



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, graduate coursework 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 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 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 shall recommend selected applicants to the Vice President of Instruction for hire or in the case of adjunct faculty, the 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 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.
- 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.
- 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. 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 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 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 March 2025

| Discipline | Course Prefix | Course Type (T=Transferable; W=Workforce; D=Developmental) | 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. |
| Agriculture/Agribusiness | AGRI | T | Master's degree or higher in agriculture or related field (e.g., Agroecology, Animal Science, Plant Science, Agronomy, Horticulture) OR Master's degree or higher with 18 graduate hours in agriculture or related 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 | | W | Associate's degree or higher in Auto Body Technology or a related field AND three (3) years non-teaching work experience in the field AND Current ICAR Pro-level 1 Platinum designation or higher is required AND Current Automotive Service Excellence certification in the area being taught as follows: |
| | ABDR 1301 | | B2 - Painting and Refinishing |
| | ABDR 1431 | | |
| | ABDR 1419 | | |
| | ABDR 1315 | | B3 - Non-Structural Analysis & Damage Repair |
| | ABDR 1307 | | |
| | ABDR 1455 | | |
| | ABDR 1441 | | B4 - Structural Analysis & Damage Repair |
| | ABDR 1203 | | |
| | ABDR 2389 | | B2 - Painting and Refinishing B3 - Non-Structural Analysis & Damage Repair B4 - Structural Analysis & Damage |
| Automotive | | W | 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 |
| | AUMT 1305 | | No certification required |
| | AUMT 2301 | | |
| | AUMT 1419 | | A1 – Engine Repair |
| | AUMT 2425 | | A2 – Automatic Transmission/Transaxle |
| | AUMT 2313 | | A3 – Manual Drive Train & Axles |
| | AUMT 1316 | | A4 – Suspension & Steering |

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| | AUMT 1310 | | A5 – Brakes |
| | AUMT 1407 | | A6 – Electrical/Electronic Systems |
| | AUMT 2337 | | A7 – Heating & Air Conditioning |
| | AUMT 1345 | | A8 – Engine Performance |
| | AUMT 2317 | | L1 – Advanced Engine Performance |
| | AUMT 2334 | | A1 – Engine Repair A2 – Automatic Transmission/Transaxle A3 – Manual Drive Train & Axles A4 – Suspension & Steering A5 – Brakes A6 – |
| 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 Cybersecurity | IMED | W | Associate's degree or higher in Computer Science, Computer Information Systems, Computer Information Technology, Information Security, Cybersecurity, 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. Required Certifications: CompTIA A+, COMP TIA Network+, CompTIA Linux+ certification or willing to obtain within 12 months of hire. Preferred Certifications: COMP TIA Security+, Cisco Certified Network Associate |
| | INEW | | |
| | ITSE | | |
| | ITSC | | |
| | ITSW 2365 | | |
| | ITNW | | |
| | ITSY | | |
| 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 | | |
| Drama, Theater | DRAM | T | MFA or MA in Theatre or Drama or MFA or MA degree in Performance Studies with a concentration in Drama or MA or MFA degree with 18 graduate hours in theatre or drama. |
| 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 experience in the field AND Current Registered Diagnostic Medical Sonographer credential (and ABD or B/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. |

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| Education | EDUC 1100 EDUC1300 | T | Master's degree or higher in Education OR Master's degree or higher with 18 graduate hours in Education, OR Master's degree in Psychology, Adult Education, Special Education, Career Education, Curriculum and Instruction, Adult and Developmental Education, Educational Psychology, Counseling Psychology, or Counseling and Guidance, OR Master's degree with 18 graduate hours in Psychology, Adult Education, Special Education, Career Education, Curriculum and Instruction, Adult and Developmental Education, Educational Psychology, Counseling Psychology, or Counseling and Guidance. |
| | EDUC 1301 | T | Master's degree or higher in Education or related field OR Master's degree or higher with 18 graduate hours in Education or related field. |
| | EDUC 2301 | T | Master's degree or higher in Education or related qualifying field in Special Education, Special Populations, Multicultural Education, or related field OR Master's degree or higher with 18 graduate hours in Education or qualifying field in Special Education, Special Populations, Multicultural Education, or related field. |
| Electrician | ELPT | W | Associate's degree or higher in Electrical or Electronics-related field AND a minimum of three (3) years non-teaching work experience in the field AND Texas license as a Journeyman Electrician or higher. |
| | ELTN | | |
| 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. |
| Engineering | ENGR | T | Master's degree or higher in Engineering OR Master's degree or higher with 18 graduate hours in Engineering. |
| English and Developmental English | 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. |
| | ENGL (DEV) | 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. |
| Health Professions Related Sciences | HPRS | W | Associate degree or higher in health care field with appropriate current licensure, certification or registration and three (3) years of non-teaching work experience and demonstrated competencies related to the teaching field |

