

Grayson College

Guidelines for Faculty Credentials Waiver

SACS (2003 Addendum p. 18-19):

Faculty: The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. 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, competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.

Credential Guidelines:

1. *Faculty teaching education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).*
 2. *Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).*
 3. *Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.*
- The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.
 - The institution provides evidence of ongoing professional development of faculty as teachers, scholars, and practitioners.
 - The institution ensures adequate procedures for the safeguard and protection of academic freedom.

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Faculty Credential Waiver Request Process

Upon consideration of hiring a new faculty for any teaching position where the instructor does not have the full credentials required, the Program Chair (Director) must complete a Faculty Credential Waiver Request form. The form and the following documents must be submitted to the respective Dean petitioning a waiver of education requirements:

- 1) Resume
- 2) Copy of official transcripts of degrees/certificates earned
- 3) A degree plan if pursuing Higher Education
- 4) Evidence of enrollment in pursuit of the appropriate degree
- 5) Current Faculty Credential Form
- 6) Evidence of experience in field teaching (such as certificates, record of employment, advanced training, awards, etc.)

Documents should be submitted to the Dean of Academics/Workforce who will present the petition request to the Exceptions Committee.

GRAYSON COUNTY COLLEGE
Faculty Credential Waiver Form

Name of Prospective Faculty Member: _____

Name of Program/Teaching Area: _____ Full-time
 Adjunct

Projected Date of Employment: _____

Requested Dates of Waiver: From: _____ To: _____

Degrees Earned: _____

Certifications Earned:

Years and Work Experience Directly Related to Teaching Area:

Other Work Experience:

Credit Hours Earned to Date: _____

Credit Hours Remaining Until Requirements Met: _____

Credit Hours Currently Enrolled: _____

Projected Completion Date of Degree/Requirements: _____

Dean's Signature Date

Committee Review Date: _____ Approval
 Denied

Recommendation: _____

1st Semester Review Date: _____ Hrs. Completed: _____ Hrs. Remaining: _____ On-Track (Y/N): _____

2nd Semester Review Date: _____ Hrs. Completed: _____ Hrs. Remaining: _____ On-Track (Y/N): _____

Degree Completed: _____ Date of Completion: _____