



# Faculty Credentialing Manual

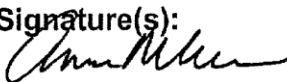
*“Adding value to the lives of our students and enriching our community”*

# Academic Affairs

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OPERATIONS MANUAL

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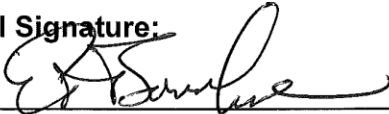
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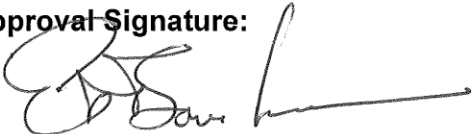
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# FACULTY CREDENTIALING MANUAL

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# Faculty Credentialing Manual

## Introduction

Learning and student success are at the core of the college's mission that includes *"adding value to the lives of our students and enriching our community."* The college values include open access, academic excellence, intellectual pursuit, diversity, equity, life-long learning, assessment, accountability and continuous improvement.

The college facilitates student access, learning and success within the context of clearly defined outcomes and a culture of inquiry, evidence and innovation. To assure the college's continued status as a dynamic learning community requires constantly improving institutional effectiveness. The college's workforce is the primary means through which its mission, values, goals and priority initiatives are translated into action and reality. Clearly, both full-time and part-time faculties are focal points of all activities in these areas. Therefore, among the college's most important initiatives and strategic decisions are the continual development of its current faculty and selection of new faculty.

This manual will provide academic administrators with standards/guidelines and a process that constitute significant components of the context that facilitate equitable and consistent decisions on required credentials of full-time and part-time faculty. The most significant of these are the credential guidelines of the Southern Association of Colleges and Schools (SACS).

The manual is divided into two sections. The first section, **The Credentialing Process**, includes the credential guidelines identified by SACS in *Principles of Accreditation: Foundations for Quality Enhancement* for baccalaureate program courses, general education courses, associate degree courses designed for transfer, associate degree courses not designed for transfer and SF guidelines for college preparatory, and certificate programs. The role and responsibilities of the Faculty Credentialing Oversight Committee (FCOC) in developing credentials is discussed in this section. The process for evaluating transcripts and other credentials is delineated and the role of the Employee Credentialing Details Form is discussed. This section includes requirements for alternative credentialing and foreign credentials.

The second section of the manual, **Credentialing Requirements for Each Discipline/Program**, is the actual listing of credentialing requirements for courses in each discipline or program offered in the College. Applicants qualify for faculty appointments based on their academic credentials, training or experience. Each course in every discipline requires relevant experience and expertise in order to support and elicit the student learning outcomes that exist for each course or program in the college curriculum. A degree directly in the field associated with the course or program is given priority in decisions regarding credentialing. However, there exist degrees in other fields with content that provide qualifications to facilitate the same student learning outcomes. These fields are identified as "Qualifying Fields" and are also considered in decisions regarding credentialing. In many cases, it is not practical to list all possible qualifying fields because of a large variety in names

of degrees at different institutions. Therefore, when a chair, director or dean requests credentialing based on a degree in a field not directly listed in the manual, he or she should provide a rationale consistent with the criteria for a qualifying field. These requests will be carefully reviewed by FCOC. This section is followed by appendices including SACS instructions for reporting full-time and part-time faculty, and a sample of the online credential request form.

The Provost/Vice President for Academic Affairs is responsible for accreditation compliance and therefore is the final decision authority for the College in this area.

## **The Credentialing Process**

SACS Credential Guidelines, requirements of other accrediting agencies and applicable state statutes will be used as the context for identifying credentials for each course as defined in this Faculty Credentials Manual.

### *SACS Principles of Accreditation*

The following statements are from *SACS Principles of Accreditation: Foundations of Quality Enhancement*.

Comprehensive Standards 3.7.1: The institution employs competent faculty members qualified to accomplish the mission and goals of the college. When determining acceptable qualifications of its faculty, the institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence in the field, professional licensure and certificates, 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 documenting the qualifications of its entire faculty according to the following guidelines:

### SACS Credential Guidelines

- *Faculty teaching general education courses at the undergraduate level: Master's degree or higher in the teaching discipline or 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 the baccalaureate degree: Master's degree or higher in the teaching discipline or 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: Bachelor's degree in the teaching discipline, or Associate's degree and demonstrated competencies in the teaching discipline.*

- Faculty teaching baccalaureate courses: Doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree – usually the earned doctorate-in the discipline.

#### SF Credential Guidelines – Additional Considerations

Passing the qualifying examination and attaining admission to candidacy for the doctorate in a discipline, indicated on an official college transcript, document academic progress in a course of study. Such students have completed a course of study in the discipline beyond the Master's degree; and have only the doctoral dissertation to complete and defend. In several colleges and universities, a graduate student may pursue a doctorate directly in a discipline, without first attaining a Master's degree. Upon admission to candidacy, these students have demonstrated an advanced depth and breadth of knowledge in the discipline, the same as those who proceed to attain the doctorate. Therefore, for purposes of credentialing, applicants in this category are recognized as having at least the minimal credentials for teaching transfer courses in the discipline, if the recommendation is also supported by 18 or more semester hours of graduate credit in the discipline.

#### SF Credential Guidelines for Other Programs

- Faculty teaching college preparatory courses: a baccalaureate degree in the teaching discipline, or related discipline.

#### SF Credential Guidelines for Certificate Programs

- Faculty teaching certificate/diploma courses: certification/licensure in the program area and documentation of demonstrated competencies that includes letters from employers in areas related to the teaching discipline, copies of licenses and/or certification.
- Faculty teaching contact hour courses or PSAV courses must have certificates and/or work experience in the field.



## **Faculty Credentials Oversight Committee (FCOC)**

A Faculty Credentials Oversight Committee (FCOC), Chair and Vice Chair will be appointed by the Provost/Vice President for Academic Affairs for a three year term. The following are the composition and responsibilities of the Committee:

FCOC will include representatives from the following areas;

- Office of Student Affairs (1)
- Chairs and Directors from LAS and TAS (3)
- Faculty (4)
- Human Resources, Ex- Officio (1)

Responsibilities of FCOC will include the following:

- Review recommendations for credentialing submitted by the supervisor of full-time and part-time faculty and make recommendations to the Provost/Vice President for Academic Affairs.
- Review each request on a case-by-case basis. Become familiar with requirements in the manual for courses under discussion.
- In cases where additional information is needed, the FCOC will determine which person(s), who are not members of the committee, should be involved in the individual case. Those invited to participate will only provide information requested and will not have any decision-making authority in the review process. The Chair will coordinate scheduling of the meeting(s).
- Maintain the highest level of confidentiality of discussions, information and actions of the committee at all times.
- Ensure that all faculty credentials are kept current within the context of requirements in this manual.
- Review the Faculty Credentialing Manual annually and make recommendations for change if needed.

The Provost/Vice President for Academic Affairs will implement processes to inform the college community of changes based on the Committee's recommendations.

## **SF Process for Developing and Evaluating Credentials**

### **1. Official Academic Transcript, International Credentials and Alternative Credentials**

**Portfolio:** An official academic transcript, results of evaluation of foreign credentials, or portfolio for alternative credentialing must be submitted with an application for employment for each new full-time and new part-time faculty position according to guidelines in this manual.

- A. **Official Academic Transcript:** An academic transcript is official if, and only if, it is forwarded directly from a nationally or regionally accredited college/university as recognized by the Council for Higher Education Accreditation (CHEA). Transcripts must be sent in sealed envelopes to the Office of Human Resources or to a college official in a sealed envelope:

In all cases the transcript, envelope and other transmittal information should be attached, indicating the date of receipt, and submitted to the Office of Human Resources to be logged in and included in the applicant's personnel file.

- B. **International Credentials:** Foreign credentials (degrees earned through a regionally accredited institution) must be evaluated by a foreign credentials evaluation service in terms of U.S. equivalency. Results of evaluations must be sent directly to the Office of Human Resources from the evaluation service to an officer of the college or the office of Human Resources. See Guidelines for Credentialing Involving International Credentials, page 8.
- C. **Alternative Credentials:** Under special circumstances, the applicant may have experience that clearly contributes to student learning outcomes and that can be considered in lieu of normal academic preparation. In these cases, the applicant must present a portfolio that provides evidence that he/she is recognized as a highly regarded professional in the field with potential to effectively facilitate student learning. See Guidelines for Alternative Credentialing, page 9.

