

Texas Southmost College Faculty Credentialing Review Process & Faculty Credentials Table

Texas Southmost College Faculty Credentialing Review Process

SACSCOC provides a broad framework for required faculty credentials and expects each college to clarify specific requirements for each discipline that would be acceptable to an accreditation committee of peers.

I. Submission of Documents, Approval and Certification

1. Faculty members shall complete and submit the Web-based application to the TSC Human Resources (HR) Office.
2. Faculty must submit a completed application and official transcript(s) of collegiate work.
3. The screening of applications and the verification of credentials and qualifications shall be the responsibility of the hiring supervisor or divisional dean.
4. The Vice President of Instruction (VPI) shall conduct a final review of official transcripts, transcript evaluation form, statement of qualification (SOQ), and other required credentials. The records will become part of the faculty member's personnel file.
5. Faculty with advanced degrees from foreign institutions must have their credentials evaluated and translated by a National Association of Credential Evaluation Services (NACES) approved organization prior to beginning work with TSC. Documentation must be submitted prior to hire date.

II. Forms and Documents

1. Credentials and explanations are documented in the Faculty HR file.
2. The *Professional Qualifications Documentation Statement* is used for faculty who are qualified by an alternative route, such as workforce experience, extensive background or expert performance, but who do not meet the credential requirements as stated on the TSC Faculty Credentials Table.

Courses listed as equivalent to credential requirements must be reviewed by faculty subject matter experts in the discipline and approved by the VPI prior to the initial hire. If approved, faculty members will be considered qualified to teach the approved courses at Texas Southmost College.

Disagreement among faculty subject matter experts will be resolved by a special committee named by the President (to include the Vice President of Instruction, Dean and two faculty members from another Division).

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III. Credential Review & Updating Process

1. The Vice President of Instruction (VPI) will review faculty credential requirements in September and February unless an issue is determined to be essential for immediate resolution. Other issues will be reviewed during regular meetings.
2. Disagreement among faculty subject matter experts will be resolved by a special committee named by the President (to include the Vice President of Instruction, Dean and two faculty members from another division). Final authority for hiring decisions at an individual college resides with the President.
3. The updated TSC Faculty Credentials Table will be disseminated to chairs/program directors and Deans and posted to the HR site by the VPI after each revision. The revision date on the document. The revision date will include a synopsis of changes.

2013-14 Faculty Credentials Table (<https://tsc.edu> - Click the Faculty Tab)

IV. Credential Statement

Academic Credentials

TSC adheres to the following academic credentials requirements for all members of the faculty.

- Academic faculty teaching transfer courses must have earned and document receipt of a master's degree in the teaching field or a master's degree with at least 18 graduate hours in the teaching field; faculty must provide TSC HR with updated official transcripts as appropriate.
- Faculty positions in developmental studies (reading, writing and math) and English as a Second Language require documentation of at least a bachelor's degree with a major or minor in the teaching field;
- Qualifications for teaching occupational/technical courses require at least three years of related work experience and at least an associate's degree in the teaching field.

The TSC Human Resource Office maintains official personnel records. All information is available to the faculty member or the designated representative by written request of the faculty member. Public access to information in personnel records is subject to the requirements of the Texas Open Records Act. (Govt. Code, Ch.552)

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The credentialing information listed below is based on courses as they appear in the 2013-2014 Catalog and are the required guidelines for TSC full-time and adjunct faculty.

