



Faculty Qualification Process

Qualified, competent faculty are at the heart of the mission of Texas Southmost College. As a SACSCOC-accredited institution, Texas Southmost College reviews, justifies, and documents the qualifications of its faculty members. Texas Southmost College qualifies its faculty through a rigorous process that is aligned with SACSCOC guidelines for faculty credentials as well as professional judgement. Faculty must provide evidence of professional competence through earned degrees, certifications, or related work experiences. While academic credentials are one measure of professional competence, the College examines the totality of qualifications of a faculty member. Thus, in circumstances where the guidelines for faculty academic credentials provided by SACSCOC are not met, the College may use professional judgement to recommend and approve an individual whose outstanding professional experiences alternatively qualify him or her for teaching in a specific discipline.

Qualification Process (Initial)

1. Potential faculty members shall complete and submit an online application to the TSC Human Resources (HR) Office.
2. Faculty must submit an official transcript(s) of collegiate work. 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 to HR prior to the hire date.
3. The potential faculty member shall provide copies of all official registrations, licenses, certifications, and noncredit coursework related to teaching discipline.
4. As the hiring supervisor, the Divisional Dean or Associate Vice President shall screen applicants to verify academic credentials and other qualifications before interviewing applicants and completing reference checks (for specifics, please consult the Employment Process). The Dean or Associate Vice President shall recommend selected applicants to the Vice President of Instruction for hire or in the case of adjunct faculty, the Associate Vice President or Dean may request that the adjunct be placed in the hiring pool for up to thirteen months.
5. The Vice President of Instruction shall conduct the final review of qualifications including transcripts, Faculty Transcript Evaluation form, and/or Statement of Qualification (SOQ) form, and if applicable, other required professional licenses and certifications. The Vice President of Instruction approves faculty to teach in specific areas and/or for a specific course(s) where appropriate.
6. Qualification records shall become part of the faculty member's permanent personnel file.



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Qualification Process for Second Teaching Area

If the College desires to credential a faculty member for a second teaching area after initial hire, the Divisional Dean or Associate Vice President shall complete a Faculty Transcript Evaluation form and/or a Statement of Qualification as needed. These documents shall be submitted, along with transcripts, to the Vice President of Instruction for the final credentialing review and approval where appropriate.

Qualification Forms

- The *Faculty Transcript Evaluation* form is used to credential all faculty, including those teaching general education courses or associate degree courses designed for transfer, those teaching associate degree or certificate courses not designed for transfer or those faculty teaching developmental education courses. The faculty's highest applicable degree(s) and undergraduate/graduate courses in the proposed primary and secondary teaching areas are listed. This form is completed by the Divisional Dean or Associate Vice President.
- For faculty teaching associate degree or certificate courses not designed for transfer, the *Statement of Qualifications* form is used to document direct or related work experience in the field (other than teaching), associated licenses/certifications and secondary and post-secondary education. This form is initially completed by the applicant and then finalized and signed by the Divisional Dean or Associate Vice President.
- For a faculty member who does not meet the minimum academic credentialing guidelines provided by SACSCOC and, therefore, is being qualified by an alternate method which requires justification, a Professional Qualification Document Statement (PQDS) memo must be completed. The memo must: (a) list the discipline or course(s) for which alternate qualifications are being used, and (b) describe in detail the alternative qualifications to justify the faculty member teaching in the discipline or course(s). These alternative qualifications may include: extensive, in-depth work experience in the field; expert performance in the field; related professional certifications and licensures, continuing professional development; ongoing documented teaching excellence; relevant publications; and/or honors and awards. *Documentation supporting stated qualifications must be submitted with this memo.*

The memo is created by the Divisional Dean or Associate Vice President. If approved by the Vice President of Instruction and College President, the faculty



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member will be considered qualified to teach the approved course(s) at Texas Southmost College.

Qualification Process Review Cycle

The Vice President of Instruction, in concert with instructional leadership, will review the faculty qualifications process and accompanying tables and forms annually during the Summer semester unless an issue requires immediate resolution. Any updates will be released by October 15 in anticipation of new hires for the Spring semester.

The Faculty Qualification Process and Table documents will be disseminated to Associate Vice Presidents, Divisional Deans, Department Chairs, Program Directors, and Program Coordinators and posted to the Human Resources website by the Vice President of Instruction following each revision. If revisions are not made, the version that resides on the website will be remain in effect.

Updating a Faculty Member's Qualifications

If a faculty member earns additional academic credentials or other qualifications relevant to the teaching area, then the faculty member shall notify Human Resources within 60 days of earning said qualification.