2. **Employee Credentialing Details Form:** The appropriate chair/director/dean will review the transcript, results of evaluation by a foreign credentials evaluation service, or portfolio and other required documentation and complete the online Employee Credentialing Details Form, Appendix I, page 46. This form establishes an initial review at the department/program level, including responses to specific credentialing questions, transcript analysis and serves as an application for curriculum credentialing status. The form is submitted by the chair/director/dean to FCOC for review and recommendation to the Provost/Vice President for Academic Affairs.

**Multiple Credentialing** - In some cases, individual credentials may be reviewed by more than one level that will require more than one credential form to be completed. Since this data would be compiled by multiple departments/programs and possibly submitted at different times, consolidation of credentials records will be coordinated by the Office of Human Resources. Additionally, expansion of a faculty member's teaching assignment to a new academic discipline area would require completion of an additional credentials application, including review by FCOC. In some cases a single credentials application will

be sufficient, e.g., Credentialed for Transfer Curriculum Status in English, reading or mathematics would also cover all college prep teaching assignments in the same academic area.

A. The Employee Credentialing Details Form will include the following information for the applicant teaching BAS courses and transfer courses, including dual-technical courses:

- (1) Reference to a copy of the official academic transcript scanned to the electronic document storage system showing a doctor's or master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours of course work in the discipline completed for a faculty member's assigned discipline;
- (2) A minimum of 18 graduate semester hours of course work for any other discipline the applicant is qualified to teach;
- (3) Verification that any necessary supporting documentation has been evaluated and included. Examples of supporting documentation should include the following:
  - In cases of alternative credentials, the applicant's portfolio and cover letter from the chair/director/dean to FCOC. See Guidelines for Alternative Credentials, page 9.
  - In cases of foreign credentials, the results of evaluation by a foreign evaluation service. See Guidelines for Credentialing Involving International Credentials, page 8.
  - Letters from officials at other institutions of higher education if required.
- (4) A transcript that indicates a course of study with no master's or PhD degree in a discipline and includes specific dates for passing the qualifying examination for the PhD degree in a discipline and admission to candidacy will be considered a step beyond a master's degree in the discipline.

B. The Employee Credentialing Details Form will include the following information for faculty teaching associate degree courses not designed for transfer to the baccalaureate degree.

- (1) Reference a copy of the official academic transcript scanned to the electronic document storage system (unless a transcript is not required) showing a Bachelor's Degree in the teaching discipline or associate's degree and demonstrated competencies in the teaching discipline or any other discipline the faculty member is qualified to teach.
- (2) Verification that any necessary supporting documentation has been evaluated and is included. Examples of supporting documentation include the following:
  - In cases of alternative credentialing, the faculty portfolio and cover letter from the chair/director/dean to FCOC. See Guidelines for Alternative Credentialing, page 9.
  - In cases of foreign credentials, the results of evaluation by a foreign evaluation service. See Guidelines for Credentialing Involving International Credentials, page 8.
  - Letters from officials at other institutions of higher education if required;

- Letters from a former employer on business stationery verifying that the candidate has credit-relevant, directly-related non-teaching experience in technical occupational fields, in business or in the armed services. Relevant directly-related non-teaching experience includes work experience as a Journeyman, technician engineer, or trained employee level in the occupational field for which a faculty member is hired.
  - Copies of licenses or certificates.
- C. The Employee Credentialing Details Form will include the following information for faculty teaching other programs:
- (1) Reference a copy of the official transcript scanned to the electronic document storage system showing a Bachelor's Degree in the teaching discipline or demonstrated competencies in related disciplines and teaching experience;
  - (2) Verification that any necessary supporting documentation has been evaluated and is included. Examples of supporting documentation include the following:
    - In cases of alternative credentialing, the applicant portfolio and cover letter from the chair/director/dean to FCOC. See Guidelines for Alternative Credentialing, page 8.
    - In cases of foreign credentials, the results of evaluation by a foreign evaluation service. See Guidelines for Credentialing Involving International Credentials, page 8.
    - Letters from officials at other institutions of higher education if required.
3. **Transmitting the Employee Credentialing Details Form and Request for Employee Credentialing Form to FCOC:** The chair/director/dean will submit the Employee Credentialing Details Form and Request for Employee Credentialing form to FCOC using the electronic credential request form (see sample in Appendix II, page 46).
- A. FCOC will review, and forward the form with supporting documentation to the Provost/Vice President for action.
  - B. If credentials of a faculty/applicant are approved for an assigned position the Provost/Vice President Office will approve and forward to the Office of Human Resources.
  - C. If credentials are not approved for an assignment the Provost/Vice President will notify the chair/director and Office of Human Resources.
  - D. Full-time and part-time faculty members will update their files upon completion of additional courses or degrees by requesting the initiating institution to forward an official academic transcript to the chair/director/dean.
  - E. The chair/director/dean will complete a new Employee Credentialing Details Form for additional course work after the official transcript is received, and the process will be followed as described above.

## **Guidelines for Credentialing Involving International Credentials**

### **International Credentials Evaluation Services**

To place an individual with transcripts from foreign countries in the appropriate classification requires their educational background abroad be evaluated in terms of U.S. "equivalency." Santa Fe College requires that all international evaluations be conducted by one of the companies affiliated with the National Association of Credentials Evaluation Services, Inc. (NACES). Results of evaluations should be submitted directly an officer of the College or to the Office of Human Resources.

1. Supporting materials include the following:
  - A. Documented results of the evaluation.
  - B. If the experience concerns international professional experience, letters from officials of foreign institutions of higher education verifying the academic relevance of the applicant.
2. The chair/director/dean will review the information and complete the Transcript Evaluation Form. The chair/director/dean will submit the form to FCOC describing the rationale for the teaching assignment and synopsis of documentation of evidence.
3. The FCOC will review the information submitted and make recommendations to the Provost/Vice President for Academic Affairs for action.

### **Additional Information about International Transcript Evaluation Services**

NACES affiliates provide professional assistance in evaluating the educational background of persons educated abroad. Advisory statements on educational equivalency are prepared on request for colleges and universities, professional organizations and public school systems.

**Evaluation Standards:** NACES is an association of private foreign transcript evaluation services committed to formulating and maintaining ethical standards in the field of foreign educational evaluation. Within the United States, no government agency monitors establishment of foreign credential evaluation services. NACES was founded in 1987 by credential evaluation services dedicated to promoting excellence and committed to setting the standards for the profession.

**Method of Service:** The evaluation service is conducted by mail or facsimile. If additional information is needed to supplement material submitted, the applicant, who is responsible for submitting all necessary records documenting the educational background for which the evaluation is being sought, is contacted. Two to three weeks are usually required to complete an evaluation after all documentation has been received. Additional time may be needed if considerable research and correspondence are necessary to verify the credentials.

**Fee:** The fee depends on the type and complexity of the evaluation, and is indicated on the application form. It includes the preparation of one original and one copy of the evaluation. An

extra fee for services, such as original typed copies or overseas telephone calls will be charged.

**Documents Required:** Typically, clear notarized copies of original materials should be submitted to the evaluation service selected. Please check requirements of the particular NACES evaluation service selected. These documents are verified for accuracy.

**Warning:** Alterations of records or forged records will result in cancellation of the evaluation. Other evaluation services and all recipients indicated will be notified. In such cases, no refund of the fee will be made by the evaluation service.

**Foreign Credential Evaluation Services** – a list of qualified agencies provided in Appendix III, page 48.

### **Guidelines for Alternative Credentials: Faculty/Applicant Portfolio, Format and Review Process**

Under special circumstances, faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. In these cases, the applicant may present a portfolio that documents such experience. The institution also considers competence in the field, professional licensure and certificates, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. It is the candidate's responsibility to assemble the portfolio and it is the responsibility of the program or department to verify that documentation.

