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## Lamar State College Orange

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# FACULTY CREDENTIALING GUIDELINES AND PROCEDURES

*Lamar State College-Orange is an equal opportunity educational institution and employer. Students, faculty, and staff members are selected without regard to race, color, sex, religion, age, handicap or ethnic origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act (1967) and the Americans with Disabilities Act (1990) Title I. Inquiries concerning application of these may be referred to the Director of Human Resources.*

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## **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*, Standard 6.2a Faculty qualifications read as follows:

The institution employs qualified, effective faculty members that are essential to carrying out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments.

Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching nontransferable technical courses depend heavily on professional experience and appropriate certifications or work experience.

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>.

### **LSCO'S PROCESS AND GUIDELINES ON FACULTY CREDENTIALS**

Lamar State College Orange (LSCO) 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. LSCO 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.

2. To teach **transfer lab science 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;
  - **OR:** Hold a bachelor's degree in a science-specific discipline.
  - **OR:** Hold a bachelor's degree in any discipline, with a combination of 18 undergraduate and/or graduate hours in lab science.
3. To teach **developmental mathematics courses, (D) developmental reading and writing (D), or science lab (SL) courses**, a faculty member must:
  - Hold a master's degree or higher in the reading, writing, or math;
  - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in reading, writing, or math;
  - **OR:** Hold a bachelor's degree in reading, writing, or math;
  - **OR:** Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in reading, writing, or math;
  - **OR:** Hold a bachelor's degree in any discipline with a current Texas Education Agency (TEA) Secondary Certificate with 12 undergraduate hours in reading, writing, or math.
4. To teach **Math and Science Support Lab (D) courses**, a faculty member must:
  - Hold a master's degree or higher in the math or science;
  - **OR:** Hold a master's degree in any discipline, with 18 graduate hours in math or science;
  - **OR:** Hold a bachelor's degree in math or science;
  - **OR:** Hold a bachelor's degree in any discipline, with 18 undergraduate and/or graduate hours in math or science;
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;
  - **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;
  - **OR:** Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.
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;
  - **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;
  - **OR:** Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience;
  - **OR:** Hold a college credit certificate or an industry-recognized credential/certificate in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.
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.

## ESTABLISHING ALTERNATE JUSTIFICATION ON FACULTY QUALIFICATIONS

If a faculty member does not possess the academic credentials as outlined above and presented in the “LSCO Faculty Credential Evaluation Summary” form, a “LSCO Faculty Credential Justification of Qualifications” form must be completed by the immediate supervisor, signed by the respective Dean and the Provost/Executive Vice President, and submitted to the Human Resource (HR) department.

The “LSCO Faculty Credential Justification of Qualifications” form outlines the relevant justification(s) that have been used to qualify the faculty member whose academic experience may fall below the LSCO 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 should 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 crosswalked with the course(s) which will be taught

When the credentials of the instructor of record do not meet the minimum requirements as outlined in the LSCO Faculty Credentialing policy, but the prospective instructor possesses outstanding professional experience or relevant industrial certification/licensure, the individual may be alternatively credentialed. A minimum of two faculty (e.g., program director, department chair, associate dean, dean) must review and approve any request for alternative credentials for an instructor of record.

A minimum of five (5) years of verifiable relevant work experience may be counted as one (1) year of academic preparation up to the equivalent of a two (2) year Associated of Applied Science in the discipline that the prospective instructor is being justified as a credentialed faculty.

## STANDARDS FOR DOCUMENTATION

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

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. “LSCO Faculty Credential Evaluation Summary” form
  - b. “LSCO 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, LSC-O Credentialing Crosswalk, 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 LSCO directly from the degree-awarding institutions. Sealed transcripts or electronic transcripts may be sent directly to LSCO, Attention: Human Resources, 410 Front Street, Orange, Texas, 77630, 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 an LSCO Internal network drive. Access to write or add files to the electronic folder of the internal network drive is limited to authorized instructional administrators and staff responsible for qualifying faculty credentials.

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.

Technical and Health professions 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, redacted tax-documents, etc.

## **TRANSCRIPT EVALUATION PROCESS**

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 Resources (HR) department, the immediate supervisor may review the transcripts, stamp them with the approved stamp to substantiate official status, sign it and complete the "LSCO Faculty Credential Evaluation Summary" form, and send it to the Provost/Executive Vice President of Academic and Student Affairs to be signed and certified.

Official Stamp:



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

## **FACULTY ROSTER DEVELOPMENT**

The Provost/Executive Vice President of Academic and Student Affairs will notify the Office of Institutional Research and Effectiveness (OIRE) when **ALL** documents are stored electronically. The OIRE office will consult with LSCO's Director of SACSCOC Reporting and Institutional Accreditation Liaison to

review and verify the “LSCO 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 OIRE office will enter all credentials and link supporting documentation into Xitracs, LSCO’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 census day import into Xitracs each semester and placed in the permanent personnel file as well as electronically on the LSCO transcripts network shared drive.

