



# Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials



ALAMO COLLEGES DISTRICT  
St. Philip's College





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**St. Philip's College**  
**Guidelines/Standard Operating Procedures for**  
**Documentation of Faculty Credentials**

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## **St. Philip's College**

### **Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials**

St. Philip's College operates under the auspices of its accrediting body, the Southern Association of Colleges and Schools: Commission on Colleges, and, as such, strives to remain in compliance with all of the principles adopted and published by the Commission. The Southern Association of Colleges and Schools: Commission on Colleges (SACS-COC) adopted the following criteria on faculty credentialing as published in the *Resource Manual for 2018 Principles of Accreditation: Foundations for Quality Enhancement (Added March 2018)*

#### **6.2.a**

**For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (Faculty qualifications)**

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments. Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching nontransferable technical courses depend heavily on professional experience and appropriate certifications or work experience.

Additionally, the Southern Association of Colleges and Schools approved the following "Faculty Credentials" Guidelines excerpt in April 2018:

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or Master's degree in the teaching discipline or Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or Master's degree in the teaching discipline or Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: Bachelor's degree in the teaching discipline, or Associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or Master's degree in the teaching discipline or Master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: Master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

## Establishing Faculty Qualifications

To be qualified to teach in each respective discipline, the following minimum academic credentials must be presented.

1. To teach transfer courses, a faculty member must:

*Either:* Hold a Master's degree or higher in the teaching discipline;

*Or:* Hold a Master's degree in any discipline, with 18 approved graduate hours. (See Appendix A - Discipline Chart for specific qualifications per discipline taught)

2. To teach occupational/technical courses, not intended for transfer, a faculty member must:

Hold a minimum of an Associate's degree **PLUS** provide notarized documentation of three year work experience in the teaching field. Additional qualifications may be required. Examples include licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Additional qualifications, may be required. (See Appendix A - Discipline Chart for specific qualifications per discipline taught)

3. To teach developmental courses, a faculty member must hold a Bachelor's degree in the field or related field of study. (See Appendix A - Discipline Chart for specific qualifications per discipline taught)

## Establishing Alternate Justification of Qualifications

If a faculty member does not possess the minimum academic credentials as outlined above, a document that justifies the qualifications of the faculty member must be written by the departmental chairperson and signed by the dean of the division and the vice president of instruction, and approved by the *Faculty Credential Committee*. The *SACS-COC Faculty Roster Form* is used to provide the interpretation that justifies the qualifications. Related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements may be used to establish qualifications. Documentation of credentials cited to substantiate qualifications to teach in the field must be submitted with the justification provided.

Examples of cases for which a department chair must provide an interpretation that justifies the faculty's qualifications include, but are not limited to, the following.

- An individual with less than a Master's degree who is teaching a transfer course
- An individual teaching a transfer course, who has a Master's degree in another field than the teaching field and who does not have 18 approved graduate hours in the teaching field.
- An individual with no degree, who is determined to be qualified to teach an occupational course based on a combination of work experience, licensure, certification, or other competencies.
- An individual with a one year certificate (less than an Associate's degree), who is determined to be qualified to teach an occupational course based on a combination of work experience, licensure, certification, or other competencies.
- An individual with less than a Bachelor's degree who is teaching a developmental course.
- An individual with a Bachelor's degree in an unrelated field who is teaching a developmental course.

## **Credential Guidelines to Teach Developmental Courses**

The minimum academic preparation needed to teach a developmental course is a Bachelor's degree in the field or a related field of study

### **Educational Criteria (Minimum)**

1. Integrated Reading and Writing (INRW) – Minimum of a Bachelor's degree in English or other related fields (literature, linguistics, communication, or education) with a minimum of 18 approved college credit hours in English.
2. English for Speakers of Other Languages (ESOL) – Minimum of a Bachelor's degree in bilingual studies, bicultural studies, or English as Second Language (ESL) or a Bachelor's of English (or Education) with 12 approved college credit hours in English as Second Language (ESL), bilingual, or bicultural studies.
3. Math – Minimum of a Bachelor's degree in mathematics, or a minimum of a Bachelor's degree with 18 approved college credit hours in mathematics.
4. Student Development – Minimum of a Bachelor's degree in education or counseling



## Standards for Documentation

All documentation used to qualify faculty members to teach in their respective fields of study will be maintained in the faculty members' permanent personnel files. The following standards will be applied for documentation of faculty credentials.

