

**TRINITY VALLEY COMMUNITY COLLEGE
FACULTY CREDENTIAL EVALUATION SUMMARY FORM**

<input type="checkbox"/> NEW FORM <input type="checkbox"/> UPDATED FORM (only complete appropriate boxes APPLICABLE to the change)					DATE:		
A. FACULTY INFORMATION							
Semester	Year	Campus	Name of Person Completing Form				
Faculty Name		Full/Part-Time	Primary Program (AAS-Management) (MUST fill out NEW FORM if teaching in more than one program area)				
B. COURSES to be TAUGHT at TVCC							
Course Prefix	Course #	Course Description	Course Type (UT, D, UN(AAS), UN(CERT))	Semester Credit Hours			
C. EDUCATION (List ALL college and degree information for which OFFICIAL TRANSCRIPT(S) have been provided to QUALIFY FACULTY to teach in their respective PROGRAM selected in SECTION A.)							
Year	Institution Name	Degree (MA, MS, BAAS, AAS, CC)		Description of Degree (<u>Criminal Justice, Music</u>)			
D. TRANSCRIPT COURSE INFORMATION IF APPLICABLE - COMPLETE THIS SECTION ONLY if degree is NOT in discipline being taught at TVCC (i.e. Master's in History, but teaching Sociology, list all appropriate Sociology courses below). (NOTE: If necessary attach course description and learning outcomes of courses not using the same prefix/rubric)							
Institution Name	Grad/ Under-Grad	Course Prefix	Course #	Course Description	SCH	Grade	Term/Year Taken
E. LICENSES/CERTIFICATES IF APPLICABLE - COMPLETE THIS SECTION ONLY if license(s)/certificate(s) is/are needed to qualify faculty to teach a course listed in SECTION B. (COPIES OF CURRENT LICENSES/CERTIFICATES MUST BE SUBMITTED.)							
License/Certificate #	Expiration Date (MM/DD/YYYY)	Issue Date (MM/DD/YYYY)	Issuing State	Issuing Entity Name (provide URL)	License/Certificate Description		

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F. WORK/LIFE EXPERIENCE IF APPLICABLE-COMPLETE THIS SECTION ONLY if work/life experience is needed to qualify faculty to teach a course listed in SECTION B. (VERIFICATION OF EMPLOYMENT (VOE), letter of employment on company letterhead, etc., MUST BE SUBMITTED.)

Work/Life Experience (Business/Experience Name)	Description (Position Title/Duties)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Supporting Documentation Type

G. OFFICIAL TRANSCRIPT(S)/JUSTIFICATION(S) A FACULTY ROSTER will NOT be provided to the HR DEPARTMENT until ALL required documentation has been SUBMITTED.

- Official transcript(s) with **ALL** other required documentation have been submitted to the HR department to qualify faculty to teach in their respective discipline.
- Official transcript(s) with **ALL** other required documentation have **NOT** been submitted to the HR department. Faculty has been informed to request required documentation to qualify to teach in their respective discipline.
- Meets qualifications through justification. A "*Faculty Credential Justification of Qualifications*" form to be completed by immediate supervisor, signed by the VP of Instruction, and submitted to the HR department to qualify faculty to teach in their respective discipline.

H. FACULTY QUALIFICATION(S)

Transfer Courses (UT) Meets Criteria: Yes No

- Hold a master's degree or higher in the teaching discipline;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline. (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed.**)

Non-Transfer Physical Education Activity/Kinesiology Courses (UN [Activity]) Meets Criteria: Yes No

- Hold a master's degree or higher in the teaching discipline;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline. (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a bachelor's degree in physical education or kinesiology. (**NOTE: Any number in the ranges 1100-1150 and 2100-2150 may be used for physical education activity courses, as opposed to theory/classroom courses, as defined by the Academic Course Guide Manual.**)

Developmental Mathematics (D) Meets Criteria: Yes No

- Hold a master's degree or higher in Mathematics;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in Mathematics (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a Bachelor's degree in Mathematics;
- OR:** Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in Mathematics (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a Bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in Mathematics (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of current certificate.**)

Developmental Reading or Writing (D) Meets Criteria: Yes No

- Hold a master's degree or higher in reading, writing or English;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in reading, writing or English (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a Bachelor's degree in reading, writing or English;
- OR:** Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in reading, writing or English (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a Bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in reading, writing or English (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of current certificate.**)

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Workforce Associate Degree Non-Transfer Courses (UN [(AAS)]) Meets Criteria: Yes No

- Hold a master's degree or higher in the teaching discipline;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a bachelor's degree in the teaching discipline;
- OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience (**NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)**)

Workforce Certificate Only Courses (UN [(CERT)]) Meets Criteria: Yes No

- Hold a master's degree or higher in the teaching discipline;
- OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold a bachelor's degree in the teaching discipline;
- OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**);
- OR:** Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience (**NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)**);
- OR:** Hold a certificate in the teaching discipline **PLUS** have 3 years of relevant full-time work experience (**NOTE: SECTION E (Licenses/Certificates) & SECTION F (Work/Life Experience) MUST BE ACCOMPANIED by supporting documentation. (i.e., verification of employment (VOE), letter of employment on company letterhead, etc.)**)

Associate Degree Nursing Courses Meets Criteria: Yes No

- Hold a master's degree or higher in nursing, preferably in nursing;
- OR:** If master's degree is in any discipline other than nursing, hold a bachelor's degree in nursing with at least six (6) graduate semester hours in nursing **PLUS** be a Registered Nurse (RN) in Texas. (**NOTE: If this option is selected, Page 1; SECTION D-TRANSCRIPT COURSE INFORMATION must be completed**).

I: SIGNATURES OF APPROVAL

<i>Division Chair/Dual Credit Director</i>	<i>Date</i>
<i>Associate VP, Provost, Dean</i>	<i>Date</i>
<i>VP of Instruction</i>	<i>Date</i>