

# Credential Review Form – Workforce 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.** \_\_\_\_\_

Course Number	Course Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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 associate degree courses not designed for transfer to the baccalaureate degree:

\_\_\_\_\_ A minimum of a bachelor's degree in the teaching discipline or

\_\_\_\_\_ Associate's degree and demonstrated competencies in the teaching discipline. **(Must complete Section C.)**

\_\_\_\_\_ B. Faculty teaching certificate courses that are not included in an associate degree:

\_\_\_\_\_ Certificate of completion and significant demonstrated work experience. **(Must complete Section C.)**

\_\_\_\_\_ C. Faculty teaching certificate courses that are included in an associate degree:

\_\_\_\_\_ A minimum of a bachelor's degree in the teaching discipline or

\_\_\_\_\_ Associate's degree and demonstrated competencies in the teaching discipline. (Must complete section C.)

## **Section B:**

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

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

## **Section C:**

Please identify criteria used to demonstrate competencies in the teaching discipline (work experience, certificates, or licensures).

**Certificates/Licensures:**

<b>Name</b>	<b>Issuing Organization</b>	<b>Is it current? (Yes or No)</b>	<b>Date of Exp.</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Work Experience** (minimum of 3 years of documented work experience):

<b>Name of Employer</b>	<b>Position Title</b>	<b>Dates of Employment</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.