### Transcripts

1. The office of the Vice President for Academic Success (VPAS) is responsible for receiving and housing official transcripts of faculty. All faculty members whether full-time or part-time, in both on-campus and off-campus programs, must submit official transcripts to the Vice President for Academic Success office. All official transcripts must be originals from regional accredited institutions, received by the St. Philip's College Vice President for Academic Success office directly from the degree-awarding institutions, and must demonstrate that the degree has been awarded.
  - a. An official transcript is defined as a transcript that includes notation that it is official. The transcript should clearly indicate that it was issued directly to the Vice President of Academic Success office at St. Philip's College. Official transcripts should be opened by VPAS office personnel and the envelope stamped, dated, and signed by opening individual.
  - b. St. Philip's College will not accept, as an official original copies of paper transcripts, transcripts faxed, scanned, or marked "COPY" or unofficial, transcripts issued to students (which is evidenced by "issued to student" or by student's address printed on transcript).
  - c. Electronic transcripts are acceptable as long as these are received from the institution granting the degree or through a third-party vendor authorized by the degree-granting institution to broker such transactions and expressly takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. St. Philip's College VPAS personnel should download transcript and email notification to a VPAS electronic file. A paper record of this electronic transaction shall be kept in the faculty credentials file to prove that the transcript was received directly from the issuing institution or through an appropriate third party. Forwarding a PDF transcript, received by the faculty member/student, makes it unofficial.

Faculty should request official transcripts be sent directly to the Vice President for Academic Success office.

By mail:

Vice President for Academic Success Office  
Attention: Randall Dawson  
St. Philip's College  
1801 Martin Luther King Drive, SLC 306  
San Antonio, TX 78203

Electronic transcripts should be sent directly to:

[spc-vpas-ot@alamo.edu](mailto:spc-vpas-ot@alamo.edu)

2. Transcripts are scanned and emailed by the VPAS office to the faculty member's department for review. The department chairperson must confirm that the transcript indicates successful completion of the appropriate degree with at least 18 graduate semester hours in the teaching discipline. Department should print the copy, highlight degree and/or 18 credentialing hours, and attach to hiring documents to move forward for approval.
3. In cases where the faculty member is a permanent faculty member with a partner Alamo Colleges District institution, a copy of an official transcript supplied by the partner institution or Human Resources to the VPAS office is acceptable, provided it is unmistakably legible, clearly received directly from the issuing institution by an Alamo Colleges entity, and is on file at the home college or Human Resources.
4. New faculty are instructed to request original transcripts be electronically submitted/mailed directly to the VPAS office at St. Philip's College from all institutions they attended. In order to ensure that the transcripts are available in time to process placement forms, it is recommended that official transcripts be requested at the interview stage for all applicants interviewed.
5. International transcripts will be reviewed on a case-by-case basis per acceptable/approved transcript evaluation agencies (see Appendix B for acceptable/approved agencies).

#### Qualification for Workforce Related Work Experience

1. To document related work experience, a faculty member must complete a Notarized Statement of Qualifications and Work Experience Form (SOQ Form) provided by the College (see Appendix C for SOQ Form).
2. If needed, the college may request a letter or memo of record from a current or former employer. The letter should be on company letterhead paper, should state the employee's position and work experience related to the teaching assignment, should include dates of employment, and should be signed by an authorized representative of the company. References to employment by employees on their application materials or letters from St. Philip's College employees stating that they know this person has worked at a particular location are not sufficient evidence of related work experience.

#### Other Related Documents

1. If a professional licensure, certification, honor, award, or other demonstrated competencies and achievements are used to qualify a faculty member to teach in a related field, then copies of those documents must be included in the faculty member's permanent personnel file.
2. If licensures or certifications are used to qualify a faculty member and if those licensures or certifications have expiration dates, then a new copy of those documents should be forwarded to the office of the Vice President of Academic Success each time a renewal is received for inclusion in the faculty member's personnel file.

### **Standard Operating Procedure for Screening Committee:**

Assigned Screening Committee will be composed of the following per directive of the St. Philip's College President and Vice President for Academic Success:

- \*Two Full-Time Faculty subject matter experts (One will serve as the screening committee chair)
  - A Full-Time Faculty member from another department or division
  - A Full-Time member from Dual Credit or Academic Services
  - A Full-Time Student Success representative
- \* Department Chair or Program Director can serve on the committee if they are one of the only two subject matter experts. Another Full-Time Faculty member of the department can serve if there are not enough subject matter experts for the discipline.