1. The Employee Credentialing Details Form (completed by the chair, director or dean for the area).  
This form should be completed by listing *portfolio* in the space for "institution's name" and the *name of the discipline* for which credentialing is requested in the space for "major".
2. Supporting materials to include the following in the order indicated:
  - A. *Coursework Exception:* If the experience concerns coursework, a letter from the chair, director or dean documenting the equivalency of this coursework to the required coursework should accompany the Transcript Evaluation Form. In the case of a research degree, the candidate's major professor and graduate committee members or other program officials must describe and certify the applicability of the research to the teaching discipline.
  - B. *Professional experience:* If the experience concerns professional experience, a resume of professional experience and documentation detailing this experience should be presented. Documentation of professional experience may include items such as the following: (*Note: original documents must be presented; official copies will be made of all documents requested back by the applicant.*)
    - (1) Recognition in journals, online sources, or textbooks in the discipline
    - (2) Certification of participation in training
    - (3) Certification in field
    - (4) Professional presentations

- (5) Professional registry
  - (6) Apprenticeships
  - (7) Honors and Awards directly related to the discipline
  - (8) Appearance on programs reflecting work in the discipline
  - (9) Letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline
  - (10) Evidence of continuous excellence in teaching
  - (11) Other discipline related documentation that demonstrates third party recognition of the applicant's expertise in the field
3. The portfolio will be presented to appropriate chair, director or dean.
  4. The chair, director or dean will review the portfolio and may request additional documentation.
  5. Once the portfolio is complete, the chair/director/dean will review and complete the Transcript Evaluation Form that includes recommended teaching assignments. The chair/director/dean will submit the Transcript Evaluation Form, portfolio, and a cover letter explaining the rationale for credentialing request and synopsis of documentation of evidence in the portfolio.
  6. The FCOC will review the information submitted from the chair/director/dean and make recommendations to the Provost/Vice President for Academic Affairs for action.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: AC, Refrigeration and Heating Service Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ACR	Demonstrated competencies in a comprehensive variety of AC, refrigeration and heating service techniques, and at least 6 years of work experience in the qualifying field listed.	AC, Refrigeration and Heating Service Technology

<b>Discipline/Program: Accounting</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ACG 2001 ACG 2011 ACG 2021 ACG 2071 ACG 2453 ACG 2500	Master's degree in Accounting or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Accounting
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
TAX 2000	Bachelor's degree and at least 18 graduate semester hours in any combination of the qualifying fields, and or Tax courses or have a CPA	Accounting

<b>Discipline/Program: Adult Education</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
AAE ABS ABX	GED GEX Bachelor's degree or higher	Any field when certification reflects bachelor's degree or higher

<b>Discipline/Program: American Sign Language Interpretation Program</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ASL	Master's degree in a qualifying field, or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	American Sign Language Deaf Education Speech Pathology and Audiology Special Education with emphasis in Deaf Education

<b>Discipline/Program: Anthropology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ANT IDS (social/behavioral sciences) ISS	Master's degree in Anthropology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Anthropology Archaeology Cultural Anthropology Physical Anthropology Social Anthropology



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Applied Welding Technologies</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PMT	High School diploma or GED, demonstrated competencies and knowledge of SMAW stick, GMAW mig, GTAW tig, FCAW flux core, oxy-fuel cutting, welding and brazing, GTAW pipe welding, plasma cutting, welding symbols, shop drawings and at least 6 years of work experience in the field. Should hold current certifications under AWS or ASME codes 1 and have understanding of these codes.	Welding

<b>Discipline/Program: Apprenticeship Program/Carpentry Apprenticeship Program</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCA	Successful completion of a Registered Apprenticeship Program, four years of experience in field and recommendation of the program sponsor.  <b><u>or</u></b> Demonstrated competencies in a comprehensive variety of Carpentry techniques, at least 6 years of work experience in the qualifying field listed and recommendation of the program sponsor.	Carpentry

<b>Discipline/Program: Apprenticeship Program/Electrician Apprenticeship Program</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCA	Successful completion of a Registered Apprenticeship Program, four years of experience in field and recommendation of the program sponsor.  <b><u>or</u></b> Demonstrated competencies in a comprehensive variety of Electrical techniques, at least 6 years of work experience in the qualifying field listed and recommendation of the program sponsor.	

<b>Discipline/Program: Apprenticeship Program/HVAC Apprenticeship Program</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCA	Successful completion of a Registered Apprenticeship Program, four years of experience in field and recommendation of the program sponsor.  <b><u>or</u></b> Demonstrated competencies in a comprehensive variety of HVAC techniques, at least 6 years of work experience in the qualifying field listed and recommendation of the program sponsor.	Heating, Ventilation and Air Conditioning

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Apprenticeship Program/Plumbing Apprenticeship Program</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCA	Successful completion of a Registered Apprenticeship Program, four years of experience in field and recommendation of the program sponsor.  <i>or</i> Demonstrated competencies in a comprehensive variety of Plumbing techniques, at least 6 years of work experience in the qualifying field listed and recommendation of the program sponsor.	Plumbing

<b>Discipline/Program: Art</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ARH ART PGY	Master's Degree in Art (MFA), or a master's degree with at least 18 graduate semester hours in Art.	Art

<b>Discipline/Program: Art History</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ARH	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Art Fine Arts Classics Humanities

<b>Discipline/Program: Astronomy</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
AST	Master's Degree in Astronomy or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Astronomy Earth & Space Science Physics

<b>Discipline/Program: Automotive Service Management Technology (Degree)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
AER 1XXX AER 2XXX	Associate's degree and demonstrated competencies in the specific discipline listed, Master ASE Certification, and at least four years experience working in the automotive field.	Automotive Technology

<b>Discipline/Program: Automotive Service Technology (PSAV Certificate)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
AER 0XXX	ASE Master Certification, demonstrated competencies in the specific discipline listed above and at least four years experience working in the automotive field.	Automotive Technology

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Biological Sciences</b>		
<b>Courses at SF: Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BSC 1001 BSC 2005/2005L BSC 2010/2010L BSC 2011/2011L BSC 2250 PCB 2610	Master's Degree in Biology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any recognized academic major in the biological sciences such as biology, botany, microbiology, ecology, biochemistry, marine biology, environmental science

<b>Discipline/Program: Biotechnology/Biomedical Equipment Repair Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CET        ETS EET        PHY 1000L ETM	Bachelor's degree required, master or a minimum of 18 graduate hours in any combination of the qualifying fields preferred	Any recognized academic major in engineering or physics
PCB 2099	Master's or higher degree in one of the qualifying fields or at least a Master's degree with a minimum of 18 graduate hours in any combination of the qualifying fields.	Any recognized academic major in biological, chemical, physical, or clinical laboratory science, including but not limited to; medical, dental, pharmacology/pharmaceutical, veterinary, physiology, and pathology.

<b>Discipline/Program: Biotechnology/Bachelor of Applied Science – Clinical Laboratory Sciences</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCH 3023 HSC 3555 MCB 4503 MLS 3705 MLS 4150 MLS 4191/L MLS 4308/L MLS 4460C MLS 4550/L MLS 4625/L PCB 3134/L PCB 4233 MLS 4038L MLS 4820L MLS 4821L MLS 4822L MLS 4823L MLS 4824L MLS 4825L	Master's or higher degree in one of the qualifying fields or at least a Master's degree with a minimum of 18 graduate hours in any combination of the qualifying fields.  Note *Clinical Director must have ASCP certification as a Medical Technologist.	Any recognized academic major in biological, chemical, physical, or clinical laboratory science, including but not limited to; medical, dental, pharmacology/pharmaceutical, veterinary, physiology, and pathology.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Biotechnology/Bachelor of Applied Science – Clinical Laboratory Sciences</b>		
<b>Courses at SF: Transfer</b>		
BSC 4463 BSC 4422C BOT 4734C CHM 4136C HSC 3503 MCB 4503 MCB 4653C PCB 3063 PCB 3134/L PCB 3703C PCB 4028 PCB 4233 ETI 3173C ETM 4830 PCB 4910C PCB 4941		

<b>Discipline/Program: Biotechnology/Bachelor of Applied Science – Industrial Biotechnology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BSC 4057 BSC 4422C BSC 4910C BSC 4941 CHM 4136C ETI 3173C MCB 4653 MCB 4653L PCB 3063 PCB 4028	Master's or higher degree in one of the qualifying fields or at least a Master's degree with a minimum of 18 graduate hours in any combination of the qualifying fields.	Any recognized academic major in biological, chemical, physical, or clinical laboratory science, including but not limited to; medical, dental, pharmacology/pharmaceutical, veterinary, physiology, and pathology.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Biotechnology /Biotechnology Laboratory Technology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BSC 1404C BSC 1421/L BSC 2423C BSC 2426C BSC 2427C MCB 2013C BSC 2435 MLT 2191/L CHM 2124C BSC 2847 BSC 2416C PCB 2099 CHM 1031/L BSC 2943 BSC 2910C	Master's or higher degree in one of the qualifying fields or at least a master's degree with a minimum of 18 graduate hours in any combination of the qualifying fields.	Any recognized academic major in biological, chemical, physical, or clinical laboratory science, including but not limited to; medical, dental, pharmacology/pharmaceutical, veterinary, physiology, and pathology.
ETI 2170 ETI 2160C ETI 2411/L MLT 0047 MLT 0048	Bachelor's degree in any combination of qualifying fields or an associate's degree and demonstrated competencies through certification or work experience.	Any recognized academic major in biological, chemical, physical, or clinical laboratory science, including but not limited to; medical, dental, pharmacology/pharmaceutical, veterinary, physiology, and pathology.