Records Maintenance

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).

Faculty Credentialing Table - Effective October 15, 2019

Discipline	Course Prefix	Course Type	TSC Guidelines for Credentials
Accounting	ACCT	T	Master's degree or higher in Accounting OR Master's degree or higher with 18 graduate hours in Accounting.
	ACNT	W	Associate's degree or higher in Accounting AND A minimum of three (3) years non-teaching work experience in the field.
Architecture	ARCH	T	Master's degree or higher in Architecture or related field (e.g., Interior Design, Urban Planning) OR Master's degree or higher with 18 graduate hours in Architecture.
Art	ARTS	T	Master's degree or higher in Art, Fine Arts, Studio Art, Art Education or Art History OR Master's degree or higher with 18 graduate hours in Art, Fine Arts, Studio Art, Art Education or Art History.
Auto Body			Associate's degree or higher in Auto Body Technology or a related field AND A minimum of three (3) years non-teaching work experience in the field AND Current ICAR Prolevel 1 Platinum designation or higher is required AND Current Automotive Service Excellence certification in the area being taught as follows:
	ABDR 1301	W	B2 - Painting and Refinishing
	ABDR 1431	W	
	ABDR 1419	W	B3 - Non-Structural Analysis & Damage Repair
	ABDR 1315	W	
	ABDR 1307	W	
	ABDR 1455	W	
	ABDR 1441	W	B4 - Structural Analysis & Damage Repair
	ABDR 1203	W	
	ABDR 2389	W	B2 - Painting and Refinishing B3 - Non-Structural Analysis & Damage Repair B4 - Structural Analysis & Damage Repair
Automotive			Associate's degree or higher in Automotive Technology or a related field AND A minimum of three (3) years non-teaching work experience in the field AND Current Automotive Service Excellence certification in the area being taught as follows:
	AUMT 1305 AUMT 2301	W	No certification required
	AUMT 1419	W	A1 – Engine Repair
	AUMT 2425	W	A2 – Automatic Transmission/Transaxle
	AUMT 2313	W	A3 – Manual Drive Train & Axles
	AUMT 1316	W	A4 – Suspension & Steering
	AUMT 1310	W	A5 – Brakes
	AUMT 1407 AUMT 2337	W	A6 – Electrical/Electronic Systems
	AUMT 1345	W	A7 – Heating & Air Conditioning
	AUMT 2317	W	A8 – Engine Performance

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	AUMT 2334	W	L1 – Advanced Engine Performance
	AUMT 2388 AUMT 2328		A1 – Engine Repair A2 – Automatic Transmission/Transaxle A3 – Manual Drive Train & Axles A4 – Suspension & Steering A5 – Brakes A6 – Electrical/Electronic Systems A8 – Engine Performance G1 – Auto Maintenance and Light Repair Certification
Biology	BIOL	T	Master’s degree or higher in Life Sciences OR Master’s degree or higher with 18 graduate credit hours in Life Sciences.
	BIOL (A&P)	T	Master’s degree or higher with 18 graduate hours in Anatomy and/or Physiology courses OR Doctor of Medicine (MD), Doctor of Veterinary Medicine (DVM) or Master’s Physician Assistant Studies (M-PAS)
Business	BCIS	T	Master’s degree with 18 graduate hours in Computer Science or related field OR Master’s degree in business-related field with 18 graduate hours of relevant computer coursework.
	BUSI	T	Master’s degree or higher in Management, Business, or Business Administration OR Master’s degree or higher with 18 graduate hours in Management, Business, Business Administration, Finance, or Marketing.
	BUSI 2301 (Business Law)	T	Master’s degree or higher in Management, Business, Business Administration, or Business Law OR Doctor of Jurisprudence (JD) with 18 graduate hours in Business Law OR Master’s degree or higher with 18 graduate hours in Management or Business Law.
Business Office Management	HRPO	W	Associate’s degree or higher in Business, Management, Business Administration, Human Resources or a marketing-related field AND A minimum of three (3) years non-teaching work experience in the field.
	BMGT		
	BUSG		
	MRKG		
	POFI	W	Associate’s degree or higher in Business Administration, Management, Business Office Systems and Support, Business Education, Computer Education, Executive Assistant, or a related field AND A minimum of three (3) years non-teaching work experience in the field.
POFT and ITSW (except 2365)	W	Associate’s degree or higher in Office Administration or a business/computer related field AND A minimum of three (3) years non-teaching work experience in the field.	