### **Documents Provided by the Screening Committee:**

Include one original cover memo that advances through the chain of command (item 1). Five sets (file folders) of interview packets move forward with the memo. Each file folder contains items 2 and 3 followed by a clipped interview set of items 4 – 8, in order, for each applicant.

1. Cover Memo from Screening Committee or Screening Committee Chair to the Vice President of Academic Success
  - a. Include requisition number, proper job title and
  - b. Names of individuals being recommended for interview – do not include strengths and weakness in memo
2. Job Posting / Announcement
  - a. Suggestion: **Print the posting before the job closes**
3. Job Description
4. Strengths and Weaknesses Coversheets for Faculty Candidate
  - a. Individual page for each applicant created by the screening committee
5. Application
6. Official Transcripts from all institutions attended
7. Resume – if not included in application
  - a. Letter of interest
  - b. Teaching Philosophy
  - c. Any additional documents that the applicant may furnish to support their application
  - d. For the workforce profession, a faculty member must complete a Notarized Statement of Qualifications and Work Experience Form (SOQ Form) provided by the College. If needed, the College may request a letter from the Applicant's employer or supervisor verifying a minimum of three years professional experience is required.
8. References- a minimum three contacted; one reference **must be from a current or former supervisor**



Appendix A - Discipline Chart

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Allied Construction Trades	Air Conditioning and Heating	HART	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Construction Technology	CNBT, PFPB	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Electrical Trades	ELPT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Plumbing Technology	ELPT, CNBT, PFPB	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Power Generation and Alternative Energy	CETT, EECT, ELMT, ELPT, INTC, RBTC, WIND	W	Hold a minimum of a Bachelor's degree in Engineering Technology; Or Bachelor's degree in a related engineering field; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a North American Board of Certified Energy Practitioners (NABCEP).
	Refrigeration Technology	HART, MAIR	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Welding Technology	WLDG	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
Automotive Technology	Automotive Technology	AUMT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Automotive Technology	Automotive Technology Option II Ford ASSET	AUMT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught. Hold current Ford certifications.
	General Motors Automotive Service Educational Program	AUMT	W	Hold a minimum of an Associate's degree <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught. Hold current General Motors (GM) certifications.
Business Information Solutions	Bookkeeping Specialist	ACCT	T	Hold a Master's degree in Accounting; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Accounting.
		ACNT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
		ITSC, ITSW, POFT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Office Systems Technology	ITSC, POFT, POFI, POFM	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Business Management and Technology	BMGT, HRPO, BUSG, IBUS, MRKG	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Business Administration	BUSI	T	Hold a Master's degree in Management, Business, Administration; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Management, Business, or Administration.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Business Information Solutions	Computer Science	BCIS, COSC	T	Hold a Master's degree in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or Computer-Based Information Systems; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or Computer-Based Information Systems.
	Computer Maintenance with Cisco Specialization	CETT, ITCC, CPMT, TECM, RBTC, ELPT, EETC	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Computer Maintenance Technology	CETT, CPMT, ELPT, ITCC, TECM, RBTC, EETC	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Construction Business Management	BMGT, HRPO, POFT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Information Assurance and Cybersecurity	ITSC, ITNW, ITSY	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Network Administrator	ITNW, ITSC, ITSY	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Web and Mobile Developer	ARTC, ITSE, ITSW, IMED	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
