

FACULTY CREDENTIALS GUIDELINES

There are six geographic **regions** of the United States with an agency that accredits college and university higher education programs:

The Middle States Association of Colleges and Schools.

Accreditation of colleges in the middle states region (Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico). http://www.msche.org/institutions_directory.asp

The New England Association of Schools & Colleges.

Accreditation of colleges in the New England region (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont).

http://cihe.neasc.org/about_our_institutions/roster_of_institutions/

The North Central Association of Colleges and Schools.

Accreditation of colleges in the north central region (Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, Wyoming). <http://www.ncahlc.org/Directory-of-HLC-Institutions.html>

The Northwest Association Of Schools And Colleges.

Accreditation of colleges in the northwest region (Alaska, Idaho, Utah, Montana, Nevada, Oregon, and Washington.)

<http://www.nwccu.org/Directory%20of%20Inst/Directory%20of%20Institutions.htm>

The Southern Association of Colleges and Schools.

Accreditation of colleges in the southern region (Alabama , Florida , Georgia , Kentucky , Louisiana , Mississippi , North Carolina , South Carolina , Tennessee , Texas , Virginia) <http://sacscoc.org/>

The Western Association of Schools and Colleges.

Accreditation of colleges in the western region.(California and Hawaii, the territories of Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of the Northern Marianas Islands, the Pacific Basin, and East Asia, and areas of the Pacific and East Asia where American/International schools or colleges may apply to it for service).

<http://www.accjc.org/directory-of-accredited-institutions> for junior colleges and <http://www.wascenior.org/apps/institutions/> for senior institutions

Beyond the initial determination of accreditation, the institution must give primary consideration to the highest earned degree in the discipline. The question becomes, “Now that the applicant has a degree from an accredited institution, are they qualified to provide instruction at a particular level.” SACS offers the following as credential guidelines:

Faculty teaching general education courses at the undergraduate level:

- a. A doctorate or master’s degree in the teaching discipline **OR** b. A master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:

- a. A doctorate or master’s degree in the teaching discipline **OR** b. A master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:

- a. A bachelor’s degree in the teaching discipline **OR** b. An associate’s degree and demonstrated competencies in the teaching discipline. The demonstrated competencies must be documented in the employee’s personnel folder.

For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. Once Lenoir Community College determines that the faculty member’s degree is from a regionally accredited institution and that the member has the appropriate degree level and concentration, the institution may consider other factors to support the qualification of the member to provide instruction.

The supporting factors become important when the institution resorts to the alternate (b-solution) to the credentialing process. To assist the College in making a case for the employee, the individual should provide supporting documentation outlining demonstrated competencies and document the qualifying experience or justification on the faculty credential form.

The employee’s qualification folder (personnel folder) should contain supporting documentation to include but not limited to: original transcripts from accredited institutions, certificates, licenses, awards, original letters from previous employers and any notarized information. Remember, the faculty credential form is initially the only documentation the SACS auditor will see. The information listed on that form will assist the auditor in determining whether or not the member is appropriately credentialed for the position or not.

