



Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials



ALAMO COLLEGES DISTRICT
St. Philip's College





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Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials

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St. Philip's College

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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 in December 2011, as published in the *Principles of Accreditation*:

3.7.1

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.

Additionally, the Southern Association of Colleges and Schools approved the following Faculty Credentials Guidelines excerpt in December 2006:

- a. Faculty teaching general education courses at the undergraduate level: a doctor's or a master's degree in the teaching discipline or a 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: a doctor's or master's degree in the teaching discipline or a 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: a bachelor's degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

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 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 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 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*. *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 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. All official transcripts must be originals from a regional accredited institutions and received by St. Philip's College directly from the degree-awarding institutions. St. Philip's College will not accept, as an official original, transcripts marked *Issued to Student in a Sealed Envelope*. New faculty will be instructed to request two original transcripts be electronically submitted/mailed directly to St. Philip's College from all institutions they attended.
2. International transcripts will be reviewed on a case-by-case basis per acceptable/approved transcript evaluation 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 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 of 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 Interdisciplinary Studies
 - 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. Transcripts – two official copies
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**

Dept.	Program	Course Rubric	Course Type	SPC Guidelines for Credentials
Aircraft, Construction, and Manufacturing	Aircraft Technology	AERM	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements Hold one of the following: an FAA Airframe Mechanic Certificate; <i>Or</i> a FAA Powerplant Mechanic Certificate; <i>Or</i> both a FAA Airframe and Powerplant Mechanic Certificates
	Advanced Manufacturing Technology	CETT, ELMT, INMT, RBTC, MCHN, INTC, WLDG, EECT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Construction Technology	CNBT, PFPB	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Manufacturing Technology	MCHN, INMT 2303, ELMT 1305, RBTC, WLDG 1425, ELPT 1319	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Plumbing Technology	PFPB, CNBT, ELPT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Welding Technology	WLDG	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
Applied Electrical and Mechanical Technology	Air Conditioning and Heating	HART	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Biomedical Engineering Technology	CETT, BIOM	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Demonstrate four years of current full-time BMET work experience.
	Computer Maintenance with Cisco Specialization	CETT, ITCC, CPMT, TECM, RBTC, ELPT, EETC	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.

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Applied Electrical and Mechanical Technology	Computer Maintenance Technology	CETT, CPMT, ELPT, ITCC, TECM, RBTC, EETC	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Electrical Trades	ELPT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Electronics Technology Instrumentation	INTC, RBTC, CETT, ELPT, ELMT, CPMT, EECT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Power Generation and Alternative Energy	RBTC, INTC, ELMT, EECT, ELPT, WIND, CETT	W	Hold at minimum a bachelor's degree in Engineering Technology or another bachelor degree in a related engineering field PLUS three years of demonstrated work experience in the teaching field.
	Refrigeration Technology	HART, MAIR	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a NABCEP North American Board of Certified Energy Practitioners.
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 graduate hours in Accounting.
		ACNT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
		ITSC, ITSW, POFT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Office Systems Technology	ITSC, POFT, POFI, POFM	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Business Management and Technology	BMGT, HRPO, BUSG, MRKG, IBUS	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.

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Business Information Solutions	Business Administration	BCIS, BUSI	T	Hold a master's degree in Management, Business, Administration or Computers/Computer Science; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Management, Business, Administration, or Computers/Computer Science.
	Computer Science	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 graduate hours in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or Computer-Based Information Systems.
	Construction Business Management	BMGT, HRPO, POFT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Information Assurance and Cybersecurity	ITSC, ITNW, ITSY	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Network Administrator	ITNW, ITSC, ITSY	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Web and Mobile Developer	ARTC, ITSE, ITSW, IMED	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
Communications and Learning	English	ENGL	T	Hold at minimum 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 graduate hours in English, Literature, Linguistics, Rhetoric, Technical Writing/Communication, Composition or Creative Writing.
	Integrated Reading and Writing	INRW	D	Minimum of a Bachelor's degree in English or other related fields (literature, linguistics, communication, or education) with a minimum of 18 credit hours in English.