Communications and Learning	English	ENGL	T	Hold a minimum of a Master's degree in English, Literature, Linguistics, Technical Writing/Communication, Rhetoric, Composition or Creative Writing; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in English, Literature, Linguistics, Rhetoric, Technical Writing/Communication, Composition or Creative Writing.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Communications and Learning	Integrated Reading and Writing	INRW	D	Minimum of a Bachelor's degree in English; <i>Or</i> other related fields (literature, linguistics, communication, or education) with a minimum of 18 approved credit hours in English.
	English for Speakers of Other Languages	ESOL	D	Minimum of a Bachelor's degree in bilingual studies, bicultural studies, English as Second Language (ESL), or Bachelor's of English (or Education) with 12 credit hours in English as Second Language (ESL), bilingual, or bicultural studies.
	Foreign Language (Spanish)	SPAN	T	Hold a Master's degree in Spanish; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Spanish.
	Speech	SPCH	T	Hold a Master's degree in Speech or Communications; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Speech or Communications.
	Student Development	SDEV	D	Hold a Master's degree in counseling, psychology, social work, sociology; <i>Or</i> a Master's degree with 18 approved hours in counseling, psychology, social work or sociology.
	Teaching (EC-6, 4-8, 7-12 and Other EC-12)	EDUC	T	Hold a Master's degree in Education, Educational Leadership/Policy or Educational Administration; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Education Educational Leadership/ Policy or Educational Administration.
Fine Arts	Art	ARTS	T	Hold a Master's degree in Art, Studio Art (Painting, Sculpture, Printmaking, Photography and Ceramics), Art Education or Art History; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Art, Studio Art (Painting, Sculpture, Printmaking, Photography and Ceramics), Art Education or Art History.
	Digital Arts and Media	ARTS, DANC, DRAM, MUAP, MUEN, MUSI	T	Hold a Master's degree in Digital Arts and Media, Art, Music or related field; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Digital Arts and Media, Art, Music or related field.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Fine Arts	Kinesiology	KINE	T	Hold a Master's degree in Kinesiology, Exercise Science or Physical Education; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Kinesiology, Exercise Science or Physical Education.
	Music	MUAP, MUEN, MUSI	T	Hold a Master's degree in Music (Master of Arts in Music), MM (Master of Music), MM in Education (Master of Music in Education) or MME (Master of Music Education); <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Music.
Health Care Sciences and Early Childhood	Diagnostic Medical Sonography	DMSO	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist <b>PLUS</b> appropriate credential(s) specific to the concentration offered i.e. AB and OB/GYN
	Diagnostic Medical Sonography	DSVT	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist <b>PLUS</b> appropriate credential(s) specific to the concentration offered i.e. RVT.
	Early Childhood and Family Studies	TECA	T	Hold a Master's degree in Early Childhood and Family Studies, Child/Human Development, or Early Childhood Education; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Early Childhood and Family Studies, Child/Human Development, or Early Childhood Education.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Care Sciences and Early Childhood	Early Childhood and Family Studies	CDEC	W	<p>Hold a Bachelor's degree in Early Childhood and Family Studies, Child/Human Development, Early Childhood or Elementary Education or other closely related discipline; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Demonstrate work experience in early care and education with children from birth to age 8.</p>
	Invasive Cardiovascular Technology	CVTT	W	<p>Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Hold a current Registered Cardiovascular Invasive Specialist (RCIS) by Cardiovascular Credentialing International.</p>
	Radiography Technologist	RADR	W	<p><b>Full-Time Faculty:</b> Hold a Bachelor's degree with certification by the American Registry of Radiologic Technologists (ARRT); <b>PLUS</b> three years clinical work experience in the professional discipline.</p> <p><b>Additional Requirements:</b> Hold a license from the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p> <p><b>Part-Time Faculty:</b> Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Hold a license from the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p>
	Radiography Technologist	CTMT	W	<p>Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Hold American Registry of Radiologic Technologists current registration in computed tomography or equivalent and licensed by the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p>



Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Care Sciences and Early Childhood	Radiography Technologist	MRIT	W	<p>Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold American Registry of Radiologic Technologists current registration in magnetic resonance or equivalent and hold an unrestricted state license for the state in which the program is located.</p>
	Respiratory Care Technology	RSPT	W	<p>Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold a current Registered Respiratory Therapist (RRT) from the National Board of Respiratory Care (NBRC) <u>AND</u> Licensed by the Texas Medical Board.</p>
	Surgical Technology	SRGT	W	<p><b>Didactic/Clinical Faculty:</b></p> <p>Hold a minimum of an Associate's degree in Surgical Technology; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold credentials in the field of surgical technology through a national certification that is accredited by the National Commission on Certifying Agencies (NCCA) such as The National Board of Surgical Technology and Surgical Assisting.</p>
Health Sciences & Histologic Technician	Biomedical Engineering Technology	BIOM, CETT	W	<p>Hold a minimum of an Associate's degree; <b>PLUS</b> demonstrate four years of current full-time Biomedical Engineering Technology work experience.</p>
	Biomedical Engineering Technology	ENGT	T	<p>Hold a Master's degree in Engineering or Engineering Technology;  <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.</p>

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Sciences & Histologic Technician	Health Information Technology	HITT, HPRS	W	<p>Hold a Bachelor's degree in Medical Records Administration, Health Information Management, Medical Record Science or Administration with current licensure, certification or registration;  <i>Or</i> Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold a current certification in Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).</p>
	Histologic Technician	HLAB	W	<p>Hold a Bachelor's degree in the science field;  <i>Or</i> Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold current certification as Histologic Technician with American Society of Clinical Pathology (ASCP) Board of Certification.</p>
	Histologic Technician-Program Director	HLAB	W	<p>Hold a Bachelor's degree in the science field; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b>            Hold current certification as Histologic Technician with American Society of Clinical Pathology (ASCP) Board of Certification.</p>
	Medical Laboratory Technician	MLAB	W	<p>Hold a Bachelor's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; <b>PLUS</b> three years documentation of demonstrated work experience in the laboratory setting/field.</p> <p><b>Additional Requirements:</b>            Hold current certification in American Society of Clinical Pathology (ASCP).</p>

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Sciences & Histologic Technician	Medical Laboratory Technician-Program Director	MLAB	W	<p>Hold a Doctorate or Master's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; <b>PLUS</b> three years of documentation of demonstrated work experience in the laboratory setting/field; <b>PLUS</b> three years of teaching experience.</p> <p><b>Additional Requirements:</b> Hold current certification as a Medical Laboratory Scientist generalist or a Medical Technologist generalist in American Society of Clinical Pathology (ASCP).</p>
	Occupational Therapy Assistant-Full Time Faculty	OTHA	W	<p>Hold a Bachelor's degree from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Minimum 2 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p>
	Occupational Therapy Assistant-Program Director	OTHA	W	<p>Hold a Master's degree (OT or another field) from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body; <b>PLUS</b> 2 years' experience in a full time academic appointment with teaching responsibility.</p> <p><b>Additional Requirements:</b> Minimum 5 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p>
	Occupational Therapy Assistant-Academic Fieldwork Coordinator	OTHA	W	<p>Hold a Bachelor's degree (OT or OTA) from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body <b>PLUS</b> 2 years' experience in a full time academic appointment with teaching responsibility.</p> <p><b>Additional Requirements:</b> Minimum 5 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p>

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Sciences & Histologic Technician	Phlebotomy	PLAB	W	<p>Hold a Bachelor's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; <i>Or</i> Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.</p> <p><b>Additional Requirements:</b> Hold current certification in American Society of Clinical Pathology (ASCP).</p>
	Physical Therapist Assistant-Faculty	PTHA	W	<p>Hold a Doctorate, Master's or Bachelor's Degree of Physical Therapy; <i>Or</i> an Associate of Applied Science of Physical Therapist Assistant degree; <b>PLUS</b> three years of full-time clinical experience in physical therapy.</p> <p><b>Additional Requirements:</b> Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction.</p>
	Physical Therapist Assistant-Program Director	PTHA	W	<p>Hold a minimum of a Master's degree; AND</p> <p>Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction with a minimum of 5 years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience. Must have experience in didactic and/or clinical teaching experience, administration/management; experience in educational theory and methodology, and instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations.</p>
	Physical Therapist Assistant-Clinical Educator Coordinator	PTHA	W	<p>Hold a Doctorate, Master's or Bachelor's Degree of Physical Therapy and is a physical therapist or physical therapist assistant (per degree requirements stated for all faculty); Holds a current license to practice as a PT or PTA in any United States jurisdiction; with a minimum of three years of full time (or equivalent) post-licensure clinical practice; and a minimum of two years of clinical practice as a CCCE and/or CI in physical therapy OR two years of experience in teaching, curriculum development and administration in a PT or PTA program.</p>