<b>Discipline/Program: Botany</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BOT 2010/2010L BOT 2011/2011L	Master's Degree in Botany or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Botany Plant Pathology Horticulture Biology

<b>Discipline/Program: Building Construction Technology</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCN 1210 BCN 1251C BCN 2450	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Architecture Architectural Studies Building Construction Civil Engineering

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Building Construction Technology</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCN 1221C BCN 1760 BCN 2222C BCN 2560 BCN 2272 BCN 1220 BCT 2770 BCT 2705 BCT 2750 ETD 1320 SUR 2001C	Bachelor's degree in any combination of qualifying fields or an associate's degree and demonstrated competencies in any specific discipline or program listed above.	Architecture Architectural Studies Building Construction Civil Engineering

<b>Discipline/Program: Building Construction Technology (Dual Enrollment)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>NonTransfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCV	Demonstrate competency in a variety of carpentry, plumbing, AC, electrical and/or a General Contractor license, and at least 6 years of work experience in the construction field.	Carpentry Plumbing Ac, Refrigeration & Heating Electrical General Contractor

<b>Discipline/Program: Business Administration and Management</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BUL 2137 BUL 2241	Juris Doctor degree or Master's degree in field or -master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Law Any appropriate academic major, such as Business, Management or Administration
GEB 1011 GEB 1136 GEB 1920 GEB 2350 GEB 2905 GEB 2930	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major in Business, Management or Administration
MAN 1920 MAN 2021 MAN 2300	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major in Business, Management or Administration
MAR 2011 MAR 2930	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major In Business, Management, Administration, or Mass Communications

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business Administration and Management</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
MKA 1920 MKA 2021 MKA 2905	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major In Business, Management, Administration, or Mass Communications
MNA 1020 MNA 2100 MNA 2345	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major In Business, Management, or Administration
SBM 2000	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major In Business, Management or Administration, Marketing or Mass Communications
IDS 2930 IDS 2941	Master's degree with at least 18 hours in any qualifying field	Any appropriate academic major in Business, Management or Administration
FIN 2100 FIN 2104 MTB 1103	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major in Business, Management or Administration
<b>Non-Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
GEB 2949	Associate's degree and demonstrated competency, or bachelor's degree in any qualifying field	Any appropriate academic major in Business, Management or Administration
RMI 1201 RMI 2113 RMI 2213	Bachelor's degree in any combination of the qualifying field, OR 5-years work experience in Insurance or Risk Management. In addition to one of the above, must have an appropriate insurance certification/designation such as a CPCU, CIC, API, AIC, or CLU.	Insurance Insurance Management Risk Management Any appropriate academic major such as Business, Management, or Administration

<b>Discipline/Program: Business/Economics</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ECO 2013 ECO 2023 ECO 2710 ECO 2905 ECO 2930	Master's degree in Economics or a master's degree with at least 18 hours in any combination of the qualifying fields.	Economics
ECO 1931	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field. (This course is designed primarily for dual enrolled high school students to meet Florida State Standards graduation requirements for economics.)	Any appropriate academic major, such as Business, Management, Administration, Finance, or Economics

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Health Information Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
HIM1440 HIM 2472	AS degree in a qualifying field, <b>AND</b> A current qualifying license or credential. <b><u>Qualifying License or Credential:</u></b> Any recognized health science license or credential such as Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Pharmacist license, Physical Therapist license, Medical license.	Any appropriate academic major in Health Sciences such as Health Information Management, Health Information Technician, Medical Records Administrator, Pharmacy, Physical Therapy, Chiropractic Medicine, Medicine, Nursing, or Anatomy and Physiology
CGS 2146 HIM 1000 HIM 1800C HIM 2500 HIM 2810C HIM 2820C HIM 2934 HIM 2814	AS degree in a qualifying field, <b>AND</b> a current qualifying license or credential. <b><u>Qualifying License or Credential:</u></b> Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or Certified Health Data Analyst (CHDA) or licensed health professional who has experience in informatics	Any appropriate academic major in Health Sciences such as Health Information Management, Health Information Technician, Medical Records Administrator, Health Data Analyst and/or Informatics Analyst
HIM 1253C HIM 1254C HIM 2722C HIM 2723C	AS degree in a qualifying field, <b>AND</b> A current qualifying license or credential. <b><u>Qualifying License or Credential:</u></b> Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), CCS, or CCS-P	Any appropriate academic major in Health Sciences such as Health Information Management, Health Information Technician, Medical Records Administrator
HIM 1102 HIM 2652	AS degree in a qualifying field, <b>AND</b> A current qualifying license or credential. <b><u>Qualifying License or Credential:</u></b> Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or Certified Health Data Analyst (CHDA) or a licensed health professional who has experience in informatics	Any appropriate academic major in Health or Computer Sciences such as Health Information Management, Health Information Technician, Medical Records Administrator, Health Data Analyst and/or Informatics Analyst, Computer Information Science, or Programming
HIM 2211	AS degree in a qualifying field, <b>AND</b> recent technical experience in a health related environment, <b>OR</b> Certified Technology Health Specialist (CHTS) or Certified Health Data Analyst (CHDA) or a licensed health professional who has experience in informatics	Any appropriate academic major in the field of computer science such as Computer Engineering, Computer Programming. Any appropriate academic major in Health Sciences such as Health Information Management, Health Information Technology, Informatics, or Health Administration, Health Data Analyst and/or Informatics Analyst
HIM 2012	AS degree in a qualifying field, <b>AND</b> A current qualifying license or credential, <b>OR</b> Law Degree (JD)	Any appropriate academic major in Health Information, Administration, or Management Sciences



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Health Information Technology</b>		
<b>Courses at SF: Non Transfer</b>		
HIM 2214	AS degree in a qualifying field.	Any appropriate academic major in Health Information, Administration, or Management Sciences

<b>Discipline/Program: Business/Health Services Management</b>		
<b>Courses at SF: Transfer / Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
HSA 1380 HSA 1550 HSA 2632	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any appropriate academic major in Business, Management, Administration or Health Services Management

<b>Discipline/Program: Business/Legal Assistant</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PLA 1003 PLA 1104 PLA 2201 PLA 2273 PLA 2600 PLA 2610 PLA 2905 PLA 2800	Juris Doctor or any master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Law
PLA 2940	Associate's degree and demonstrated competency, or bachelor's degree in any qualifying field.	Any appropriate academic major in Business, Management or Administration, Law, Legal Assistant

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/ Office Systems Technology</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CGS 1101	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Any appropriate academic major in Computer Science such as: Computer Information Tech Computer Information Systems Computer Information Systems Education Supported by Computers Computer Programming Computer Engineering Education Technology Supported by Computers
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
OST 1793 OST 1920 OST 2335C OST 2401	OST 2711 OST 2712 OST 2792 OST 2796 OST 2811 OST 2853 OST 2905 OST 2930	Bachelor's degree in any of the qualifying fields
		Any appropriate academic major in Office Technology such as: Business; Business Education; Computer Information Systems Education Supported by Computers Education Technology Supported by Computers

<b>Discipline/Program: Business/Real Estate</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
REE	A person shall qualify for an instructor's permit by meeting the qualifications set forth in Section 475.451(2) (c). Florida Statutes. "Extensive real estate experience" shall be defined as a minimum of three years of full-time experience as a broker. This experience must include having participated in closing at least 5 real estate transactions as a licensee, or as the employing broker of licensees, for either party to the transaction, within the 12 month period immediately preceding the filing of an instructor's application.	Real Estate License

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Science in Accounting</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ACG 3101 ACG 3111 ACG 3334 ACG 4401 ACG 4501 ACG 4632 ACG 4941 GEB 3524 TAX 4001	Master's degree in Accounting or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Accounting
BUL 3130	Juris Doctor degree or a master's degree in field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Law, or any appropriate academic major in Business, Management or Administration
FIN 4403	Master's degree in Finance or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Finance Accounting Economics Any appropriate academic major in Business, Management, Administration or Health Services Management
MAN 3025	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any appropriate academic major in Business, Management, Administration

