

MEMORANDUM

TO: Deborah Sutton, Vice President of Administrative Services
Karen Hill, Director of PRIE
Jessica McMahon, Director of Financial Services
Lisa Barrow, Human Resources Coordinator

FROM: Deborah Grimes
Vice President of Academic and Student Services

DATE: June 26, 2012

RE: Credentialing

According to SACSCOC principle 3.7.1 (page 30), 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. 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (See Commission guidelines "Faculty Credentials.")

After our meeting with Human Resources and IE, the following guidelines have been established According to SACSCOC principle 3.7.1 (page 30), 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. 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (See Commission guidelines “Faculty Credentials.”)

The following guidelines have been established, effective immediately.

1. HR will continue to review applications and check to see if each applicant meets the minimum requirements for the vacant position as stated on the personnel request form.
2. The Dean or Chair of the Interview Committee and the Vice President of Academic and Student Services will review each applicant deemed by HR to have met the minimum requirements for the position. The LCC Qualifications of Full-time and Part-time Faculty Form will be used to continue to review and further verify qualifications of each applicant. The institution’s regional accreditation will be verified and attached to the Qualifications Form. (IE has agreed to assist us with this task.) A memo will be sent to the Director of HR listing those applicants who meet the credentialing requirements for the position and whose files may be considered by the Interviewing Committee.
3. The Interviewing Committee will continue its work by reviewing the applications of those listed in the memorandum as having met the minimum qualifications for the vacant position.
4. Upon selection of final candidate, the Dean, Vice President, and President will sign and date the LCC Qualifications of Full-Time and Part-Time Faculty Form verifying credentials.
5. According to current LCC processes, official transcripts will be required prior to signing letter of intent.

Please NOTE: HR is currently reviewing and revising the Interview Process.

If you know of any changes, please contact me. Thanks in advance.