Discipline	Course Prefix	Course Type	TSC Guidelines for Credentials
Accounting	ACCT	T	Master's degree in Accounting or Master's degree with 18 graduate hours in Accounting.
	ACNT	W	Associate's or Bachelor's degree in Accounting and a minimum of 3 years non-teaching work experience in the field.
Architecture	ARCH	T	Master's degree in Architecture or Master's degree with 18 graduate hours in Architecture.
Art	ARTS	T	Master's degree in Art, Fine Arts, Studio Art, Art Education or Art History or a Master's degree with 18 graduate hours in Art, Fine Arts, Studio Art, Art Education or Art History.
Auto Body	ABDR	W	Associate's or Bachelor's degree in Auto Body Technology or related field and a minimum of 3 years non-teaching work experience in the field.
Automotive Tech	AUMT	W	Associate's or Bachelor's degree in Automotive Technology or related field and a minimum of 3 years non-teaching work experience in the field.
Biology	BIOL	T	Master's degree or higher in theoretical or Applied Biology or life sciences or a Master's degree or higher with 18 graduate credit hours in theoretical or applied biology or life sciences.
	BIOL (A & P)	T	Master's degree or higher in theoretical or Applied Biology or Life Sciences or a Master's Degree or higher with 18 graduate credit hours in theoretical or Applied Biology or Life Sciences or MD, DDS, DC, DVM, MPAS-Master's Physician Assistant Studies with college level Anatomy and/or Physiology courses.
Business	BUSI	T	Master's degree in Management/Business/Administration, or Master's degree with 18 graduate hours in Management/Business/Finance/Marketing.
	BUSI 2301 (Business Law)	T	Master's degree or higher in Business OR Juris Doctor with graduate hours in Business Law or Master's degree with 18 graduate hours in Management/ Business.
Business/Management	BUSI	T	Master's degree in Management/Business/Administration, or Master's degree with 18 graduate hours in Management/ Business.
	BCIS	T	Master's degree with 18 graduate hours in COSC or related field, or a Master's degree in Business Administration with 18 hours of relevant computer technical coursework or computer technical experience.
	HRPO	W	Associate's or Bachelor's degree in Business, Management, Administration, or Human Resources, and a minimum of 3 years non-teaching work experience in Business Management and/or Human Resources.

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	BMGT BUSG MRKG	W	Associate's or Bachelor's degree in Business Administration or Management, and a minimum of 3 years non-teaching work experience in the field Business Management and/or Marketing.
	POFI	W	Associate's or Bachelor's degree in Business Administration or Management and a minimum of 3 years non-teaching work experience in the field.
	IBUS	W	Associate's or Bachelor's degree in International Business, International Studies, Business/Management/Administration, and a minimum of 3 years non-teaching work experience in the field.
Chemistry	CHEM	T	Master's degree in Chemistry or Biochemistry or Chemical Engineering or a Master's degree with 18 graduate hours in Chemistry.
Child Care and Development	CDEC	T	Master's degree in Child Care Development, Early Childhood, or Education with 18 graduate hours in Child Development or Early Childhood or Special Education.
Communication	COMM	T	Master's degree in Communication or Master's degree with 18 graduate hours in Communication or related area.
Computer Information Systems	IMED INEW ITSE ITSC ITSW ITSY	W	Associate's or Bachelor's degree in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, or Computer-Based Information Systems, Instructional Technology, or Business/Computer Related field (e.g., computer management, decision, data processing, and a minimum of 3 years non-teaching work experience in the field.
	ITNW ITMT ITCC	W	Associate's degree or higher in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, Computer-Based Information Systems or Business/Computer related field (e.g., Computer Management, Decision), or Electrical Engineering and a minimum of 3 years non-teaching work experience in the field or industry certification(s).
	COSC	T	Master's degree in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, or Computer-based Information Systems or related field(s). Master's degree with 18 graduate hours in a specific area of Technology.
Construction and Building Technology/Technician	CNBT	W	Associate's degree in Engineering Graphics, Drafting Technology or Computer Aided Design in the Structural, Civil or Architectural fields and minimum of 3 years in the respective field or bachelor's degree in Architecture or Structural/Civil Engineering Technology or Construction Management. Minimum of 3 years experiences in respective field and proficiency in metal building design, fabrication and construction.
Criminal Justice	CRIJ	T	Master's degree or higher in Criminal Justice; Juris Doctor with 18 graduate hours in Criminal Justice; or Master's degree with 18 graduate hours in Criminal Justice.