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Health Sciences & Histologic Technician	Vision Care	OPTS	W	Hold a Bachelor's degree in the science field; <i>Or</i> Hold a minimum of an Associate's degree; <b>PLUS</b> three years documentation of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b>  Hold a current certification in Ophthalmology Assistant/Technician or Medical Technology.
Mathematics	Mathematics	MATH	T	Hold a Master's degree in Mathematics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.
	Development Mathematics	MATH	D	Hold a minimum of a Bachelor's degree in mathematics; <i>Or</i> a minimum of a Bachelor's degree with 18 approved college credit hours in mathematics.
	Mechanical Engineering or Engineering	ENGR	T	Hold a Master's degree in Engineering, Mechanical Engineering or related field; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Engineering, Mechanical Engineering or related field
Natural Sciences	Biology	BIOL	T	Hold a Master's degree in Biology or Biological Sciences; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.
	Biotechnology	BIOL	T	Hold a Master's degree in Biotechnology; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.
		BITC	W	Hold a minimum of an associate degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Geology	GEOL	T	Hold a Master's degree in Geology or Earth Sciences; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.
	Chemistry	CHEM	T	Hold a Master's degree in Chemistry or Biochemistry; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.
	Physics	PHYS	T	Hold a Master's degree in Physics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Nursing Education	Certified Nurse Aid for Healthcare	NURA	W	<p>Hold a minimum of an Associate's degree in nursing with current license or privilege to practice as a Registered Nurse in the State of Texas.</p> <p><b>Additional Requirements:</b> Have been actively employed in nursing for at least three (3) years with one (1) year in long-term care services in a facility and have experience teaching adults and/or supervising nurse aides.</p>
	Vocational Nursing	VNSG	W	<p>Hold a Bachelor's degree in Nursing with current license or privilege to practice as a Registered Nurse in the State of Texas; <i>Or</i> Hold a minimum of an Associate's degree in Nursing with current license or privilege to practice as a Registered Nurse in the State of Texas.</p> <p><b>Additional Requirements:</b> Have been actively employed in nursing for at least three (3) years or have advanced preparation in nursing, nursing education, and/or nursing administration; Have three (3) years varied nursing experiences since graduation.</p>
	LVN to RN	RNSG	W	<p>Hold a Master's degree or doctoral degree in nursing; <i>Or</i> Hold a Bachelor's degree with six graduate semester hours in nursing.</p> <p><b>Additional Requirements:</b> Hold a current license or privilege to practice as a registered nurse in the State of Texas.</p>
Social and Behavioral Sciences	Criminal Justice	CRIJ	T	<p>Hold a Master's degree in Criminal Justice, Criminology, or Justice Administration; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Criminal Justice, Criminology, or Justice Administration.</p>
	Economics	ECON	T	<p>Hold a Master's degree in Economics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Economics.</p>
	History	HIST	T	<p>Hold a Master's degree in History; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in History.</p>



Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Social and Behavioral Sciences	Humanities	HUMA	T	Hold a Master's degree in Humanities, Art History, Classical Studies, International Studies, Bicultural-Bilingual Studies, Minority Studies, Cultural Studies, European History, Ancient History, Holocaust and Genocide Studies, Interdisciplinary Studies, or Literature Studies; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Humanities, Art History, Classical Studies, International Studies, Bicultural-Bilingual Studies, Minority Studies, Cultural Studies, European History, Ancient History, Holocaust and Genocide Studies, Interdisciplinary Studies, or Literature Studies.
	Philosophy	PHIL	T	Hold a Master's degree in Philosophy or Ethics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Philosophy or Ethics.
	Political Science	GOVT	T	Hold a Master's degree in Political Science or Government; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Political Science or Government.
	Psychology	PSYC	T	Hold a Master's degree in Psychology, Clinical Psychology, Health Psychology, Experimental Psychology, Forensic Psychology, or Behavioral Psychology. <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Psychology, Clinical Psychology, Health Psychology, Experimental Psychology, Forensic Psychology, or Behavioral Psychology.
	Sociology	SOCI	T	Hold a Master's degree in Sociology with at least three hours of graduate coursework in statistics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours with at least three hours of graduate coursework in statistics.
	Social Work	SOCW	T	Hold a Master's degree in Social Work;  <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Tourism, Hospitality and Culinary Arts	Baking and Pastry Arts	PSTR	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Culinary Arts	CHEF, FDNS, HAMG	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Hospitality Management	HAMG, RSTO	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Hotel Management	HAMG	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Restaurant Management	RSTO	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
Transportation and Manufacturing Technology	Aircraft Technology	AERM	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold one of the following: a Federal Aviation Administration (FAA) Airframe Mechanic Certificate; Or a Federal Aviation Administration (FAA) Powerplant Mechanic Certificate; Or both Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic Certificates
	Advanced Manufacturing Technology	CETT, EECT, ELMT, INMT, INTC, MCHN, RBTC, WLDG	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Automated Industrial Processes	CETT, CPMT, EECT, ELMT, ELPT, INTC, RBTC	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.
	Collision/ Refinishing Technician	ABDR	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Transportation and Manufacturing Tech.	Aircraft Technology	DEMR	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.  <b>Additional Requirements:</b> Hold a current Automotive Service Excellence (ASE) certification.
	Manufacturing Technology	MCHN, RBTC, ELMT 1305, ELPT 1319, INMT 2303, WLDG 1425	W	Hold a minimum of an Associate's degree; <b>PLUS</b> three years of demonstrated work experience in the teaching field.

