
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*, 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 (UN)**, 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.
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 discipline (Reading, Writing, Mathematics, or Specific Science);
 - **OR:** Hold a master’s degree in any discipline, with 18 graduate hours in (Reading, Writing, Mathematics, or Specific Science);
 - **OR:** Hold a bachelor’s degree in (Reading, Writing, Mathematics, or Specific Science);
 - **OR:** Hold a bachelor’s degree in any discipline, with 24 undergraduate and/or graduate hours in (Reading, Writing, Mathematics, or Specific Science);
 - **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, Mathematics, or Specific Science).
4. 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.
5. 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.
6. 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 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) 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 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 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

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 a LSCO 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 authorized LSCO personnel directly related to the faculty member's supervisory chain. 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: Provost/Executive Vice President of Academic and Student Affairs, Dean of Academic Studies, Dean of Health, Technical, and Workforce Programs, Director of Human Resources, Associate Dean of Academic Affairs, Associate Dean of Technical Programs, Associate Dean of Health Professions

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 Resource (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**.