

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

Chairpersons shall complete the following information to ensure that faculty credentials and qualifications for all faculty candidates 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

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

Section II:

Candidate Credential(s): Check *all* that apply

- | | |
|---|---|
| <input type="checkbox"/> A Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: <ul style="list-style-type: none"> • A minimum of a bachelor’s degree in the teaching discipline OR • Associate’s degree and demonstrated competencies in the teaching discipline. | <input type="checkbox"/> B Faculty teaching certificate courses that are not included in an associate degree: <ul style="list-style-type: none"> • Certificate of completion and significant demonstrated work experience. |
| <input type="checkbox"/> C Faculty teaching certificate courses that are included in an associate degree: <ul style="list-style-type: none"> • A minimum of a bachelor’s degree in the teaching discipline OR • Associate’s degree and demonstrated competencies in the teaching discipline | <input type="checkbox"/> D Need to follow Justification Process <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> |

Degrees Earned:

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

Please identify criteria used to demonstrate competencies in the teaching discipline, if applicable (i.e. work experience, certificates, and/or licensures):

Certificates/Licensures:

Name	Issuing Organization	Date of Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience *(minimum of 36 months of documented work experience):*

Name of Employer	Position Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 (OVPAA) Use Only:
Modification of Credential Database

Date Entered: _____

Initials: _____

Note: The OVPAA 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.