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Chemistry	CHEM	T	Master's degree or higher in Chemistry or Biochemistry OR Master's degree or higher with 18 graduate hours in Chemistry.
Child Care and Development	CDEC	W	Associate's degree or higher in Child Development, Early Childhood Education, EC-6th Grade Education, or Special Education AND A minimum of three (3) years direct teaching experience with children, from birth to age 8.
Communication	COMM	T	Master's degree or higher in Communication OR Master's degree or higher with 18 graduate hours in Communication or related area.
Computer Information Systems and Computer Web Development	IMED	W	Associate's degree or higher in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, Computer-Based Information Systems or a computer-related field AND A minimum of three (3) years non-teaching work experience in the field.
	INEW		
	ITSE		
	ITSC		
	ITSW 2365		
	ITNW		
Computer Science	COSC	T	Master's degree or higher in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, Computer-Based Information Systems or related field OR Master's degree or higher with 18 graduate hours in computer-related technology.
Construction	CNBT	W	Associate's degree or higher in Construction Management or a related field AND A minimum of three (3) years of non-teaching work experience in the commercial and/or residential fields AND OSHA 10 and OSHA 30 Safety Training Cards are required.
Criminal Justice	CRIJ	T	Master's degree or higher in Criminal Justice OR Juris Doctor with 18 graduate hours in Criminal Justice OR Master's degree or higher with 18 graduate hours in Criminal Justice.
Drafting	ARCE	W	Associate's degree or higher in Drafting Technology or Computer-Aided Design and Drafting in the Structural, Civil, Architectural or Piping fields OR Bachelor's degree or higher in Architecture, Structural/Civil Engineering or Engineering Technology AND A minimum of three (3) years of non-teaching work experiences in the field.
	DFTG		
	SRVY		
Diagnostic Medical Sonography	DMSO	W	Associate's degree or higher in Diagnostic Medical Sonography or related field AND A minimum of three (3) years of non-teaching work experiences in the field AND Current Registered Diagnostic Medical Sonographer credential (and ABD or OB/GYN) is required.
Economics	ECON	T	Master's degree or higher in Economics OR Master's degree or higher with 18 graduate hours in Economics.
Education	EDUC	T	Master's degree or higher in Education in any K-12 specialization OR Master's degree or higher with 18 graduate hours in Education in any K-12 specialization.
Electrician	ELPT	W	Associate's degree or higher in Electrical or Electronics-related field AND A minimum of four (4) years non-teaching work experience in the field AND Texas license as a Journeyman Electrician or higher.
	ELTN		

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Emergency Medical Services	EMSP	W	Associate's degree or higher in Emergency Medical Technology or related field AND A minimum of three (3) years non-teaching work experience in the field AND Certified or licensed in Texas as a paramedic or nationally registered as a paramedic AND Texas EMS instructor license or higher required within six (6) months of employment.
English and College Preparatory English (Developmental)	ENGL	T	Master's degree or higher in English, Literature, Creative Writing, or Rhetoric and Composition OR Master's degree or higher with 18 graduate hours in English, Literature, Creative Writing, or Rhetoric and Composition.
	CPS ENGL	D	Bachelor's degree or higher with a major or minor in English or in a related field (e.g., TESOL, Foreign Language, Linguistics, or Language Arts) AND A minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education.
English for Speakers of Other Languages (ESOL)	ESOL	D	Bachelor's degree or higher with a major or minor in TESOL or related fields (e.g., English or Linguistics) AND A minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education.
Foreign Language	SPAN	T	Master's degree or higher in the discipline OR Master's degree or higher with 18 graduate hours in the discipline.
Government	GOVT	T	Master's degree or higher in Political Science or Government OR Master's degree or higher with 18 graduate hours in Political Science and/or Government OR Juris Doctor OR Master's degree or higher in Public Administration with 18 graduate hours in related Political Science and/or Government courses.
Health Information Tech	HITT	W	Associate degree or higher in health information technology or health care-related field AND A minimum of three (3) years non-teaching work experience in the field.
History	HIST	T	Master's degree or higher in History OR Master's degree or higher with 18 graduate hours in History.
Heating, Ventilation, Air Conditioning (HVAC)	HART	W	Associate's degree or higher in Heating, Air Conditioning and Refrigeration Technology AND A minimum of three (3) years non-teaching work experience in the field AND Certified ACR Technician with EPA Section 608 Universal Certification is required.
	MAIR		

