

## **NORTHWEST VISTA COLLEGE PROCEDURE**

Procedure Number: AS 005  
Procedure Title: Faculty Credentialing Guidelines and Faculty Credentials Table  
Relevant Board Policy: D.2.7, D.2.7.1, D.1.1, D.2.3.2  
Originating Unit: NVC  
Maintenance Unit: NVC Vice President for Academic Success

Northwest Vista College adheres to the SACSCOC guidelines for employing competent faculty members. This document lists specific requirements for each discipline and outlines the process for verifying credentials.

- I. Submission and Verification of Documents
  - a. The Vice President of Academic Success (VPAS) is the Chief Academic Officer and verifies credentials using the established guidelines.
  - b. Faculty must submit official transcripts from each institution attended.
  - c. Faculty with advanced degrees from foreign institutions must submit an evaluation and translation from National Association of Credential Evaluation Service Providers.
  
- II. Credentials Statement
  - a. Northwest Vista College defines faculty qualifications using the SACSOC credential guidelines:
    - i. Northwest Vista College gives primary consideration to the highest earned degree in the discipline. Competence, effectiveness, and capacity, including work experience, professional licensure and certifications, honors and awards, documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes are also considered.
    - ii. 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 18 graduate semester hours in the teaching discipline.
    - iii. 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.
  
  - b. Northwest Vista College has expanded on the SACSOC credentialing guidelines to consider the following qualifications for workforce programs' specific faculty:
    - i. Faculty teaching Associate of Applied Science (AAS) degree and/or Certificate courses not designed for transfer to the traditional academic baccalaureate degree; however, may transfer to a Bachelor of Applied Arts and Sciences (BAAS) degree: a minimum of an associate's degree in

the teaching discipline or documented experience (3-5 years) in the field with demonstrated competencies in the teaching discipline.

- c. To ensure consistency, following the appropriate levels of credentialing review, the VPAS will determine eligibility for hire. Initial hire documentation will be reviewed and initialed by the VPAS. Final authority for hiring decisions at an individual college resides with the College President.

III. Forms and Documentation

- a. The Statement of Exception and Statement of Qualification forms are used for faculty who have qualifications other than those listed in the Faculty Credentials Table, such as extensive background in the field or expert performance.
  - i. The Statement of Exception is used when a faculty member's academic preparation varies from the traditional credentialing criteria as reflected in the Faculty Credentialing Table, but he/she does possess relevant qualifications to the teaching assignment and can contribute to effective teaching and student learning outcomes.
  - ii. The Statement of Qualification is used when a faculty member possesses 3-5 years' experience in the field of study, however does not meet the traditional credentialing criteria required to teach in the specific discipline.

IV. Credentialing Table Review and Updating Process

- a. The Academic Success Leadership Team (VPAS, Dean of Arts and Sciences, Dean of Workforce, Faculty Chairs) will review the Faculty Credentials Table biennially (every 2 years) or on an as-needed basis.
- b. Revisions can be proposed by a member of this team, Discipline Coordinators, or Faculty. Advisory Committees for each workforce program may provide input to the credentialing of faculty members that teach in the respective programs.
- c. Changes will be documented by the VPAS's office.

Revised: September 22, 2016

Approved:

Dr. Amy  
Whitworth

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Vice President for Academic Success