

II 08 00 Faculty Credentialing Policy

Volunteer State guarantees that only appropriately credentialed individuals serve on the faculty. All original documents are held by the Office of Human Resources. The credentialing process is maintained by the Office of the Vice President of Academic Affairs and the respective academic Divisions.

It is the responsibility of each individual faculty member to provide to the Office of Human Resources current, official transcripts of all collegiate coursework or other documentation necessary to meet Volunteer State credentialing requirements. Only original, not "issued-to student", college transcripts are acceptable.

The credentialing file content is compiled and approved by the appropriate Division Dean. The Vice President of Academic Affairs reviews and certifies that all faculty credentials meet established criteria. Division Deans conduct periodic reviews of the files to assure current content (at least annually).

The Office of Human Resources is designated as the official holder of the credentialing documents including applications, transcripts, the credentials sheet, and other required documents.

Volunteer State faculty credential requirements meet current SACSCOC criteria. Our faculty will meet or exceed SACSCOC minimum requirements.

The following chart establishes credentialing requirements for Volunteer State Community College. The requirements may change subject to accrediting requirements, Tennessee Board of Regents policy, or College policy.

Faculty Credentials VSCC Requirements

Type of Program	Degree Requirement
AS/AA, AST, AFA program (transfer courses)	Full-time and part-time faculty members teaching credit courses that are general education or are designed for 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. In exceptional cases, outstanding professional experience and

	demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.
AAS degree program (professional, occupational, technical) (courses not designed to transfer)	Associate degree plus work experience in the field. Baccalaureate degree preferred. In exceptional cases, outstanding professional experience and/or demonstrated contributions to the discipline may be presented in lieu of formal academic preparation.
Technical Certificate program (courses not designed for transfer)	Some college or documented specialized training plus work experience. Licensure demonstrating competence may be required.
Learning Support: Reading	Baccalaureate degree or higher in English, Reading, Elementary Education, or a related field.
Learning Support: Math	Baccalaureate degree or higher in a related field and completion of Calculus 1
Learning Support: English	Baccalaureate degree or higher in a related field
College Success Course	A Master's degree from an accredited institution plus 18 graduate hours in a teaching field that represents an area or discipline of one of the VSCC academic divisions.
ESOL(English for Speakers of Other Languages)	Bachelor's degree with 12 or more hours in English for Speakers of Other Languages(ESOL) at Bachelor's level or higher; or Bachelor's degree and a recognized ESOL teaching certification.

These degree and credential requirements meet or exceed the standards set by our regional accrediting body -- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College holds a number of specialized accreditation and program approvals for areas including Business, Health Sciences, and Social Science/Education. Additional specific faculty credentials such as professional licensure, professional certifications, appropriate work experience and/or educational preparation may be required for teaching in specific course and program areas. Details on faculty credentials for these programs are available through the Academic Deans in the divisions housing specific programs.

Credentials based on Professional Qualifications

Primary consideration is given to academic credentials earned in the teaching or related discipline. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could

include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, nationally recognized honors and awards, continuing professional development, relevant top-tiered peer-reviewed publications, and/or continuous documented excellence in teaching.

Consideration of other non-academic teaching qualifications, either in conjunction with or in lieu of academic credentials, is made on a case-by-case basis. Such cases should be exceptional and compelling and should show substantial and significant evidence of professional progress and ability related to the faculty member's instructional assignment. Credentials based on professional qualifications are approved by the Vice President of Academic Affairs. The exception form will be used to document and approve professional qualifications. Academic Affairs will ensure that credentialing file include the additional exceptions form. The Office of Human Resources is designated as the official holder of the exceptions form along with the standard credentialing file.

TN eCampus Faculty Credentialing

VSCC ensures that faculty teaching TN eCampus sections offered to our students meet VSCC credentialing qualifications through the TN eCampus Faculty Credentialing System (FCS).

Faculty who teach courses through the TN eCampus partnership are first hired through their home institution following that institution's requirements and certified by the chief academic officer of that institution. The home institution is responsible for maintaining a profile for each of their TN eCampus instructors. A profile is the collection of directory information, supporting documents (transcripts, diplomas, signed approvals, etc.) and an approved course list for each instructor. There is a separate form for Traditional and Non-Traditional/Alternative credentialing. The traditional form is used to document instructors with a master's degree or higher and 18 graduate credit hours in a subject area. The non-traditional/alternative form is used to document instructors who do not have a master's degree or higher and 18 graduate credit hours in a subject area but who do have skills, certifications, work experience or other contributions that would enhance the teaching discipline and qualify them to teach. These signed approval forms along with transcripts and other documents are used to document courses, degrees, professional experience and rationale for approving instructors to teach specific courses.

Non-home institutions then evaluate each instructor's credentials within FCS to determine if the qualifications match home institution minimum requirements. Credential approval is the process of reviewing credential documents, professional experience, and related materials in the FCS application to evaluate instructors for approval or disapproval to teach specific courses.

At Volunteer State, Division Deans and Department Chairs are responsible for the maintenance of Vol State faculty profiles in FCS and for reviewing the credentials of non-Vol State faculty who are teaching courses offered to Vol State students. Any faculty member who does not meet Vol State's qualifications will be denied in FCS, which in turn prohibits Vol State students from enrollment into the disputed faculty member's courses.

VSCC Source: President's Cabinet, January 6th, 2020