<b>Discipline/Program: Business/Bachelor of Applied Science in Health Services Administration</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ECP 3703	Master's degree in Economics or a master's degree with at least 18 graduate hours in any combination of the qualifying field.	Economics Applied Economics Agricultural Economics
EDG 3343	Master's degree in one of the qualifying fields or a master's degree with at least 18 hours in any combination of the qualifying fields.	Adult Education Education Administration Foundation of Education Secondary Education Curriculum and Instruction
FIN 3402	Master's degree in Finance or a master's degree with at least 18 graduate hours in any combination of the qualifying fields.	Accounting Finance Economics Any appropriate academic major in Business, Management, Administration, or Health Services Management

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Applied Science in Health Services Administration</b>		
<b>Courses at SF: Transfer</b>		
HSA 3110 HSA 3111 HSA 3181 HSA 3191 HSA 4850 HSA 4853 HSA 4854 HSC 4500 HSC 4624	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DO, DC, or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Biostatistics Environmental Health Epidemiology Health Sciences Health Sciences Education Health Services Administration Healthcare Ethics Human Resource Management Medicine Nursing Occupational Health Public Health Or any appropriate academic major, such as Business, Management, or Administration
HSA 4700	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (M.S.N., M.D., D.O., D.C., or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Biostatistics Environmental Health Epidemiology Health Sciences Health Sciences Education Health Services Administration Healthcare Ethics Human Resource Management Medicine Nursing Occupational Health Public Health Or any appropriate academic major, such as Statistics, Research Methods, Business, Management, or Administration
MAN 3240 MAN 4102 MAN 4920 MAN 4932	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Human Resource Management Human Resource Development Organizational Behavior Supervision Any appropriate academic major such as Business, Management, Administration, or Health Services Management, Health Administration, Health Care Administration Health Services Research
NSP 3885	Master's degree with at least 18 graduate semester hours in any combination of the qualifying field.	Any appropriate academic major, such as Business, Management, Administration, Health Services Administration, Health Care Administration, Health Services Research, Human Resource Management, Nursing

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Applied Science in Health Services Administration</b>		
<b>Courses at SF: Transfer</b>		
PLA 4522	Juris Doctor or a master's degree with at least 18 graduate hours in any combination of the qualifying fields	Health Services Administration/Health Care Management; Health Services Research; Law
SYP 4730	Master's degree in Sociology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Health Services Administration Health Services Research Public Health Gerontology Marriage and Family Counseling Occupational Health Rehabilitation Science Nursing Health Sciences Education Sociology

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Applied Science in Organizational Management</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ACG 3024	Master's degree in Accounting or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Accounting Finance
BUL 3130	Juris Doctor degree or master's degree in field or master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Law Or any appropriate academic major in Business, Management, or Administration
ECP 3704	Master's degree in Economics or a master's degree with at least 18 graduate hours in any combination of the qualifying field.	Economics Applied Economics Agricultural Economics
FIN 4403	Master's degree in Finance or a master's degree with at least 18 graduate hours in any combination of the qualifying field.	Finance Accounting Economics Or any appropriate academic major in Business, Management, Administration, or Health Services Management
GEB 3213	Master's degree in English or a master's degree with at least 18 graduate semester hours in qualifying fields.	English Technical / Professional Communications or related field.
MAN 3240 MAN 4102 MAN 4301 MAN 4320 MAN 4330 MAN 4350	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Human Resource Management Human Resource Development Organizational Behavior Supervision Or any appropriate academic major in Business, Management, Administration, or Health Services Management, Health Administration, Health Care Administration, or Health Services Research
MAN 3025 MAN 3802 MAN 3930 MAN 4900 MAN 4931 MAN 4720	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any appropriate academic major in Business, Management, or Administration
MAN 4583	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Programming Analysis Database Management Information Technology Information Systems Management Information Security Management Information Systems Documentation Management Information Systems Network Administration Production and Operations Mgt.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Applied Science in Organizational Management</b>		
<b>Courses at SF: Transfer</b>		
		Computer Information Technology Computer Information Systems Computer Engineering Educational/Instructional Technology Software Management Internet Services Networking Services Curriculum and Instruction Decision and Information Educational Technology Engineering Or any appropriate academic major in Business, Management, Administration
MAR 3023 MAR 4403	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Marketing Mass Communication Or any appropriate academic major in Business, Management, or Administration
LBS 4154	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields or a Juris Doctor degree.	Human Resource Management Human Resource Development Law Organizational Behavior Supervision Or any appropriate academic major in Business, Management, Administration, or Health Services Management/Administration
MAN 3503	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any appropriate academic major in Business, Management or Administration Finance Economics Information Systems Management Information Technology Computer Programming Analysis Database Management Information Security Management Information Systems Documentation Decision and Information
ISM 4480 ISM 4323	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Programming Analysis Database Management Information Technology Information Systems Management Information Security Management Information Systems Documentation Management Information Systems Network Administration Production and Operations Mgt. Computer Information Technology Computer Information Systems Computer Engineering

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Business/Bachelor of Applied Science in Organizational Management</b>		
<b>Courses at SF: Transfer</b>		
		Educational/Instructional Technology Software Management Internet Services Networking Services Curriculum and Instruction Decision and Information Educational Technology Engineering
PAD 3113	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Public Administration Criminal Justice Forensic Science Leadership Criminology Law Enforcement Crime Scene Investigation Or any appropriate academic major, such as Business, Management, or Administration
PAD 4232	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Public Administration Criminal Justice Forensic Science Leadership Criminology Law Enforcement Crime Scene Investigation English Or any appropriate academic major, such as Business, Management, or Administration
PAD 3393 PAD 3821	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Public Administration Criminal Justice Forensic Science Leadership Criminology Law Enforcement Crime Scene Investigation Design, Construction and Planning
QMB 3250	Master's degree in qualifying field, or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Finance Economics Accounting, or any academic field with an appropriate concentration related to quantitative analytical methods.



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Cardiovascular/Cardiopulmonary Technology (Specialties in Invasive Cardiology, Cardiac Ultrasound, Vascular Ultrasound and Pulmonary Functions)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CVT Cardiac EP	<p><b>The Program Director</b> must possess a minimum of a Bachelor's Degree, at least 2 years of clinical experience in cardiovascular healthcare and a minimum of one-year teaching experience in post-secondary or vocational/technical education. The Director must also have a cardiovascular credential in one of the concentrations.</p> <p><b>Faculty</b> teaching any concentration specific professional course must hold cardiac and/or vascular specialty credential and possess an associate of science degree. Faculty teaching radiation science and safety must hold a specialty credential specific to radiation sciences or have completed graduate courses in radiation science.</p>	Cardiovascular Technology Health, medical or science discipline related to course matter

<b>Discipline/Program: Carpentry (Dual Enrollment)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BCV	Demonstrated competencies in a comprehensive variety of Carpentry techniques, and at least 4 years of work experience in the qualifying field listed.	Carpentry

<b>Discipline/Program: Chemistry</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CHM 1025/1025L CHM 1083 CHM 2045/2045L CHM 2046/2046L CHM 2210/2210L CHM 2211/2211L	Master's degree in Chemistry or a master's degree with at least 18 graduate semester hours in Chemistry	Chemistry Chemical Engineering Biochemistry

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Chinese</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CHI	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of qualifying fields.	Chinese, Asian Languages, Comparative Literature with a demonstrated Chinese component. <i>For native speakers of Chinese, qualifying fields may be expanded to Linguistics or language education (e.g. ESOL).</i>

<b>Discipline/Program: Criminal Justice Technology</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CCJ CJC CJE CJL DSC	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields <b>or</b> Juris Doctorate Degree.	Criminal Justice Criminology Law Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CWE & PSAV only	CJSTC certified instructor with experience in Criminal Justice field <b>or</b> CJSTC Instructor Exemption Form <b>or</b> In-Service Agency Instructor by Contract	Criminal Justice Criminology Crime Scene / Forensics Homeland Security Law Law Enforcement / Corrections-related field In-Service Agency Training

<b>Discipline/Program: Dance</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
DAA DAN	Master's degree in Dance (MFA), or a master's degree with at least 18 graduate semester hours in Dance.	Dance