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Communications and Learning	English for Speakers of Other Languages	ESOL	D	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 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 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 graduate hours in Speech or Communications.
	Student Development	SDEV	D	Hold a master's degree in counseling, psychology, social work, sociology or a master's degree with 18 hours in counseling, psychology, social work or sociology.
	Teaching (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 graduate hours in Education Educational Leadership/Policy or Educational Administration.
	Teaching (EC-6, 4-8, and 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 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 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 graduate hours in Digital Arts and Media, Art, Music or related field.
	Dance/Drama	DANC, DRAM	T	Hold a master's degree in Dance, Drama or Theater; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Dance, Drama or Theater

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Fine Arts	Dance/Drama	DANC, DRAM	T	Hold a master's degree in Dance, Drama or Theater; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Dance, Drama or Theater
	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 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) MME (Master of Music Education); <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Music.
Health Care Sciences and Early Childhood	Diagnostic Medical Sonography	DMSO	W	Hold at minimum an associate's degree PLUS three years of demonstrated competencies in the teaching field. Additional Requirements: Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist PLUS appropriate credential(s) specific to the concentration offered i.e. AB and OB/GYN
	Diagnostic Medical Sonography	DSVT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist PLUS appropriate credential(s) specific to the concentration offered i.e. RVT.
	Early Childhood and Family Studies	TECA	T	Hold a master's degree in the early childhood and family studies, child/human development, early childhood education; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in early childhood and family studies, child/human development, early childhood education.

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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, Elementary Education or other closely related discipline PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Demonstrate work experience in early care and education with children from birth to age 8.</p>
	Invasive Cardiovascular Technology	CVTT	W	<p>Hold at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current RCIS by Cardiovascular Credentialing International.</p>
	Radiography Technologist	RADR	W	<p>Full-Time Faculty: Hold a bachelor's degree with certification by the American Registry of Radiologic Technologists (ARRT) PLUS three years clinical work experience in the professional discipline.</p> <p>Additional Requirements: Hold a license from the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p> <p>Part-Time Faculty: Hold at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: 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 at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: 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>

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Health Care Sciences and Early Childhood	Radiography Technologist	MRIT	W	<p>Hold at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold American Registry of Radiologic Technologists current registration in magnetic resonance or equivalent and (i.e. unrestricted state license for the state in which the program is located.</p>
	Respiratory Care Technology	RSPT	W	<p>Hold at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current Registered Respiratory Therapist (RRT) from the National Board of Respiratory Care (NBRC)_ AND Licensed by the Texas Medical Board.</p>
	Surgical Technology	SRGT	W	<p>Didactic/Clinical Faculty: Hold at minimum an associate's degree in Surgical Technology PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold credentials in the field of surgical technology through a national certification that is accredited by the National Commission on Certifying Agencies (NCCA) i.e. The National Board of Surgical Technology and Surgical Assisting.</p>
Health Sciences & Histologic Technician	Health Information Technology	HITT	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 PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration</p>

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Health Sciences & Histologic Technician	Histologic Technician	HLAB	W	<p>Hold a bachelor's degree in the science field, current licensure, certification or registration; <i>Or</i> Hold at minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
	Massage Therapy	MSSG	W	<p>Hold a bachelor's degree in the science field PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a certificate in Massage Therapy, current NCBTMB Massage Therapist</p>
	Medical Laboratory Technician	MLAB	W	<p>Hold a bachelor's degree in Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science and current licensure, certification or registration; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
	Occupational Therapy Assistant	OTHA	W	<p>Hold a bachelor's degree in Occupational Therapy or Occupational Therapy Assistant with current licensure, certification or registration; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
	Phlebotomy	PLAB	W	<p>Hold a bachelor's degree in Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science and current licensure, certification or registration; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>

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Health Sciences & Histologic Technician	Phlebotomy	PLAB	W	<p>Hold a bachelor's degree in Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science and current licensure, certification or registration; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
	Physical Therapist Assistant	PTHA	W	<p>Hold a bachelor's degree in Physical Therapy or Physical Therapy Assistant with current licensure, certification or registration; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
	Vision Care	OPTS	W	<p>Hold a bachelor's degree in the science field; <i>Or</i> Hold at a minimum an associate's degree PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current licensure, certification or registration.</p>
Nursing Education	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>Additional Requirements: Have been actively employed in nursing for the past three (3) years or have advanced preparation in nursing, nursing education, and/or nursing administration; Have three (3) years varied nursing experiences since graduation; Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility.</p>

