

# Credential Review Form – Academic Programs

Chairpersons shall fill out the following information to ensure guidelines are followed and credentials are in order for South Texas College to meet the SACS requirement. Deans shall acknowledge the credentials by signing the form.

If you have any questions regarding an institution being accredited, you may contact the Human Resources Evaluator at (956) 872-3722.

## **Section A:**

**Division/Department:** \_\_\_\_\_

**Chairperson/Program Chair:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Interviewed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please list the proposed course assignments the candidate may be assigned.**

**If teaching all courses in department/program, please check here.** \_\_\_\_\_

<b>Course Number</b>	<b>Course Title</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Does the candidate meet minimum required credential as per Board Policy 4151? \_\_\_ Yes \_\_\_ No**  
**(Please Complete Section B.)**

**Please check the appropriate credential below:**

\_\_\_\_\_ A. Faculty teaching general education courses at the undergraduate level:

\_\_\_\_\_ Doctorate or Master's degree in the teaching discipline or

\_\_\_\_\_ Doctorate or Master's degree with a minimum of 18 graduate semester hours in the teaching discipline. **(Must complete Section C.)**

\_\_\_\_\_ **B.** Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:

\_\_\_\_\_ Doctorate or Master's degree in the teaching discipline or

\_\_\_\_\_ Degree with a minimum of 18 graduate semester hours in the teaching discipline. (**Must complete Section C.**)

\_\_\_\_\_ **C.** Faculty teaching baccalaureate courses:

\_\_\_\_\_ Doctorate or master's degree in the teaching discipline or

\_\_\_\_\_ Degree with a minimum of 18 graduate semester hours in the teaching discipline. (**Must complete Section C.**)

\_\_\_\_\_ **D.** Faculty teaching developmental courses:

\_\_\_\_\_ Bachelor's degree in the teaching discipline related to their teaching assignment and

\_\_\_\_\_ either classroom experience in a discipline related to their teaching assignment or graduate semester hours in education.

**Section B:**

**Degree Required:** \_\_\_\_\_

<b>Institution</b>	<b>Degree (s) Earned</b>	<b>Major</b>	<b>No. Hrs.</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Section C:**

Requirement met with degree and the following classes:

<b>Institution</b>	<b>Course Number</b>	<b>Course Name</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Comments:**

\_\_\_\_\_  
Signature – Program Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Dean

\_\_\_\_\_  
Date

**REMINDER: ALL OFFICIAL TRANSCRIPTS MUST BE SENT DIRECTLY TO THE OFFICE OF HUMAN RESOURCES PRIOR TO THE FIRST DAY OF EMPLOYMENT.** This form shall be attached to the finalist's recommendation packet. The entire recommendation packet is submitted to the Human Resources Evaluator BEFORE the HR department delivers to the Vice-President for approval.