

South Texas College
Faculty Member - New
Credential Review Form – Academic Programs

Chairpersons shall complete the following information to ensure that faculty credentials and qualifications are in compliance with South Texas College Board [Policy 4151](#) and with SACSCOC accreditation requirements. Deans shall acknowledge and approve the credentials by signing the form. The Credential Review Form must be completely filled out prior to submission.

Section I:

Department Name: _____ **Chairperson:** _____

Candidate Name: _____

*To ensure timely processing, please list **all** proposed courses (course number and course title) the candidate may be assigned. **Typing in “all courses” will result in returning of the form to the Department Chair.***

Course Number

Course Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section II:

Candidate Credential(s): Check all that apply

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

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.

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

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

E • Need to follow Justification Process

Degrees Earned:

Institution	Degree (s) Earned	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Coursework for 18-graduate semester hour requirement (if applicable):

Coursework must be listed below. Attachment of transcript(s) in lieu of listing is not acceptable.

Institution	Course Number	Course Name	No. Hrs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total: 18 Hours

Comments (optional):

Section III:

Signature – Chairperson

Date

Signature – Division Dean

Date

Signature – Vice President for Academic Affairs

Date

As per **Board Policy 4152**: “Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resources to document compliance with Southern Association for Colleges and Schools (SACS) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position.”

Note: According to STC Board Policy 4152, official transcripts must be received by Human Resources by the first class day, unless a 7 week extension is approved by the respective Division Dean and the Vice President for Academic Affairs.

Office of the Vice President for Academic Affairs (OVPA) Use Only:
Modification of Credential Database

Date Entered: _____

Initials: _____

Note: The OVPA will route this form to the Office of Human Resources as supporting documentation of record to be placed in the faculty member’s personnel file.