### **FACULTY ROSTER UPDATE/REVISION PROCESS**

On occasion, an existing LSCO 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 “LSCO Faculty Credential Evaluation Summary” form, place an “X” by the “Updated Form” box, and note the appropriate boxes applicable to the change **ONLY**.

**Lamar State College Orange (LSCO)**  
**FACULTY CREDENTIAL EVALUATION SUMMARY FORM**

<b>DATE</b>							
<input type="checkbox"/> NEW FORM <input type="checkbox"/> UPDATED FORM (only complete appropriate boxes <b>APPLICABLE</b> to the change)							
<b>A. FACULTY INFORMATION</b>							
Semester		Year		Name of Person Completing Form			
Faculty Name			Full/Part-Time (Adjunct)	Programs or Teaching Departments (list all that apply) AND Level of Award (i.e. Welding CERTIFICATE or Liberal Arts AA)			
<b>B. COURSES that can be TAUGHT at LSCO</b>							
Course Prefix	Course #	Course Description			Course Type (UT – Transfer Course, D – Developmental, UN – Workforce/Technical Associate, UN - Certificate)		Semester Credit Hours
<b>C. EDUCATION</b> (List <u>ALL</u> college and degree information for which <u>OFFICIAL TRANSCRIPT(S)</u> have been provided to <u>QUALIFY FACULTY</u> to teach in their respective <u>PROGRAM</u> selected in <u>SECTION A.</u> )							
Year	Institution Name		Degree (MA, MS, BAAS, AAS, CC)		Description of Degree (Ex: <u>Criminal Justice</u> , <u>History</u> )		
<b>D. TRANSCRIPT COURSE INFORMATION</b> <b>IF APPLICABLE – COMPLETE THIS SECTION ONLY</b> if degree is <b>NOT</b> in discipline being taught at LSCO (i.e. Master's in History, but teaching Sociology, list all appropriate Sociology courses below). ( <b>NOTE:</b> If necessary attach course description and learning outcomes of courses not using the same prefix/rubric)							
Institution Name	Grad/ Under- Grad	Course Prefix	Course #	Course Description	SCH	Grade	Term/Year Taken
<b>E. LICENSES/CERTIFICATES</b> <b>IF APPLICABLE – COMPLETE THIS SECTION ONLY</b> if license(s)/certificate(s) is/are needed to qualify faculty to teach a course listed in SECTION B. (COPIES OF <b>CURRENT</b> LICENSES/CERTIFICATES <b>MUST BE SUBMITTED.</b> )							
License/Certificate #	Expiration Date (MM/DD/YYYY)	Issue Date (MM/DD/YYYY)	Issuing State	Issuing Entity Name (provide URL)	License/Certificate Description		



**Lamar State College Orange (LSCO)**  
**FACULTY CREDENTIAL EVALUATION SUMMARY FORM**

**F. WORK/LIFE EXPERIENCE** IF APPLICABLE-COMPLETE THIS SECTION ONLY if work/life experience is needed to qualify faculty to teach a course listed in SECTION B. (VERIFICATION OF EMPLOYMENT (VOE), letter of employment on company letterhead, etc., **MUST BE SUBMITTED.**)

Work/Life Experience (Business/Experience Name)	Description (Position Title/Duties)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Supporting Documentation Type

**G. OFFICIAL TRANSCRIPT(S)/JUSTIFICATION(S)** A FACULTY ROSTER will NOT be provided to the HR DEPARTMENT until ALL required documentation has been SUBMITTED.

- ☐ Official transcript(s) with **ALL** other required documentation have been submitted to the HR department to qualify faculty to teach in their respective discipline.
- ☐ Official transcript(s) with **ALL** other required documentation have **NOT** been submitted to the HR department. Faculty has been informed to request required documentation to qualify to teach in their respective discipline.
- ☐ Meets qualifications through justification. A *“Faculty Credential Justification of Qualifications”* form to be completed by immediate supervisor, signed by the Provost/EVP, and submitted to the HR department to qualify faculty to teach in their respective discipline.

**H. FACULTY QUALIFICATION(S)**

**Transfer Courses (UT)** Meets Criteria: ☐ Yes ☐ No

☐ Hold a master’s degree or higher in the teaching discipline; **OR**

☐ Hold a master’s degree or higher in any discipline, with 18 graduate hours in the teaching discipline. (**NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed.**)

**Transfer Lab Science Courses (UT)** Meets Criteria: ☐ Yes ☐ No

☐ Hold a master’s degree or higher in the science discipline; **OR**

☐ Hold a master’s degree or higher in any discipline, with 18 graduate hours in the specific science discipline. (**NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**); **OR**

☐ Hold a bachelor’s degree in the specific science lab discipline; **OR**

☐ Hold a bachelor’s degree in any discipline, with a combination of 18 undergraduate and/or graduate hours in lab science.