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Dental Assisting</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
DEA 0002    DEA 0800L DEA 0027    DEA 0801 DEA 0027L    DEA 0801L DEA 0029    DEA 0850C DEA 0300    DEA 0850L DEA 0800    DEA 0931  DES 0103    DES 0400 DES 0103L    DES 0401 DES 0021    DES 0500 DES 0130    DES 0831 DES 0205    DES 0831L DES 0205L    DES 0844 DES 0300    DES 0844L	<p>Dental assisting faculty must have background in and current knowledge of dental assisting, the specific subjects they are teaching and educational theory and methodology consistent with teaching assignment, e.g., curriculum development, educational psychology, test construction, measurement and evaluation.</p> <p>Faculty providing didactic instruction must have earned at least a baccalaureate degree.</p> <p>Laboratory, preclinical and clinical faculty must hold any current dental assisting credential required by the state in addition to a Dental Assisting National Board "Certified Dental Assistant" credential.</p> <p>Faculty who are state-licensed dentists are not required to obtain additional certification. Licensed dental hygiene faculty who teach dental radiography would be eligible to teach dental radiography to dental assisting students without obtaining additional certification.</p>	Dental Assisting Education Health or related field

<b>Discipline/Program: Dental Hygiene</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
DES 1000C    DES 1200L DES 1010    DES 1502 DES 1030    DES 1800 DES 1100    DES 1800L DES 1100L    DES 1820 DES 1200    DES 1840  DEH 1000    DEH 2530 DEH 1003    DEH 2530L DEH 1003L    DEH 2602C DEH 1400    DEH 2702 DEH 1800    DEH 2702L DEH 1800L    DEH 2804C DEH 1802C    DEH 2804L DEH 1802L    DEH 2806 DEH 1807L    DEH 2806L DEH 1810    DEH 2932 DEH 2300    DEH 2934 DEH 2504	<p>The full time faculty of a dental hygiene program must possess a baccalaureate or higher degree.</p> <p>Part-time faculty providing didactic instruction must have earned at least a baccalaureate degree or be currently enrolled in a baccalaureate degree program.</p> <p>Faculty who are dental hygienists must be graduates of dental hygiene programs accredited by the Commission on Dental Accreditation.</p> <p>Dentists and dental hygienists who supervise students' clinical procedures should have qualifications which comply with the state dental or dental hygiene practice act.</p> <p>Individuals who teach and supervise dental hygiene students in clinical enrichment experiences should have qualifications comparable to faculty who teach in the dental hygiene clinic and are familiar with the program's objectives, content, instructional methods and evaluation procedures.</p>	Dental Hygiene Education Health or related field.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Diagnostic Medical Sonography</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
SON	<p><b>The Program Director</b> must possess a minimum of a Bachelor's Degree and have coursework in instructional methodologies, evaluation and assessment. The Director must possess the appropriate credentials specific to one or more concentrations offered and have a minimum of 2 years of full time experience as a registered sonographer.</p> <p><b>Didactic and Clinical Faculty</b> must possess an associate of science degree, have 2 years full time experience as a registered sonographer and possess the appropriate credentials specific to one or more concentrations offered. Faculty must also show proficiency in teaching, methodology, supervision, instruction, evaluation and guidance.</p>	Diagnostic Medical Sonography Related Health Fields with sonography credentials

<b>Discipline/Program: Early Childhood Education</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EEC CHD EEX	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Early Childhood Education, Early Education, Pre-School Education, Pre-Kindergarten Psychology (with emphasis in Childhood Development Special Education (with an emphasis in Early Childhood)
RED	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Reading, Early Childhood Education Early Literacy Development Special Education (with an emphasis in Early Literacy)

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Earth Sciences</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ESC GLY GLY MET OCE	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Any recognized academic major in the Earth Sciences, such as: Geology Oceanography Meteorology Earth & Space Science

<b>Discipline/Program: Ecology &amp; Environmental Science</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BSC 2050 ZOO 1503C EVS PCB	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Any recognized academic major in the biological sciences with an emphasis in ecology or environmental science

<b>Discipline/Program: Education</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EDF EDG	Master's degree in one of the qualifying fields or a master's degree with at least 18 hours in any combination of the qualifying fields	Adult Education Elementary Education Foundations of Education Secondary Education Curriculum and Instruction
EME	Master's degree in one of the qualifying fields or a master's degree with at least 18 hours in any combination of the qualifying fields	Adult Education Computer Information Systems Education Technology Elementary Education Foundations of Education Secondary Education Curriculum and Instruction

<b>Discipline/Program: Education Preparation Institute</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EPI	Master's degree in Education with at least 18 hours of graduate level courses in education and/or reading and meet SACS instructor qualifications. Instructors will have documented three years of experience in one or more of the following: classroom teaching, education leadership, reading instruction, supervision of instruction or teacher training.	Education Technology Elementary Education Higher Education Secondary Education Curriculum and Instruction Educational Leadership Special Education

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Emergency Medical Services (EMT/Paramedic)</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EMS	Must meet requirements specified in FAC 64J-1.0201, "EMS Instructor Qualifications." Accordingly, as of this writing the appointee must: Be certified as a Florida paramedic in good standing with the Florida Department of Health. Have a minimum of an associate's degree from an institution whose accreditation is recognized by the United States Department of Education. Lead instructor: Successfully complete the levels A and B instructor coursework listed in Table I and Table II of FAC 64J-1.0201. Adjunct Instructors: Successfully complete the Level A Coursework listed in Table I of FAC64J-1.0201.	Emergency Medical Technician/ Paramedic

<b>Discipline/Program: English</b>			
<b>Courses at SF: Transfer/Non Transfer</b>			
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>	
ENC 1101 ENC 1102 ENC 1200 ENC 2210 ENC 2301 ENC 2305	MA in English (which includes an MFA in English and an MFA in Creating Writing); or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Applied Linguistics Linguistics Literature Rhetoric and Composition	
AML CRW ENG	ENL LIN LIT	MA in English (which includes an MFA in English and an MFA in Creating Writing); or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Literature Rhetoric and Composition
MMC	MA in English (which includes an MFA in English and an MFA in Creating Writing); or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Journalism Literature Rhetoric and Composition	
FIL	Master's degree and 18 graduate hours in any combination of the qualifying fields.	English Mass Communications	
PGY 2750C	MA in English (which includes an MFA in English or an MFA in Creating Writing); or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Film/Videomaking Journalism Literature Rhetoric and Composition	
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>	
ENC 0015 ENC 0025	A baccalaureate degree in the teaching discipline or related discipline.	Reading Reading Education English English Education Education Language Arts Linguistics and Applied Linguistics	

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: English for Academic Purposes</b> <b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EAP 1840	Master's Degree in English or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	English, Linguistics Applied Linguistics Rhetoric and Communication TESOL
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
EAP 0220C EAP 0240C EAP 0320C EAP 0340C EAP 0420C EAP 0440C	A baccalaureate degree in the teaching discipline or related discipline.	English Reading Language Arts Linguistics Special Education Foreign Language TESOL
EAP 0200C EAP 0300C EAP 0400C	A baccalaureate degree in the teaching discipline or related discipline.	Language Arts Linguistics Foreign Language TESOL

<b>Discipline/Program: French</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
FRE	Master's degree in French or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	French, Comparative Literature with a demonstrated French component, Romance Languages

<b>Discipline/Program: Geography</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
GEA GEO	Master's degree in Geography or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Geography

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Health Sciences – Anatomy and Physiology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
BSC 2084 BSC 2085 BSC 2086	Master's degree in a field of Biological Sciences or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DO, DC DVM, PT, OT or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Anatomy Biochemistry Biology Biomedical Sciences Histology Kinesiology (Exercise Physiology) Medical Sciences Medicine Pharmacology Physiology System Physiology Veterinary Physiology or Pathology Zoology (emphasis on vertebrate or mammalian anatomy and/or physiology)

<b>Discipline/Program: Health Sciences – Chemistry</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CHM 1030 or 1031	Master's degree in Chemistry, Chemical Engineering, Biochemistry or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Biochemistry Chemistry (includes physics of chemistry) Food Chemistry Pharmacology Thermodynamics

<b>Discipline/Program: Health Sciences - Microbiology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
MCB	Master's degree in Biology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DO, DVM, or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Biochemistry (emphasis on cell physiology) Biology Biostatistics Biotechnology Cell Science Cytology Epidemiology Food Microbiology Immunology Medical Entomology Medicine Metabolism Microbiology Molecular Biology Prokaryotic Biology Veterinary Medicine Virology