## Appendix B

# Foreign Transcript Evaluation and Translation Services

Visit the NACES® and AICE® websites regularly to check the updated status of members



**A2Z Evaluations, LLC**  
216 F Street, #29  
Davis, CA 95616  
Phone: (530) 400-9266  
Email: [info@A2Zeval.com](mailto:info@A2Zeval.com)  
Website: <http://www.A2Zeval.com>



**Academic Credentials Evaluation Institute, Inc.**  
9461 Charleville Blvd, Box #188  
Beverly Hills, California 90212  
Phone: (800) 234-1597  
Email: [acei@acei-global.org](mailto:acei@acei-global.org)  
Website: <https://www.acei-global.org/>



**American Education Research Corporation**  
382 E. Rowland Street  
Covina, CA 91723  
Phone: (626) 339-4404  
Email: [aerc@verizon.net](mailto:aerc@verizon.net)  
Website: <http://www.aerc-eval.com/>



**Academic Evaluation Services**  
11700 North 58th Street, Suite C  
Tampa, FL 33617  
Phone: (813) 374-2020  
Email: [info@aes-edu.org](mailto:info@aes-edu.org)  
Website: <http://www.aes-edu.org>



**Educational Credential Evaluators, Inc.**  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Email: [eval@ece.org](mailto:eval@ece.org)  
Website: <http://www.ece.org>



**Educational Perspectives, nfp.**  
P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Email: [info@edperspective.org](mailto:info@edperspective.org)  
Website: <http://www.edperspective.org>



**Educational Records Evaluation Service, Inc.**  
601 University Avenue, Suite 127  
Sacramento, CA 95825  
Phone: (916) 921-0790  
Email: [edu@eres.com](mailto:edu@eres.com)  
Website: <http://www.eres.com>



**Evaluation Service, Inc.**  
333 W. North Avenue, #284  
Chicago, IL 60610  
Phone: (847) 477-8569  
Email: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
Website: <http://www.evaluationservice.net>



**Foreign Academic Credential Service, Inc.**  
P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Email: [hello@facsusa.com](mailto:hello@facsusa.com)  
Website: <http://www.facsusa.com>



**Foreign Credential Evaluations, Inc.**  
1425 Market Blvd  
Suite 530, PMB 350  
Roswell, GA 30076  
Phone: (770) 642-1108  
Email: [carolyn\\_christie@fceatlanta.com](mailto:carolyn_christie@fceatlanta.com)  
Website: <https://fceatlanta.net/>



**Foreign Credentials Service of America**

1910 Justin Lane

Austin, TX 78757

Phone: (512) 459-8428

Email: [info@foreigncredentials.org](mailto:info@foreigncredentials.org)

Website: <https://www.foreigncredentials.org/>



**Foundation for International Services, Inc.**

505 5th Avenue South, Suite 101

Edmonds, WA 98020

Phone: (425) 248-2255

Email: [info@fis-web.com](mailto:info@fis-web.com)

Website: <https://www.fis-web.com/>



**Global Credential Evaluators, Inc.**

College Station, TX 77842-9203

Phone: (800) 707-0979

Email: [gce@gceus.com](mailto:gce@gceus.com)

Website: <http://www.gcevaluators.com/>



**Globe Language Services, Inc.**

305 Broadway Ste. 401

New York, NY 10007

Phone: (212) 227-1994

Email: [info@globelanguage.com](mailto:info@globelanguage.com)

Website: <https://www.globelanguage.com/index.php>



**Global Services Associates, Inc.**

409 North Pacific Coast Highway,  
#393

Redondo Beach, CA 90277

Phone: (310) 828-5709

Email: [info@globaleval.org](mailto:info@globaleval.org)

Website: <http://www.globaleval.org>



**International Academic Credential Evaluators, Inc.**

P.O. Box 2465

Denton, TX 76202-2465

Phone: (940) 383-7498

Email: [staff@iacei.net](mailto:staff@iacei.net)

Website: <http://www.iacei.net>



**International Consultants of Delaware, Inc.**

3600 Market Street, Suite 450

Philadelphia, PA 19104

Phone: (215) 387-6950 Ext. 603

Email: [icd@icdeval.com](mailto:icd@icdeval.com)

Website: <http://www.icdeval.com>



**International Education Evaluations, Inc.**

7900 Matthews-Mint Hill Rd.

Suite 300

Charlotte, NC 28227

Phone: (704) 772-0109

Email: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

Website: <https://www.foreigntranscripts.com/>



**International Education Research Foundation, Inc.**

Culver City, CA 90231-3665

P.O. Box 3665

Phone: (310) 258-9451

Email: [information@ierf.org](mailto:information@ierf.org)

