

## College Operating Procedures (COP)



**Procedure Title:** Faculty Qualifications & Credentialing  
**Procedure Number:** 03-1106  
**Originating Department:** Provost /Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a  
SACSCOC CS 3.7.1

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 3/4/11; 12/11/2013

**Purpose Statement:** To outline the procedure to determine faculty qualifications.

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**Guidelines:**

When determining acceptable qualifications of its faculty, Florida SouthWestern State College (College) recognizes and adheres to the Comprehensive Standard 3.7.1 of the Principles of Accreditation as outlined by the Southern Association of Colleges and Schools Commission on Colleges. The following standard practice is used for certification of faculty.

- A. *In baccalaureate or credit transfer programs, a doctoral or master's degree from a regionally-accredited institution of higher education in the teaching discipline or a master's degree and a minimum of 18 graduate semester credit hours in the teaching discipline.*
- B. *In programs which are certificate, terminal at the Associates Degree level, or developmental education alternative qualification may be used with appropriate supporting documentation.*

The College employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed in A and B above. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

**Procedure:**

1. Upon identifying candidates who are eligible to teach, the Coordinator, Program Director, Associate Dean or Academic Dean responsible for the discipline will review transcripts and other supporting materials to make an initial determination of the candidate's qualifications.
2. If it is determined the candidate is qualified to teach, a Faculty Qualification Form (FQF) will be completed to include:
  - The approved teaching discipline and all courses the candidate is qualified to teach.
  - Only those degrees and coursework used to credential the faculty member (in most cases that will be the highest degree awarded).
  - Any relevant certifications, valid licenses, and verified work experience must be included with the FQF if alternatively qualified (as in B described in Guidelines),
3. Unofficial transcripts may be used to initially certify a faculty member; however, the individual must provide within 30 days of the first day of classes during their **first semester of teaching at the College** an official transcript from each institution that awarded credit in the discipline for which confirmation is required. The same standard of practice may be used for alternative credentialing materials, when unofficial copies may be used initially but official copies are required by the end of the first semester of teaching. Faculty who fail to produce official transcripts and/or alternative credentials will not be allowed to teach after one semester.
4. The degree, major, completion date, and relevant graduate courses should be highlighted on transcripts and attached to the Faculty Qualification Form.
5. When reviewing graduate transcripts that include quarter hours in the teaching discipline, the conversion formula is 0.667 semester hours for each quarter hour.
6. The completed and approved form will be submitted to the Office of the Provost/VPAA. If approved, it will be loaded into the electronic faculty credentialing database.