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Discipline	Course Prefix	Course Type	TSC Guidelines for Credentials
Drafting /Engineering Technology	DFTG SRVY	W	Associate's degree in Engineering Graphics, Drafting Technology or Computer Aided Design in the Structural, Civil or Architectural fields and minimum of 3 years of non-teaching work experience in the field or Bachelor's degree in Architecture or Structural/Civil Engineering Technology or Construction Management. Minimum of 3 years of non-teaching work experiences in field and proficiency in Metal Building Design, Fabrication and Construction.
Diagnostic Medical Sonography	DMSO DSVT DSAE	W	Associate's or Bachelor's degree in diagnostic medical sonography or related field and a minimum of 3 years non-teaching work experience in the field and appropriate credentials to teach in the learning concentrations listed below. DSVT Current "RVT" or "CCI" credential DMSO Current "RDMS" credential DSAE Current "RDCS" or "CCI" credential
Economics	ECON	T	Master's degree or higher in Economics or Master's degree with 18 graduate hours in Economics.
Education	EDUC	T	Master's degree or higher in Education or Master's degree with 18 graduate hours in Education.
Electrician	ELPT ELTN	W	Associate's degree or higher in Electrical or Electronics related field and a minimum of 3 years non-teaching work experience in the field.
Emergency Medical Science	EMSP	W	Associate's or Bachelor's degree in Emergency Medical Technology or related field and a minimum of 3 years non-teaching work experience in the field. Must be certified or registered as a paramedic.
English and College Preparatory English (Developmental)	ENGL	T	Master's degree in English, Literature, Creative Writing, or Rhetoric and Composition or Master's degree with 18 graduate hours in English, Literature, Creative Writing, or Rhetoric and Composition.
	CPS ENGL	D	A Bachelor's degree or higher with a major or minor in English or in a related field such as TESOL, Foreign Language, Linguistics, or Language Arts and a minimum of one year's teaching experience in a discipline related to the assignment; or graduate training in teaching or developmental education.
Environmental Science	ENVR	T	Master's degree with 18 graduate hours in Environmental Science, biology, chemistry and/or geology.
English for Speakers of Other Languages (ESOL)	ESOL	D	A Bachelor's degree or higher with a major or minor in TESOL or related fields such as English or Linguistics.
Foreign Language	FREN GERM ITAL SPAN	T	Master's degree in the discipline or Master's degree with 18 graduate hours in the discipline.

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Geography	GEOG	T	Master's Degree in Geography or Master's degree with 18 graduate hours in Geography.
Geology	GEOL	T	Master's Degree in Geology or Earth Science, or a Master's degree with 18 graduate hours in Geology or other Earth Sciences.
Government	GOVT	T	Master's degree in Political Science/Government; or Master's degree with 18 graduate hours in Political Science/Government; or Juris Doctor or Master's in Public Administration with 18 graduate hours in related Political Science/Government courses.
Health Information Tech	HITT	W	Bachelor's degree in health information management/administration or associate degree in health information technology.
	HITT 1305 (Med. Term)	W	Associate's degree or higher in a health care field with appropriate current licensure, certification, or registration in the field and three years of relevant work experience.
	HPRS	W	Associate's degree or higher in a health care field such as Nursing, Respiratory Care, Health Information Administration, with appropriate credentials and a minimum of 3 years non-teaching work experience in the field.
History	HIST	T	Master's degree in History or American Civilization (with cross-listed courses in History), or related Master's degree with 18 graduate hours in History.
HVAC Heating/AC & Refrigeration	HART HVAC	W	Associate's degree in AC/Heating & Refrigeration and a minimum of 3 years non-teaching work experience in the field.
Integrated Reading & Writing (College Preparatory/Developmental)	INRW	D	<p>Integrated Reading & Writing course is designed to develop students' critical writing-reading skills by focusing on developing written work appropriate to audience, purpose, situation and length of assignment by applying reading skills for organizing, analyzing, and retaining material. This is the exit level <u>developmental education course</u> for reading and writing. Once students successfully pass this course, they are considered TSI met (college ready) in both reading and writing.</p> <p>As this course focuses on writing, a Bachelor's degree or higher with a major or minor in English and/or Reading or in a related field, such as Education, Foreign Language, Linguistics, or Language Arts or TESOL. This is the exit level developmental course for reading and writing. Once students successfully pass this course, they are considered TSI met (college ready) in both reading and writing.</p>
Machining Technology	INMT MCHN	W	Certificate or higher in Machining or Manufacturing Technology or equivalent and 3 years non-teaching experience in the field.
Mathematics and College Preparatory Math (Developmental)	MATH	T	Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.

