

## Faculty Qualification Process

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 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 Vice President of Instruction or Dean may request that the adjunct be placed in the hiring pool for up to eighteen months.
5. The Vice President of Instruction shall conduct the final review of qualifications including transcripts, Faculty Transcript Evaluation form, and/or Technical Education Statement of Qualification (TESoQ) 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.

### 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 Technical Education 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 Technical Education 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 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 a teaching area, then the faculty member is responsible for notifying Human Resources and Divisional Dean to be considered for additional teaching area.

**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 December 2023

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.
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 A minimum of 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	W	B2 - Painting and Refinishing
	ABDR 1431		
	ABDR 1419	W	B3 – Non-Structural Analysis & Damage Repair
	ABDR 1315		
	ABDR 1307		
	ABDR 1455		
	ABDR 1441	W	B4 - Structural Analysis & Damage Repair
	ABDR 1203		
ABDR 2389	W	B2 - Painting and Refinishing B3 - Non-Structural Analysis & Damage Repair B4 - Structural Analysis & Damage Repair	
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 Current Automotive Service Excellence certification in the area being taught as follows:
	AUMT 1305	W	No certification required
	AUMT 2301		

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	AUMT 1419	W	A1 – Engine Repair
	AUMT 2425	W	A2 – Automatic Transmission/Transaxle
Automotive (continued)	AUMT 2313	W	A3 – Manual Drive Train & Axles
	AUMT 1316	W	A4 – Suspension & Steering
	AUMT 1310	W	A5 – Brakes
	AUMT 1407	W	A6 – Electrical/Electronic Systems
	AUMT 2337		
	AUMT 1345	W	A7 – Heating & Air Conditioning
	AUMT 2317	W	A8 – Engine Performance
	AUMT 2334	W	L1 – Advanced Engine Performance
	AUMT 2388	W	A1 – Engine Repair
			A2 – Automatic Transmission/Transaxle
	A3 – Manual Drive Train & Axles		
	A4 – Suspension & Steering		
	AUMT 2328		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)
	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.

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Business	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(Continued)	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.
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 & 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		

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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, Criminology, Corrections, Juvenile Justice, Police Science OR a Master's degree or higher with 18 graduate hours in Criminal Justice, Criminology, Corrections, Juvenile Justice, Police Science.
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 degree 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 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 1100 EDUC 1300	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 a 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.

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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		
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 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.
	Dev Ed 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 English 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.
Health Professions Related Sciences	HPRS	W	Associate degree or higher in related health sciences area with current licensure, certification or registration and 3 years non-teaching work experience and demonstrated competencies related to the teaching field.
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.
			Master's degree in Humanities. Liberal Arts. Art History. Classical Studies. or a Master's degree with a

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Humanities	HUMA	T	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		
	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 developmental education course for 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 Once students successfully pass this course, they are considered TSI met (college ready) in both reading and writing. 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 College Preparatory Math (Developmental)	MATH	T	Master’s degree or higher in Mathematics OR Master’s degree or higher with 18 graduate hours in Mathematics or Mathematical Statistics.
	Dev Ed MATH	D	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 Mathematics 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 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.
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 Current MLT certification by the American Medical Technologists or American Society for Clinical Pathology.
	PLAB		

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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		
Nursing (Associate Degree Nursing)	RNSG	T	Master's degree 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 AND A minimum of three (3) years non-teaching work experience in the field and meets criteria for faculty according to the Texas Board of Nursing.
Nursing Assistant	NURA	W	Associate degree or higher in Nursing. 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.
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	Lecture courses: 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. Activity courses: 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 1100, 1300	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.
	PSYC		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).
			Associate's degree or higher in Radiologic Technology AND A minimum of three (3) years non-

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Radiologic Technology	RADR	W	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 (College Preparatory/Development)	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	W	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 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 in Social Work OR Master's degree or higher with 18 graduate hours in Social Work.
Speech	SPCH	T	Master's degree in Communication or Speech OR Master's degree or higher with 18 graduate hours in Communication or Speech.

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