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Nursing Education	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>Additional Requirements: Hold a current license or privilege to practice as a registered nurse in the State of Texas; show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility.</p>
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, or a minimum of a Bachelor's degree with 18 approved college credit hours in mathematics.
	Engineering	ENGR	T	Hold a master's degree in Engineering or related field; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Engineering or related field.
	Mechanical 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 graduate hours in Engineering, Mechanical Engineering or related field.
Natural Sciences	Biology	BIOL	T	Hold a master's degree in Biology, Biological Sciences, Bioengineering, Cellular/Molecular Biology, or Genetics. <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Biology, Biological Sciences, Bioengineering, Cellular/ Molecular Biology, or Genetics.
	Biotechnology	BIOL	T	Hold a master's degree in Biotechnology, Biology, Biological Sciences, Genetics, Cellular Biology, Molecular Biology, Microbiology or Biochemistry. <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Biotechnology, Biology, Biological Sciences, Genetics, Cellular Biology, Molecular Biology, Microbiology or Biochemistry.
		BITC	W	Hold at minimum an associate degree PLUS three years of demonstrated work experience in the teaching field.

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Natural Sciences	Geology	GEOL	T	Hold a master's degree in Geology, Earth Sciences, Astronomy, Oceanography/Marine Science; <i>Or</i> Hold a master's degree in any discipline, with 18 graduate hours in Geology or Earth Sciences.
	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 graduate hours in Chemistry or Biochemistry.
	Physics	PHYS	T	Hold a master's degree in Physics or Astronomy. <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in the teaching field.
Social and Behavioral Sciences	Criminal Justice	CRIJ	T	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 graduate hours in Criminal Justice, Criminology, or Justice Administration.
	Economics	ECON	T	Hold a master's degree in Economics; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in Economics.
	History	HIST	T	Hold a master's degree in History; <i>Or</i> Hold a master's degree in any discipline with 18 graduate hours in History.
	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 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 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 graduate hours in Political Science or Government.

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Social and Behavioral Sciences	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 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 graduate hours in Sociology with at least three hours of graduate coursework in statistics.
Tourism, Hospitality and Culinary Arts	Baking and Pastry Arts	PSTR	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Culinary Arts	FDNS, CHEF, HAMG	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Hospitality Management	HAMG, RSTO	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Hotel Management	HAMG	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Restaurant Management	RSTO	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
Transportation Services Technology	Automotive Technology	AUMT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current ASE certification a minimum of three years of work experience in the field.

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Transportation Services Technology	Automotive Technology Option II Ford ASSET	AUMT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current Ford certification and a minimum of three years of work experience in the field.
	Collision/Refinishing Technician	ABDR	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field.
	Diesel/Light to Heavy Truck Technology	DEMR	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current ASE certification and a minimum of three years of work experience in the field.
	General Motors Automotive Service Educational Program	AUMT	W	Hold at minimum an associate's degree PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold current ASE and GM certifications and a minimum of three years of work experience in the field.

Appendix

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.

Last Name:	First Name:	Initial:
Position:		

Home Address:	Home Phone:
	Cell Phone:
Email Address:	

Work Experience:	List most recent experience first. List all occupational experience that demonstrates a minimum of three years' full time work experience in the teaching field. Attach additional sheets if necessary.
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Start Date (Mo/Yr)	End Date (Mo/Yr)	Full-Time Work Experience	Name and Address of Employer	Job Title and Work Performed

Total years of full-time work experience in the Occupational Field: _____



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:

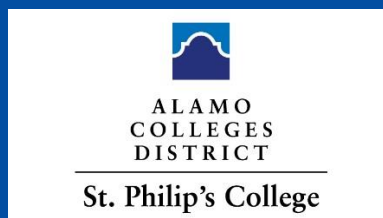
Signature/Date: _____

Approval by Academic Dean:

Signature/Date: _____

Approval by Vice President of Academic Success:

Signature/Date: _____



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