



Lamar State College — Orange —

Lamar State College Orange

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*, 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: <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.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 **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;
 - **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
 - **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;
 - **OR:** Hold a bachelor’s degree in any discipline with current Texas Education Agency (TEA) Secondary Certificate with 12 undergraduate hours in mathematics.
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;
 - **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;
 - **OR:** Hold a Bachelor’s degree in any discipline with current Texas Education Agency (TEA) Secondary Certificate with 12 undergraduate hours in reading, writing or English.
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;
6. **OR:** Hold an associate’s degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.
7. 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 certificate in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.
8. 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 immediate supervisor, signed by the VP of Instruction, and submitted to the Human Resource (HR) department.

The “LSCO 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 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 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.

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, 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