Website: <http://www.ierf.org>



**International Evaluation Service Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 18358

Anaheim, CA 92817

Phone: (714) 237-9272

Email: [eval\\_caree@yahoo.com](mailto:eval_caree@yahoo.com)

Website: <http://www.iescaree.com>



**International Evaluation Services**

P.O. Box 505  
Marlboro, NJ 07746  
Phone: (732) 462-5502  
Email: [info@iesedu.org](mailto:info@iesedu.org)  
Website: [www.iesedu.org](http://www.iesedu.org)



**Josef Silny & Associates, Inc.  
International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Email: [info@jsilny.com](mailto:info@jsilny.com)  
Website: <http://www.jsilny.com>



**Scholaro Inc.**

29 E Madison St, Suite 1005  
Chicago, IL 60602  
Phone: (312) 373-0952  
Email: [info@scholaro.com](mailto:info@scholaro.com)  
Website: [www.scholaro.com](http://www.scholaro.com)



**SDR Educational Consultants, Inc.**

2600 Gessner Rd., Suite 267  
Houston, Texas 77080  
Phone: (713) 460-3525  
Email: [info@sdreducational.org](mailto:info@sdreducational.org)  
Website: [www.sdreducational.org/](http://www.sdreducational.org/)



**SpanTran Evaluation Services**

2400 Augusta Drive, Suite 451  
Houston, TX 77057  
Phone: (713) 266-8805  
Email: [apps@spantran.com](mailto:apps@spantran.com)  
Website: [www.spantran.com](http://www.spantran.com)



**Transcript Research**

9090 Skillman, #182-A PMB 364  
Dallas, TX 75243  
Phone: (214) 810-1124  
Email: [info@transcriptresearch.com](mailto:info@transcriptresearch.com)  
Website: [www.transcriptresearch.com](http://www.transcriptresearch.com)



**Ucredo**

105 W Plant St, Suite 1  
Winter Garden, FL 34787  
Phone: (407) 965-2733  
Email: [info@ucredo.com](mailto:info@ucredo.com)  
Website: <http://www.ucredo.com/>



**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Phone: (212) 966-6311  
Website: <https://www.wes.org/>

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**Applicants should request a copy of the evaluation be sent to:**

Vice President for Academic Success Office  
Attention: Randall Dawson  
St. Philip's College  
1801 Martin Luther King Drive, SLC 306  
San Antonio, TX 78203

Electronic transcripts should be sent directly to:  
[spc-vpas-ot@alamo.edu](mailto:spc-vpas-ot@alamo.edu)



## Appendix C

Statement of Qualifications and Work Experience Form follows on next two pages.



Purpose for Data Collection: To meet THECB and SACS-COC standards for faculty credentials and qualifications.

Planned Use of the Data: Evaluate candidates for qualifications to instruct in Career Technical and Workforce Programs and Health Science.

Instructions: 1. Persons seeking employment in one of the above listed areas should complete this form. 2. Complete all information. 3. Have form notarized and return to the department chair.

<b>Last Name:</b>	<b>First Name:</b>	<b>Initial:</b>
<b>Position:</b>		

<b>Home Address:</b>	<b>Home Phone:</b>
	<b>Cell Phone:</b>
<b>Email Address:</b>	

<b>Work Experience:</b>	List most recent <b>full time</b> experience first. List all occupational experience that demonstrates a minimum of three years' <b>full time</b> occupational work experience in the field to be taught. Attach additional sheets, of this page, if necessary. Please <u>do not</u> list part time or instructional teaching employment.
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Start Date (Mo/Yr)	End Date (Mo/Yr)	# Years & Months Full-Time Work Experience	Name and Address of Employer	Job Title and Work Performed

**Total years\* of reflected full-time work experience in the Occupational Field:** \_\_\_\_\_

\*Please round down to full year (example: 2 yrs 11 mos rounds down to 2 yrs)



To be considered for this position, attach two (2) complete sets of official transcripts, all applicable certifications, licenses and permits, and an up to date resume.

Issuing Agency	Date of Issuance	Number	Expiration Date

---

**Notarized Statement:**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I swear (or affirm) that the above information is, to the best of my knowledge is true and accurate.

Signature of Applicant \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

---

Approval by Department Chair:

Signature/Date: \_\_\_\_\_

Approval by Academic Dean:

Signature/Date: \_\_\_\_\_

Approval by Vice President of Academic Success:

Signature/Date: \_\_\_\_\_