

**AMARILLO COLLEGE  
FACULTY QUALIFICATIONS  
FORM**

Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

**Teaching Assignment:**

- Academic-transfer course(s)  Only non-transfer course(s)  
 Technical-transfer course(s)

Note: If any qualification is based on exceptional experience, an Exceptional Credentials Matrix presenting details must be prepared and authorized by the Department Chair/Program Director, Division Chair, and Vice President and Dean of Instruction before employment offer is made. In these cases, verification of experience must include a matrix indicating the expertise by course or program learning outcomes. This information must be reviewed by the Accreditation Liaison. The Vice President and Dean of Instruction must approve these exceptional cases. Qualifications of this nature should be extremely rare.

**Specific Teaching Assignment:**

Department/Program: \_\_\_\_\_

- Qualified for all courses  
 Qualified only for technical or development courses  
     Technical  
     Developmental

List by course name and title: \_\_\_\_\_  
\_\_\_\_\_

**Academic Qualifications:**

- All official transcripts are on file

Highest degree(s) and major(s) which qualifies faculty member for the teaching assignment: \_\_\_\_\_  
\_\_\_\_\_

If the instructor's master's degree is held in a field other than the teaching discipline, how many graduate hours are held in each discipline taught by this instructor? Indicate the number of graduate credit hours in each teaching discipline. \_\_\_\_\_

Institution Awarding Degree(s): \_\_\_\_\_

*Courses highlighted on the accompanying transcript are the basis of the qualifications to teach in the assignment described above.*

If the instructor does NOT meet SACS standards, indicate what **course of action has been agreed to** in order to comply with SACS standards and the deadline for completion.

Course of action: \_\_\_\_\_  
\_\_\_\_\_

Deadline: \_\_\_\_\_

**Other Required Qualifications:**

(Some programs require faculty to hold specific certifications or licenses. List those held by this faculty member.)

- Official documentation is on file. \_\_\_\_\_  
\_\_\_\_\_

**Technical Qualifications:**

(Three years experience is required for faculty in technical programs. List relevant positions in business and industry with dates of employment.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exceptional Credentials Matrix (attached):**

Department Chair/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## FACULTY QUALIFICATION REQUIREMENTS

Faculty qualification requirements by the Southern Association of Colleges and Schools (SACS) Commission on Colleges and the Texas Higher Education Coordinating Board (THECB). The following are excerpts from the SACS 2008 *Principles of Accreditation* and the THECB "Guidelines for Instructional Programs in Workforce Education, (GIPWE)" January 1999 edition. (All excerpts are from SACS unless noted otherwise.)

### **Academic and Technical - Transfer**

Faculty members teaching credit courses which transfer **must** have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.

### **Technical - Non-Transfer**

Faculty members teaching only credit courses which are components of associate degree programs not designed for college transfer (e.g. technical areas and developmental education), **must** possess appropriate academic preparation. In extremely rare cases, limited academic preparation may be coupled with work experience to qualify. The minimum academic degree for faculty teaching in these areas is an associate's degree and demonstrated competencies in the teaching discipline or bachelor's degree in the teaching discipline.

### **Academic-Transfer and Technical-Transfer and All Non-Transfer**

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented when the required formal academic preparation is incomplete. However, this justification generally will only substitute for a maximum 6 hours and often will only substitute for 3 hours. See Accreditation Liaison to discuss developing an Exceptional Credentials Matrix.

### **Non-degree Diploma or Certificate**

Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. While competency requirements may vary, they should be clearly defined by each institution. In all cases, faculty members **must** have special competence in the fields in which they teach. It **is the responsibility** of the institution to keep on file documentation of work experience, certifications and other qualifications if these are to substitute for or supplement formal academic preparation. (NOTE: This is THECB requirements. SACS does not identify faculty qualifications for anything below the associate's degree level.)

**EXCEPTIONAL CREDENTIALS  
MATRIX**

Faculty Member's Name \_\_\_\_\_ Teaching Discipline(s) \_\_\_\_\_

Completed By: \_\_\_\_\_

<b>COURSE RUBRIC &amp; #</b>	<b>COURSE NAME</b>	<b>COURSE or PROGRAM STUDENT LEARNING OUTCOME</b>	<b>EXPERIENCE, EDUCATION OR EXPERTISE</b>
		1.)	
		2.)	
		3.)	
		4.)	
		5.)	
		6.)	
		7.)	
		8.)	
		9.)	
		10.)	
<b>COURSE RUBRIC &amp; #</b>	<b>COURSE NAME</b>	<b>COURSE or PROGRAM STUDENT LEARNING OUTCOME</b>	<b>EXPERIENCE, EDUCATION OR EXPERTISE</b>
		1.)	
		2.)	
		3.)	
		4.)	
		5.)	
		6.)	
		7.)	
		8.)	
		9.)	
		10.)	