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Health Sciences – Health Core</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
HSC	Master's Degree in Health Sciences, Health Science Education, Public Health or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DO, DC DVM, or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Environmental Health Epidemiology Health Sciences Health Sciences Administration Healthcare Ethics Occupational Health Public Health Medicine Nursing Veterinary Medicine

<b>Discipline/Program: Health Sciences – Medical Physics</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PHY	Master's Degree in Medical Physics or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DC, or other advanced clinical degrees awarded by nationally accredited institutions) combined with a medical imaging or medical instrumentation credential and 3 years of related clinical experience may be accepted as fulfilling the requirements.	Biomechanics Engineering Exercise Physiology Kinesiology Medical Physics Physics

<b>Discipline/Program: Health Sciences – Nutrition</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
HUN	Master's degree in Nutrition or Food Sciences or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Biochemistry Biology Dietetics Food Chemistry Food Microbiology Food Sciences Medicine Molecular Biology Nutrition Wellness (with a nutrition focus) System Physiology

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: High School Program</b> <b>Courses at SF: NonTransfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
High School/ School Boards	<p>Faculty teaching in the High School Program must have a bachelor's degree with a teaching certificate or be eligible to apply for a temporary teaching certificate. A faculty member may teach out of field for a limited period of time during which they must meet Department of Education standards which are currently comprised of 6 semester hours in the field or earn a passing score on the state test in that field.</p> <p>All substitute instructors for the High School Dual Enrollment Program must possess a Bachelor's degree. Since substitute teaching is a temporary assignment intended to provide basic class continuity, the Bachelor's degree may be in any area. The substitute must be approved by the District Board of Trustees and be appropriately credentialed for substitute service for the period of time during which the regularly assigned instructor is absent. A substitute instructor meeting these criteria may cover any of the high school courses offered in the High School Program</p>	English Foreign Language Math Physical Education Science Social Studies

<b>Discipline/Program: History</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
AMH EUH HIS IDS (social/behavioral sciences) ISS LAH WOH	<p>Master's degree in History or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	History

<b>Discipline/Program: Humanities</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
HUM	<p>A master's degree in a qualifying field, or a master's degree with at least 18 graduate semester hours in any combination of the qualifying field.</p>	<p>Any academic major in the humanities or history of the arts (such as art history, Classics, languages and literature, history, liberal studies, music history, philosophy, religion, and so forth). Area studies, (e.g., Asian Studies, Latin American Studies, and African Studies) with a concentration appropriate to the Humanities is also an appropriate interdisciplinary field.</p>

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education</b>		
<b>Courses at SF: Transfer/Non-Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CGS 1000 CGS 1060	<p>Master's degree in a qualifying field;                      Or                      Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	<p>Any academic major in, Computer Science or Information Technology such as, Business Administration, Business Management, Computer Engineering, Computer Education, Computer Networking, Curriculum &amp; Instruction, Decision &amp; Information Technology, Educational Technology, Information Technology, Information Systems, Information Security, Information Assurance, Information &amp; Cybersecurity, Security Informatics and Digital Forensics.</p>
COP 2000 COP 2002	<p>Master's degree in a qualifying field                      Or                      Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	<p>Any academic major in Computer Science or Information Technology such as, Computer Engineering, Computer Education, Curriculum &amp; Instruction, Decision &amp; Information Technology, Educational Technology, Information Technology or Information Systems</p>
CTS 1131 CTS 2142	<p>Master's degree in a qualifying field;                      Or                      Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	<p>Any academic major in Computer Science, Computer Engineering or Information Technology such as, Computer Education, Curriculum &amp; Instruction, Decision &amp; Information Technology, Educational Technology, Information Technology, Information Systems, Computer Networking, Information Security or Information Assurance and Digital Forensics</p>
CIS 2619 CTS 1120	<p>Master's degree in a qualifying field;                      Or                      Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	<p>Any academic major in Computer Science, Computer Engineering or Information Technology such as, Computer Education, Curriculum &amp; Instruction, Decision &amp; Information Technology, Educational Technology, Information Technology, Information Systems, Computer Networking, Information Security, Information &amp; Cybersecurity, Security Informatics, or Information Assurance and Digital Forensics</p>

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education</b>		
<b>Courses at SF: Transfer/Non-Transfer</b>		
<b>Non-Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CET 1600 CET 1610 CET 2620	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields Or AA or AS degree with at least 18 semester hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields, and qualifying industry certification approved by the State Board of Education on the current CAPE Industry Certification Funding List and certified through the Cisco Academy.	Any academic major in Computer Science, Computer Engineering or Information Technology such as, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology or Information Systems, Computer Networking, Information Security or Information Assurance and Digital Forensics.
CGS 1820 CGS 1821 CGS 2540 CGS 2822C COP 2535 COP 2551 COP 2552 COP 2822 CTS 2445	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields Or AA or AS degree with at least 18 semester hours in qualifying fields or any combination of hours in qualifying fields <i>and</i> 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as, Computer Engineering, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology or Information Systems
CGS 2829 COP 2671	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields Or AS or AA degree with at least 18 semester hours in qualifying fields or any combination of hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as, Computer Engineering, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology, Information Systems, Graphic Design, Digital Media Technology, Multimedia Technology or Electronic Digital Imaging.
CET 2661C CET 2883C CGS 2345 CIS 2352 CTS 2314 CTS 2318	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields Or AA or AS degree with at least 18 semester hours in qualifying fields or any combination of hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as, Computer Engineering, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology, Information Systems, Computer Networking, Information Security, Information & Cybersecurity, Security Informatics, Information Assurance and Digital Forensics.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education</b> <b>Courses at SF: Transfer/Non-Transfer</b>		
CIS 1254 CIS 2948	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields. Or AA or AS degree with at least 18 semester hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields, and qualifying industry certification approved by the State Board of Education on the current CAPE Industry Certification Funding List.	Any academic major in, Human Resource Management, Computer Science, Computer Engineering or Information Technology such as, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology or Information Systems, Computer Networking, Information Security or Information Assurance and Digital Forensics.
CTS 1132 CTS 1134 CTS 2321 CTS 2322 CTS 2327 CTS 2328	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields Or AA or AS degree with at least 18 semester hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science, Computer Engineering or Information Technology such as, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology or Information Systems, Computer Networking, Information Security or Information Assurance and Digital Forensics.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education, Digital Media Technology Courses at SF: Transfer/Non-Transfer</b>		
<b>Non-Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ADV 1210 ADV 1212 ADV 2211 ADV 2803	AA or AS degree with at least 18 semester hours in qualifying fields. Or A combination of 18 semester hours in qualifying fields <b>plus</b> 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Drawing, Illustration, Printmaking, Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography Art, Electronic/Digital Imaging, Information Technology or Mass Communication
ADV 4202	Master's degree in a qualifying field. Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Art, Film, Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production and Documentary Film
ARH2722C	AA or AS degree with at least 18 semester hours in qualifying fields; Or A combination of 18 semester hours in qualifying fields plus 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Drawing, Illustration, Printmaking, Art, Art History, Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography, Art, Electronic/Digital Imaging, Information Technology or Mass Communication
DIG 1200 DIG 1341 DIG 2201 DIG 2251 DIG 2342 DIG 2782	AA or AS degree with at least 18 semester hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields. Or A combination of 18 semester hours in qualifying fields <b>plus</b> 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Drawing, Illustration, Printmaking, Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography, Art, Electronic/Digital Imaging, Digital Film/Video Production, Information Technology & Computer Science or Mass Communication
DIG 3025 DIG 3347 DIG 3414C DIG 4345C DIG 4940 DIG 4970	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Art, Film, Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production and Documentary Film

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education, Digital Media Technology</b>			
<b>Courses at SF: Transfer/Non-Transfer</b>			
<b>Non-Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>	
FIL 3602	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Art, Film, Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production and Documentary Film	
GRA 2151C	AA or AS degree with at least 18 semester hours in qualifying fields and 5 years of progressive work experience in any of the qualifying fields. Or A combination of 18 semester hours in qualifying fields plus 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Drawing, Illustration, Printmaking, Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography, Art, Electronic/Digital Imaging, Information Technology & Computer Science or Mass Communication	
GRA 1150 GRA 2100C GRA 2124 GRA 2140C GRA 2141C GRA 2143C GRA 2157C	GRA 2162C GRA 2168C GRA 2203 GRA 2583 GRA 2710C GRA 2930 GRA 2940	AA or AS degree with at least 18 semester hours in qualifying fields Or A combination of 18 semester hours in qualifying fields <b>plus</b> 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Drawing, Illustration, Printmaking, Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography, Art, Electronic/Digital Imaging, Information Technology & Computer Science or Mass Communication
GRA 3734	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Any academic major in Computer Science or Information Technology such as Art, Film, Film Studies (History of Digital Media only), Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production and Documentary Film	
PGY 2801C	AA or AS degree with at least 18 semester hours in qualifying fields. Or A combination of 18 semester hours in qualifying fields plus 5 years of progressive work experience in any of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Graphic Design, Digital Media Technology, Advertising, Multimedia Technology, Marketing, Photography Art, Electronic/Digital Imaging Information Technology & Computer Science or Mass Communication	