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| 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 | | |
| History | HIST | T | Master's degree or higher in History OR Master's degree or higher with 18 graduate hours in History. |
| Humanities | HUMA | T | Master's degree in Humanities, Liberal Arts, Art History, Classical Studies, or a Master's degree with a minimum of 18 graduate semester hours from any one or combination of the following areas: Humanities, Liberal Arts, Liberal Studies, Classics, Art, Theatre, Dance, Film, Music, Creative Writing, Art History, English Literature, Foreign Languages and Literature, Philosophy, Religion or Religious Studies, Area Studies (American Studies, Asian Studies, Latin American Studies, Mexican American/Chicano Studies, African American or African Studies, etc.), Women's Studies, Gender Studies, Ethnic Studies, Intercultural Communication, History, or other relevant fields. |
| Industrial Mechanics and Maintenance Technology | CETT | W | Associate's degree or higher in Engineering Technology, Machining Technology, Manufacturing Technology, Maintenance Technology, Mechatronics or related field AND A minimum of three (3) years non-teaching work experience in the field. |
| | ELMT | | |
| | HYDR | | |
| | INMT | | |
| | INTC | | |
| | PFPB | | |
| Integrated Reading & Writing (College Preparatory/Developmental) | INRW | D | 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. |
| | | | Bachelor's degree or higher with a major or minor in English, Reading or related field (e.g., Education, Foreign Language, Linguistics, Language Arts or TESOL) AND A minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education. |
| Mathematics and Developmental Mathematics | MATH | D | Master's degree or higher in Mathematics OR Master's degree or higher with 18 graduate hours in Mathematics or Mathematical Statistics. |
| | MATH (DEV) | | Bachelor's degree or higher with a major or minor in Mathematics or related field (e.g., Statistics or Mathematics Education) AND a minimum of one (1) year teaching experience in a discipline related to the assignment OR Graduate training in teaching or developmental education. |
| Medical Office Management | MDCA | W | 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. |
| | POFM | | 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. |

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| Medical Laboratory Technology | MLAB | W | 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 |
| | PLAB | | Current MLT certification by the American Medical Technologists or American Society for Clinical Pathology. |
| Music | MUSI 1306 | T | 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 OR a Master of Arts in Music Education OR a Master's and 18 graduate hours in Music Education. |
| | MUSI | | Master's degree or higher in Music (Master of Arts in Music – MA, Master of Music – MM) OR Master's degree or hither with 18 graduate hours in Music AND demonstrated competency and/or professional experience in specific performance area. |
| | MUAP | | Master's degree or higher in Music (Master of Arts in Music – MA, Master of Music – MM) OR Master's degree or hither with 18 graduate hours in Music AND demonstrated competency and/or professional experience in specific performance area. |
| | MUEN | | Master's degree or higher in Music (Master of Arts in Music – MA, Master of Music – MM) OR Master's degree or hither with 18 graduate hours in Music AND demonstrated competency and/or professional experience in specific performance area. |
| Nursing (Associate Degree Nursing) | RNSG | W | 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. |
| 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. |
| Nursing Assistant | NURA | W | Associate degree or higher in Nursing OR successful completion of a vocational nursing program. Current license or privilege to practice as a registered nurse or licensed vocational nurse in the State of Texas. 3 years of nonteaching work experience in the field. Must demonstrate either a completed course in teaching adult students or demonstrated professional experience teaching adult students or supervising nurse aides. |
| Organizational Management – Bachelor of Applied Technology | MGMT 3350 | W | Doctorate or Master's degree in Business Administration, Organizational Management OR a Master's degree and a minimum of 18 hours in Business Administration or Organizational Management. |
| | TGMT 3303 | | |
| | TGMT 3354 | | |
| | TGMT 3355 | | |
| | ORGL 3323 | | |
| | MGMT 4324 | | |
| | MGMT 4340 | | |
| | ORGL 3324 | | |
| | SCLM 4320 | | |
| | SCLM 4310 | | |

Faculty Credentialing Table - Effective March 2025

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| 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. |
| Philosophy | PHIL | T | MA degree in Humanities, Philosophy, or History of Ideas or MA degree in any field with 18 graduate hours in ethics, logic, philosophy, religion, world cultures, cultural studies, theology, philosophical readings and literature. |
| 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 Technologies and registration in the pertinent discipline AND Current MRT general certification through the Texas Medical Board |
| Reading (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 development education. |
| Respiratory Care | RSPT Courses (All except those listed below) | W | Associate's degree or higher in Respiratory Care or related field AND A minimum of three (3) years non-teaching work experience as a Registered Respiratory Therapist AND Current licensure in Texas as a Respiratory Therapist. |
| | RSPT 1161 | | All qualifications required as a RSPT faculty plus: Bachelor's degree or higher AND Valid Registered Respiratory Therapy (RRT) credential AND Valid Registered Respiratory Therapy (RRT) credential AND A minimum of four (4) years non-teaching work experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care AND A minimum of two (2) years of experience teaching either as a faculty member or clinical instructor/preceptor in a CoARC-accredited respiratory care program. |
| | RSPT 1260 | | |
| | RSPT 2362 | | |
| | RSPT 2363 | | |
| 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 with Social Work OR Master's degree or higher with 18 graduate hours in Social Work. |
| 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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| Technical Mathematics | TECM | W | Bachelor's degree or higher in Mathematics or related mathematical field. |
| Welding | WLDG 1313 | W | Associate's degree or higher in Welding Technology or related metals sciences and 3 years non-teaching work-related experience. |
| | WLDG 1407 | | |
| | WLDG 1428 | | |
| | WLDG 1417 | | |
| | WLDG 1435 | | |
| | WLDG 1434 | | |
| | WLDG 2413 | | |
| | WLDG 2435 | | |