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	CPS MATH	D	A Bachelor's degree or higher with a major or minor in Mathematics or in a related field such as Statistics or Mathematics Education and a minimum of one year's teaching experience in a discipline related to the assignment; or graduate training in teaching or developmental education.
Medical Assisting	MDCA HPRS	W	Associate's degree or higher with certification in a medical assisting or medical related field and 3 years non-teaching work experience in the field. Associate's degree or higher in an Allied Health field and demonstrated competencies in the teaching discipline.
Medical Laboratory Technology	MLAB PLAB	W	Associate's degree or higher in Medical Laboratory Science and a minimum of 3 year's non-teaching work experience in the field.
Music	MUSI	T	Master's degree in Music (Master of Arts in Music- MA), Master of Music-MM),(Master of Music in Education – MME) or a Master's degree with 18 graduate hours in Music.
Nursing (Associate Degree Nursing)	RNSG	T	Master's degree in Nursing and must meet criteria for faculty based on the Texas Board of Nursing.
Nursing (Vocational Nursing)	VNSG	W	Associate's degree or higher in Nursing and a minimum of 3 year's non-teaching work experience in the field.
Paralegal Studies	LGLA	W	Associate's or higher degree in Paralegal, Legal Assistant, or a JD as appropriate to specific courses and 3 years non-teaching work experience as a Paralegal or Attorney.
Physical and Health Education	PHED	T	<u>Lecture courses:</u> Master's degree in Kinesiology, Recreation, or Physical Education, Exercise Physiology, Sports Administration, or Master's with 18 graduate hours in Kinesiology, Recreation, or Physical Education, Exercise Physiology, Sports Administration. <u>Activity courses:</u> Demonstrated proficiency or appropriate certification for all activity courses, Sports Officiating, and First Aid and Safety, Bachelor's or Master's degree preferred
Philosophy	PHIL PHIL 1304 & 2321	T	Master's Degree in Philosophy or Master's degree with 18 graduate hours in Philosophy. Master's Degree in Theology, Philosophy, or Comparative Religion or Master's degree with 18 graduate hours in Philosophy, Theology or Comparative Religion.

Physics	PHYS	T	Master's degree in physics or a closely related physical science or Master's degree with 18 graduate hours in physics or a closely related physical science.
Professional Office Technology	POFT and ITSW 1301	W	Associate's or Bachelor's degree in Office Administration or Business/Computer related field and 3 years of non-teaching work experience in the field.
	POFL	W	Associate's degree or higher in Office Administration, Business, Paralegal Studies, or law related field and 3 years of non-teaching work experience in law offices.
	POFM	W	Associate's or higher degree in Office Administration, Business, Health Information Administration/ Management/Technology and 3 years non-teaching work experience or an Associate's degree or higher in other Health-Related discipline with 3 years of direct or related non-

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			teaching work experience in the field.
Psychology	PSYC	T	Master's degree in Psychology or Master's with 18 graduate hours in Psychology; or Master's in Educational Psychology, or Counseling Psychology with 18 hours of graduate coursework completed in Psychology or analysis of coursework.
Radiologic Technology	RADR	W	Associate's degree or higher in Radiologic Technology and a minimum of 3 years non-teaching work experience in the field. Certification by the American Registry of Radiologic Technologists and registration in the pertinent discipline. Must have current MRT licensure through the Texas Department of Health and Human Services.
Reading (College Preparatory/Developmental)	READ	D	A Bachelor's degree or higher with a major or minor in English and/or Reading or in a related field, such as Education TESOL, Foreign Language, Linguistics, or Language Arts and a minimum of one year's teaching experience in a discipline related to the assignment; or graduate training in teaching or developmental education.
Respiratory Care	RSPT	W	Associate's degree or higher in Respiratory Care and a minimum of 3 years non-teaching work experience in the field.

Sociology	SOCI	T	Master's degree in Sociology or Master's with 18 graduate hours in Sociology.
	PSYC	T	Master's degree in Psychology or Sociology or Master's degree with 18 graduate hours in Psychology or Sociology.
Social Work	SOCW	T	Master's degree or higher in Social Work or Master's with 18 graduate hours in Social Work.
Speech	SPCH	T	Master's degree in Speech or Communication with a minimum of 18 graduate hours in Communication coursework unrelated to the study of Mass Communications (radio/television production, journalism, media criticism, broadcasting, public relations, films studies, media writing, etc.), or a Master's degree with 18 hours in Communication coursework unrelated to Mass Communications.

Welding Technology	METL NDTE QCTC WLDG	W	Associate's degree or higher in Metals Science (Metallurgy, Composite Science, etc.), or Welding Technology, Industrial Education, Industrial Arts, or Industrial Technology and 3 years non-teaching work experience in the field.
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T = Transfer, W = Workforce, D = Developmental or ESL

Revised
04/15