Faculty Credentialing Process
Credentialing Through Application Access Points

I. Full-Time Faculty Hiring Process through Human Resources

A. All full-time faculty candidates apply online to a full time faculty job posting at HCCJobs (i.e. PeopleAdmin). In order to be considered, the online application must be a complete packet which includes all documentation required for the desired type of faculty position. The HR job posting carefully delineates the type of documentation required at the time of application. No incomplete packets will be accepted. All documentation must be scanned and attached to the online application. This includes unofficial copies of relevant college transcripts (or foreign evaluation for US equivalency), Verification of Work Experience form (for workforce and developmental applicants), related certifications, licensure, etc.

B. After the posting closes, all online applicant packets are sent to a faculty screening committee, according to the HR Screening Committee Guidelines.

C. The screening committee conducts a paper review to determine how the candidates meet posting requirements and to determine whether the candidates meet SACS and HCC credentialing requirements. Based on the final paper review scores, the committee should divide the candidates into three groups for the following actions:

1. Candidates for Interview: For these candidates, the Screening Committee Chair must fill out the

   a. Appropriate Certification of Standards form (academic, workforce, developmental) delineating precisely the way the candidate meets SACS criteria for the type of faculty and the specific teaching assignment. If the qualifying degree is in the discipline of the teaching assignment, then the Certification of Standards form is sufficient.

   b. If it is not readily apparent that the candidate’s degree qualifies the candidate to teach the courses specified or if additional documentation such as work and/or teaching experience is needed beyond the qualifying degree, the Chair must also fill out the HCC Justification Request for Faculty Competence form. On the HCC Justification Request for Faculty Competence (JR Form), the Chair must specify if the candidate is eligible to teach all courses in a program or only specified courses. Then, the Chair must “clearly describe the relationship between the faculty member’s qualifications, course(s) content, and/or expected outcomes of
the course(s) assigned to the faculty member.” The chair signs the forms verifying the committee’s assessments of the candidates’ qualifications.

How is this done? What constitutes sufficient documentation? The candidate may have outstanding professional experience, demonstrated contributions to the field, or training in a closely related discipline covering the competencies needed to teach the course(s) assigned. The following type of documentation could be used to demonstrate competency:

(1.) Graduate and undergraduate coursework (subject, course number, course title) that clearly relate to the student learning outcome(s) of the course(s) being assigned (such as 18 graduate hours in the discipline for academic faculty)
(2.) 36 months non-instructional work experience directly related to the teaching assignment (i.e. VOE form for workforce faculty)
(3.) Teaching and/or tutoring experience in the discipline (i.e. VOE form for developmental faculty)
(4.) Recognition in journals, online sources, or textbooks in the discipline
(5.) Certification of participation in training
(6.) Certifications or licensure in the field
(7.) Professional presentations
(8.) Professional registry
(9.) Apprenticeship
(10.) Honors and awards directly related to the discipline
(11.) Appearance on programs reflecting work in the discipline
(12.) Letters of support from past employers, colleagues, etc. on business stationery that speak directly to the content and outcomes of the course(s) being assigned
(13.) Evidence of continuous excellence in teaching
(14.) Professional exhibitions or shows at reputable galleries and theatres
(15.) Other discipline-related documentation that demonstrates third party recognition of the candidate’s expertise in the field.

2. **Candidates deemed qualified, but not selected for Interview**: these candidates should be referred to the appropriate adjunct faculty position posting.

3. **Candidates deemed not-qualified for full-time or adjunct teaching**: these candidates should be notified and informed of the reasons for non-qualification.
D. The screening committee chair delivers the documentation of faculty credentialing for those candidates who it deemed qualified and chosen for interview to the District Credentialing Department for final approval with HCC credentialing standards. The Credentialing Department evaluates “the qualified” against the SACS criteria for each type of teaching assignment (academic, workforce, and developmental) and against the discipline/program-specific parameters for the particular teaching discipline/program and/or courses that the faculty may be teaching. These faculty are marked “Certified” in PeopleAdmin.

E. Those qualified but not chosen for interview are sent electronic notification by the Credentialing Office referring them to the related adjunct pool for possible future hiring. They are also entered into the Credentialing Office database. The database and HR adjunct faculty pool will be used by Department/Division Chairs for regular review for needed adjunct faculty (see next section).

F. For those deemed not qualified to teach, the Credentialing Office sends them electronic notification of the findings of the screening committee.

G. Those that the Credentialing Department approves as certified are interviewed and rated by the original faculty screening committee. The screening committee refers the top 3 scoring candidates to the hiring authority, which is usually the college Dean and/or the college President. The college Dean and/or the college President make the final choice for hiring.

H. The program/department chair reviews the screening committee’s credentialing assessment of the new hire and signs the credentialing forms. The chair then assembles the full hiring packet and signs the necessary credentialing forms with accompanying documentation.

I. The college Dean verifies the screening committee’s and program/department chair’s assessment of the faculty member’s qualifications and/or work experience according to SACS criteria. If satisfied, the Dean signs the Certification of Standards and the HCC Justification Request for Faculty Competence Forms.

J. The Credentialing Department receives the hiring packet and verifies that sufficient documentation is included to demonstrate that the faculty’s qualifications are clearly related to the teaching assignment. If satisfied, the Credentialing Officer signs the hiring documents and determines the appropriate compensation grade.

K. The Vice Chancellor for Instruction verifies the certification status for academic,
workforce, and developmental faculty. If satisfied, the VC signs the Certification of Standards and Justification Request for Faculty Competence forms as the final institutional authority testifying that the new hire is qualified according to SACS and institutional criteria for the type of faculty and the particular teaching assignment. The hiring packet then proceeds through the remainder of the hiring process to Human Resources.

L. Human Resources then places all employee hiring documents in the employee’s personnel file in the secure HR Records Office.