Semester Credit Faculty Credentialing at a Glance

1. No new SCH faculty can be hired without pre-credentialing by the Credentialing Department.
   a. The Department Chair scans the appropriate documents and emails to vc.workload@hccs.edu. We will review and respond promptly. If approved, please include the full attachment with electronic signatures, which we email back to you, in the hiring packet to move forward through the hiring process to the Dean’s office. Email (vc.workload@hccs.edu) or Intercampus mail (MC 1132) are acceptable communication media to us. No faxes will be accepted.

2. Efficient credentialing with speedy responses from us requires submitting a full credentialing packet. A full credentialing packet includes the following: application, unofficial transcripts, resume or CV (if available), professional certifications/licenses (if relevant), and correct credentialing forms. Incomplete Credentialing packets greatly slows the hiring process.
   a. Certification of Standards form: required of all academic, workforce, and developmental faculty. This form captures faculty demographic information, the hiring college and department, and the type of credentialing you are seeking: academic readily apparent, academic not readily apparent, workforce, or developmental. If the faculty credentials are readily apparent academic (i.e. the master’s or higher is in the teaching discipline), then this credentialing form is the only credentialing form needed to be submitted.
   b. Justification Request for Faculty Competence form: This form is needed for the following credentialing types: academic not readily apparent, workforce, and developmental. This form is the vehicle whereby the chair “makes the case” to document and demonstrate that the faculty’s education, skills, and experiences are directly related to the learning outcomes of the course(s) the faculty will teach. A rationale must be written as to what makes this faculty suitable for this assignment. This is not merely a listing of credentials and experiences. The rationale must show the relationship between the faculty’s background and the teaching assignment (i.e. the specific courses you wish him/her to teach).
   c. Verification of Work Experience form: Workforce faculty have to show that the 3 years of industry experience relates directly to what they will be teaching. Developmental faculty have to show that they have teaching or tutoring experience in the teaching discipline (if they do not have graduate hours in developmental education). A listing of jobs or work experiences such as in the application or a resume may not be sufficient. You need to show work experience knowledge, skills, etc., that directly relate to the student learning outcomes of the course(s). A detailed resume may contain such information, but not always.

3. The Credentialing Process and forms can be found at: HCC Home Page > Faculty & Staff > Faculty & Administrative Support (click on Faculty Credentialing Processes)