**Developmental Mathematics (D)** Meets Criteria: ☐ Yes ☐ No

☐ Hold a master’s degree or higher in Mathematics; **OR**

☐ Hold a master’s degree or higher in any discipline, with 18 graduate hours in Mathematics (**NOTE: If this option is selected, 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, 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, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of the current certificate.**)

**Developmental Reading or Writing (D)** Meets Criteria: ☐ Yes ☐ No

☐ Hold a master’s degree or higher in reading, writing, or English; **OR**

☐ Hold a master’s degree or higher in any discipline, with 18 graduate hours in reading, writing, or English (**NOTE: If this option is selected, 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, 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, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of the current certificate.**)

**Lamar State College Orange (LSCO)**  
**FACULTY CREDENTIAL EVALUATION SUMMARY FORM**

<b>Math and/or Science Support Lab (D)</b>	<b>Meets Criteria:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hold a master's degree or higher in the math or science; <b>OR</b> <input type="checkbox"/> Hold a master's degree or higher in any discipline, with 18 graduate hours in the specific math or science; <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR</b> <input type="checkbox"/> Hold a bachelor's degree in the specific math or science; <b>OR</b> <input type="checkbox"/> Hold a bachelor's degree in any discipline, with a combination of 18 undergraduate and/or graduate hours in math or science.	
<b>Workforce Associate Degree Non-Transfer Courses (UN [(AAS)])</b>	<b>Meets Criteria:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hold a master's degree or higher in the teaching discipline; <b>OR</b> <input type="checkbox"/> Hold a master's degree or higher in any discipline, with 18 graduate hours in the teaching discipline <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR</b> <input type="checkbox"/> Hold a bachelor's degree in the teaching discipline; <b>OR</b> <input type="checkbox"/> Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR</b> <input type="checkbox"/> Hold an associate's degree in the teaching discipline <b>PLUS</b> have 3 years of relevant full-time work experience <b>(NOTE: SECTION E (Licenses/Certificates) &amp; SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)</b> <input type="checkbox"/> Has completed the LSC-O "Alternative Credentialing for Workforce Non-Transfer Courses (Associate Degree & Certificate)" procedure establishing alternate justification on Faculty Qualifications. <b>(NOTE: SECTION E (Licenses/Certificates) &amp; SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, Faculty Credentialing Crosswalk, etc.)</b>	
<b>Workforce Certificate Only Courses (UN [(AAS)])</b>	<b>Meets Criteria:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hold a master's degree or higher in the teaching discipline; <b>OR</b> <input type="checkbox"/> Hold a master's degree or higher in any discipline, with 18 graduate hours in the teaching discipline <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR</b> <input type="checkbox"/> Hold a bachelor's degree in the teaching discipline; <b>OR</b> <input type="checkbox"/> Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR</b> <input type="checkbox"/> Hold an associate's degree in the teaching discipline <b>PLUS</b> have 3 years of relevant full-time work experience <b>(NOTE: SECTION E (Licenses/Certificates) &amp; 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</b> <input type="checkbox"/> Hold a college certificate or an industry-recognized credential/certificate in the teaching discipline <b>PLUS</b> have 3 years of relevant full-time work experience <b>(NOTE: SECTION E (Licenses/Certificates) &amp; SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)</b> <input type="checkbox"/> Has completed the LSC-O "Alternative Credentialing for Workforce Non-Transfer Courses (Associate Degree & Certificate)" procedure establishing alternate justification on Faculty Qualifications. <b>(NOTE: SECTION E (Licenses/Certificates) &amp; SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, Faculty Credentialing Crosswalk, etc.)</b>	
<b>Associate Degree Nursing Courses</b>	<b>Meets Criteria:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hold a master's degree or higher, preferably in nursing; <b>OR</b> <input type="checkbox"/> If master's or higher 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 <b>PLUS</b> be a Registered Nurse (RN) in Texas. <b>(NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed).</b>	

**Lamar State College Orange**  
**FACULTY CREDENTIAL EVALUATION SUMMARY FORM**

<b>I: SIGNATURES OF APPROVAL</b>	
<i>Faculty Attesting Appropriate Information Included on Form</i>	<i>Date</i>
<i>Program Director/Lead Faculty Approval</i>	<i>Date</i>
<i>Dean Approval</i>	<i>Date</i>
<i>SACSCOC Liaison Approval</i>	<i>Date</i>
<i>Provost/Executive Vice President</i>	<i>Date</i>

Date submitted to HR Office: \_\_\_\_\_

Date submitted to IE Office: \_\_\_\_\_