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Integrated Reading & Writing (College Preparatory/Developmental)	INRW	D	<p>The 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>Master's degree or higher in English, Literature, Creative Writing, or Rhetoric and Composition OR Master's degree or higher with 18 graduate hours in English, Literature, Creative Writing, or Rhetoric and Composition AND A minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education.</p>
Mathematics and College Preparatory Math (Developmental)	MATH	T	<p>Master's degree or higher in Mathematics OR Master's degree or higher with 18 graduate hours in Mathematics or Mathematical Statistics.</p>
	CPS MATH	D	<p>Master's degree or higher in Mathematics OR Master's degree or higher with 18 graduate hours in Mathematics or Mathematical Statistics AND A minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education.</p>
Medical Office Management	MDCA	W	<p>Associate's degree or higher in Medical Assisting or health care-related field AND A minimum of three (3) years non-teaching work experience in the field.</p>
	POFM	W	<p>Associate's or higher degree in Office Administration, Business, Health Information Administration/ Management/Technology or related discipline AND A minimum of three (3) years non-teaching work experience in the field AND Current Certified Professional Coder certificate through AAPC or equivalent or willing to obtain within 12 months of hire.</p>
Medical Laboratory Technology	MLAB	W	<p>Associate's degree or higher in Medical Laboratory Science or Clinical Laboratory Science AND A minimum of three (3) years non-teaching work experience in the field AND Current MLT certification by the American Medical Technologists or American Society for Clinical Pathology.</p>
	PLAB		
Music	MUSI	T	<p>Master's degree or higher in Music (Master of Arts in Music - MA, Master of Music - MM) OR Master's degree or higher with 18 graduate hours in Music.</p>
Nursing (Associate Degree Nursing)	RNSG	T	<p>Master's degree or higher in Nursing AND A minimum of three (3) years non-teaching work experience in the field AND meets criteria for faculty according to Texas Board of Nursing.</p>

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Nursing (Vocational Nursing)	VNSG	W	Associate's degree or higher in Nursing AND A minimum of three (3) years non-teaching work experience in the field AND meets criteria for faculty according to Texas Board of Nursing.
Paralegal Studies	LGLA	W	Associate's degree or higher in Paralegal or Legal Assistant OR Juris Doctor AND A minimum of three (3) years non-teaching work experience in the field.
Physical and Health Education	PHED	T	<u>Lecture courses:</u> Master's degree or higher in Kinesiology, Physical Education, Exercise Physiology or related field OR Master's degree or higher with 18 graduate hours in Kinesiology, Recreation, Physical Education, Exercise Physiology or Sports Administration. <u>Activity courses:</u> Demonstrated proficiency or appropriate certification for activity, Sports Officiating, and First Aid and Safety courses taught.
Physics	PHYS	T	Master's degree in Physics or related Physical Science OR Master's degree or higher with 18 graduate hours in Physics or related Physical Science.
Psychology	PSYC	T	Master's degree or higher in Psychology, Clinical Psychology, Counseling Psychology, Educational Psychology, or Industrial/Organizational Psychology (with designated course titles/descriptions containing Psychology content) OR Master's degree or higher with 18 graduate hours in Psychology, Clinical Psychology, Counseling Psychology, Educational Psychology, or Industrial/Organizational Psychology (with designated course titles/descriptions containing Psychology content).
Radiologic Technology	RADR	W	Associate's degree or higher in Radiologic Technology AND A minimum of three (3) years non-teaching work experience in the field AND Certification by the American Registry of Radiologic Technologists and registration in the pertinent discipline AND Current MRT general certification through the Texas Medical Board.
Reading (College Preparatory/Developmental)	READ	D	Bachelor's degree or higher with a major or minor in English and/or Reading or in a related field (e.g., Education, TESOL, Foreign Language, Linguistics, or Language Arts) AND A minimum of one (1) year 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 or related field AND A minimum of four (4) years non-teaching work experience as a Registered Respiratory Therapist AND Current licensure in Texas as a Respiratory Therapist.
Sociology	SOCI	T	Master's degree or higher in Sociology OR Master's degree or higher with 18 graduate hours in Sociology.
Social Work	SOCW	T	Master's degree or higher in Social Work OR Master's degree or higher with 18 graduate hours in Social Work.

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Speech	SPCH	T	Master's degree or higher in Speech or Communication with 18 graduate hours in Communication coursework unrelated to the study of Mass Communications (e.g., radio/television production, journalism, media criticism, broadcasting, public relations, films studies, media writing) OR Master's degree or higher with 18 graduate hours in Communication coursework unrelated to the study of Mass Communications.
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T = Transfer, W = Workforce, D = Developmental or ESOL