by supporting documentation that verifies employment records: i.e., verification of employment (VOE), letter of employment on company letterhead, etc.*)
   d. Any official letters from universities/colleges attended explaining course work purposes or justification for equating course prefixes
   e. Any letters SACSCOC sent regarding approval of certain credentials
4. Employment Application
5. Resume

SUBMISSION OF TRANSCRIPTS AND CREDENTIALS

All official transcripts must be originals received by TVCC directly from the degree awarding institutions. Sealed transcripts or electronic transcripts may be sent directly to TVCC, Attention: Human Resources, 100 Cardinal Drive, Athens, Texas, 75751 or to the individual's immediate supervisor. Official transcripts and all necessary documents related to the instructional qualification will be maintained in a secure electronic folder stored on a TVCC internal Transcripts network drive. Access to the write or add files to the electronic folder of the human resource secure internal network drive is limited to TVCC HR personnel. Access to read documents within the electronic folder of the human resource internal network drive is made available to the following instructional administrators, responsible for qualifying faculty credentials: vice president of instruction, provost health science center campus, Provost Terrell campus, Provost Palestine campus, associate vice president of academic affairs, and associate vice president of workforce education.

Academic faculty members must submit to the College official transcripts of the highest degree acquired (doctorate, master's and bachelor's degrees). Academic faculty are not required to provide community college transcripts or multiple transcripts from any undergraduate college where a degree was not received or coursework is not related to the instructional qualification.

Workforce faculty members must submit to the College all applicable college work, professional licensures, certifications, honors, awards, or other demonstrated competencies and achievements needed to qualify a faculty member to teach in the related discipline, including but not limited to supporting documentation that verifies employment records for relevant work experience: i.e. reference check log, letter of employment on company letterhead, pay stubs, tax-documents, etc.

TRANSCRIPT EVALUATION PROCESS

Effective September 1, 2017, transcripts that are received and verified by the Human Resources department are to be received in a sealed envelope, submitted by the awarding institution and stamped to officiate status. However, if sealed official transcripts from the degree awarding institution are sent to the immediate supervisor at the College in lieu of the Human Resource (HR) department, the immediate supervisor must review the transcripts, stamp them with the approved stamp to substantiate official status, sign it and complete the "TVCC Faculty Credential Evaluation Summary" form, attach it to the Personnel Action Request (PAR), and send it to the VP of Instruction to be signed and certified.

Official Stamp:

Verified Official Transcripts
Certifying Official:
Ana Prattlebaum
Date: _11/7/17_

The official signed copy, along with all qualifying documentation, will be forwarded to the Human Resource (HR) department to be stored.

In accordance with the TVCC HR Practices and Procedures Manual, effective June 2017 for employees hired prior to the 2017-18 school year, all academic transcripts and supporting documentation used to confirm qualify faculty credentials included in the active employees' physical personnel files will be scanned into the Transcripts network drive and paper copies will be retained on file.

FACULTY ROSTER DEVELOPMENT

The Human Resource (HR) department will notify the Office of Strategic Planning, Effectiveness and Accreditation (SPEA) when **ALL** documents are stored electronically. The SPEA office will review and verify the "TVCC Faculty Credential Evaluation Summary" form, additional justifications, and other qualifying documentation to ensure accuracy and compliance with SACSCOC Core Requirement Section 6.2a: Faculty published in the *Principles of Accreditation*.

After verification, the SPEA office will enter all credentials and link supporting documentation into Xitracs, TVCC's credentialing management system, to be stored permanently. A SACSCOC approved faculty roster of the faculty member requiring a new or updated SACSCOC faculty roster will be generated after the 12th class day import into Xitracs each semester and placed in the permanent personnel file as well as electronically on the TVCC transcripts network shared drive.

FACULTY ROSTER UPDATE/REVISION PROCESS

On occasion, an existing TVCC faculty member who has been approved to teach a course using the described guidelines may:

- Be recruited to teach other coursework;

- Have an employment status change; or

- Complete additional education or work that qualifies them to teach courses not previously documented on their faculty roster.

For these instances, the appropriate supervisor will complete a new "TVCC Faculty Credential Evaluation Summary" form, place an "X" by the "Updated Form" box, and note the appropriate boxes applicable to the change **ONLY**.