

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(REGULATION)

**Requirements of
Faculty Eligibility**

The College District is a member of and accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). To maintain its accreditation with SACSCOC, the College District will comply with the standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* and with the policies and procedures of the Commission on Colleges.

General qualifications for new full-time faculty will include evidence of:

1. Knowledge of the teaching discipline subject matter;
2. Knowledge of how students learn;
3. Ability to adapt to student learning needs;
4. Utilization of student-centered integrative learning strategies;
5. Promotion of positive expectations of students;
6. Incorporation of technology to enhance student learning;
7. Incorporation of pedagogical innovation;
8. Assessment of student learning;
9. Assessment of self-learning;
10. Assessment, evaluation, and revision of curriculum;
11. Development of relevant content for classes;
12. Development of effective classroom management processes and strategies;
13. Experience mentoring and advising students;
14. Engagement in peer collaboration and peer mentoring;
15. Engagement in service to the institution, profession, and community;
16. Participation in professional development in the teaching discipline to remain current in the teaching discipline and in pedagogy; and
17. Continued educational attainment.

**Documentation of
Education and Work
Experience**

The hiring supervisor will be responsible for submitting evidence of education, work experience, transcripts, licenses, registrations, and certifications necessary as documentation of a faculty member meeting the required qualifications to teach in designated course subjects. Using the College District's faculty credentialing process

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[see [Faculty Credentialing Electronic Process Manual](#)], the hiring supervisor will enter the education and work experience qualifications information and upload all supporting documents.

Bachelor-entry
Doctorate
Credentialing

Faculty candidates who are pursuing bachelor-entry doctorates must provide evidence from their institution that indicates the coursework is the equivalent to a master's degree. The institution must indicate on the transcript or provide official documentation that the coursework is equivalent to a master's degree. The College District requires official transcripts of the highest degree for all instructors of record. In exceptional cases (if approved by the hiring divisional dean and vice president for academic affairs), certification by the registrar or other appropriate official of the degree-granting institution will be allowed.

Credentialing by
Alternative
Justification

In limited circumstances, campus administrators may recommend instructors whose qualifications lie outside the guidelines. The instructor's alternative credentials and qualifications will be appropriately documented using the College District's credentialing process.

**Review and Approval
of Education and
Work Experience**

Using the College District's hiring process, the vice president for academic affairs and the campus president will evaluate the candidate and make recommendations for employment.

Using the College District's faculty credentialing process, appropriate campus personnel will review all credentialing documents, qualifications, and recommendations from hiring supervisors then indicate approvals or rejections.