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education/Bachelor of Applied Science – Information Systems Technology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CEN 4083 CET 3505 CIS 3303 COP 3337 COP 3667 CGS 3604 CGS 4097 CGS 4183 CIS 4083 CIS 4891 CNT 4514 CNT 4502 COP 4813 CTS 4408 CTS 4935 ISM 3220 ISM 3318	Master's degree or higher in a qualifying field; Or Master's degree or higher with at least 18 graduate hours in any combination of the qualifying fields.	Any academic major in Business, Computer Science or Information Technology such as: Computer Engineering, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology, Information Systems, Information Security, Information Assurance, or a closely related discipline with appropriate Computer Science, Information Systems, or Computer Engineering coursework.
CNT 4408 CNT 4524 CTS 4124	Master's degree or higher in a qualifying field; Or Master's degree or higher with at least 18 graduate hours in any combination of the qualifying fields.	Any academic major in Business, Computer Science or Information Technology such as: Computer Engineering, Computer Education, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology, Information Systems, Information Security, Information Assurance, or a closely related discipline with appropriate Computer Science, Information Systems, Information & Cybersecurity, Security Informatics or Computer Engineering coursework.
ISM 3545	Master's degree or higher in a qualifying field; Or Master's degree or higher with at least 18 graduate hours in any combination of the qualifying fields.	Any academic major in Business, Computer Science or Information Technology such as: Computer Engineering, Computer Education, Computer Networking, Curriculum & Instruction, Decision & Information Technology, Educational Technology, Information Technology, Information Systems, Information Security, Information Assurance, or a closely related discipline with appropriate Computer Science, Information Systems, Information & Cybersecurity, Security Informatics, Data Analytics, or Computer Engineering coursework.



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Information Technologies Education/Bachelor of Applied Science – Multimedia and Video Production Technology</b>		
<b>Courses at SF: Transfer</b>		
DIG 3025 DIG 3347 DIG 3414C FIL 3602 GRA 3734 PGY 3204	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate hours in any combination of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Art, Film, Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production, Documentary Film or a closely related discipline with appropriate Digital Media, Fine Arts, Multimedia, Video Production, or Mass Communication coursework.
ADV 4202 DIG 4345C DIG 4940 DIG 4970	Master's degree in a qualifying field; Or Master's degree with at least 18 graduate hours in any combination of the qualifying fields.	Any academic major in Computer Science or Information Technology such as Art, Film, Television Production, Electronic Intermedia, Digital Media Production, Mass Communication, Telecommunications, Animation, Electronic Arts, Video Production, Documentary Film or a closely related discipline with appropriate Digital Media, Fine Arts, Multimedia, Video Production, or Mass Communication coursework.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Italian</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
ITA	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Italian, Comparative Literature with a demonstrated Italian component, Romance Languages

<b>Discipline/Program: Librarians</b> <b>Courses at SF: Not Applicable</b>		
<b>Courses</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
Not Applicable	Master's degree with at least 18 graduate semester hours in Library & Information Science.	Not Applicable

<b>Discipline/Program: Library Science</b> <b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
LIS	Master's degree in Library & Information Science/Studies or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Library Science

<b>Discipline/Program: Mathematics</b> <b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
MAT 1032    MAT 1034 MAT 1033    MGF 1100	Master's degree in a qualifying field, or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields or a bachelor's degree in a qualifying field combined with a master's in education and at least two years of high school teaching experience.	Mathematics Statistics Mathematical Physics Mathematics Education Teaching Secondary Mathematics
MAC            MGF 1121 MAP            STA MGF 1106 MGF 1107	Master's degree in a qualifying field, or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Mathematics Statistics Mathematical Physics
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
MAT 0018 MAT 0022 MAT 0028	A baccalaureate degree in the teaching discipline or related discipline.	Mathematics Engineering Physics Science Certification in Mathematics (Grades 6-12) from the Florida Department of Education

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Music</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
MUH      MVB MUL      MVK MUM      MVP MUN      MVS MUO      MVV MUS      MVW MUT	Master's degree in Music Education (MME) or master's degree in Fine Arts (MFA) or a master's degree with at least 18 graduate semester hours in Music.	Music

<b>Discipline/Program: Nuclear Medicine Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
NMT	<p><b>The Program Director</b> must hold a master's degree, certification and registration in nuclear medicine technology from a national certification board, have a minimum of 4 years post-certification NMT experience and have at least one year experience teaching in the didactic and /or clinical setting for an NMT Program.</p> <p><b>The Clinical Coordinator</b> must hold a bachelor's degree, certification and registration in nuclear medicine technology from a national certification board and have a minimum of 4 years post-certification NMT experience.</p>	Nuclear Medicine

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Nursing</b>		
<b>Courses at SF: Non Transfer (Note: these courses transfer in the AS to BS articulation but are not accepted as transfer credit for an AA degree)</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
NUR	<p>The Program Director/Chair must hold a bachelor's degree in nursing and a master's or doctoral degree in nursing. Hold current RN licensure for State of Florida Board of Nursing. Have acceptable educational, administrative and/or clinical experience related to position.</p> <p>RN to BSN programs faculty must hold a minimum of a Master's degree in Nursing and a doctoral degree. Hold current RN licensure for State of Florida Board of Nursing. Have related clinical and/or educational experience related to area of teaching.</p> <p>ASN &amp; ASN Bridge programs faculty must hold a bachelor's degree in nursing and a master's or doctoral degree in nursing. Hold current RN licensure for State of Florida Board of Nursing. Have related clinical and/or educational experience related to area of teaching.</p> <p>RN to BSN programs PT faculty must hold a minimum of a master's degree in nursing.</p> <p>The majority of PT faculty in the ASN &amp; ASN Bridge programs must hold a minimum of a master's degree in nursing; the remaining PT faculty must hold a minimum of a bachelor's degree in nursing</p>	Nursing
PRN	<p>PN program faculty must hold a Bachelor's degree in Nursing. Hold current RN licensure for State of Florida Board of Nursing. Have related clinical and/or educational experience related to area of teaching.</p> <p>PT faculty must hold a minimum of a Bachelor's degree in Nursing.</p>	
HCP	<p>NA &amp; PCA programs faculty must hold a minimum of a Bachelor's degree in Nursing. Hold current RN licensure for State of Florida Board of Nursing. Have related clinical and/or educational experience related to area of teaching.</p> <p>PT faculty in the NA &amp; PCA programs must hold a minimum of a Bachelor's degree in Nursing.</p>	

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Philosophy</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PHI	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Ethics Logic Philosophy

<b>Discipline/Program: Physical Sciences</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PSC 1341 PSC 2121/2121L	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Any recognized academic major in the Physical Sciences such as: Physics Chemistry Engineering

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Physical Therapist Assistant</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PHT	<p>The Program Director must hold a minimum of a master's degree and hold a current license as a Physical Therapist or Physical Therapist Assistant in the State of Florida. The Program Director must be proficient in curriculum and instructional design and possess sufficient teaching skills to effectively deliver course material.</p> <p>The equivalent of five (5) years full-time, post-licensure experience in the professional discipline with a minimum of three (3) years full-time clinical experience is required. Additionally, the Program Director must possess the equivalent of nine (9) academic credits of coursework in educational foundations, have didactic and/or clinical teaching experience, and background in administration or management.</p>	Physical Therapy
	<p>The Clinical Education Coordinator must hold a minimum of a bachelor's degree and hold a current license as a Physical Therapist or Physical Therapist Assistant in the State of Florida. The Clinical Education Coordinator must possess the necessary instructional skills to teach physical therapy related coursework and to evaluate clinical performance.</p> <p>The equivalent of three (3) years full-time, post-licensure experience in the professional discipline with a minimum of two (2) years of clinical practice as a CCCE and/or CI or two years of experience in teaching, curriculum development and administration in a PT or PTA program is required.</p>	Physical Therapy
	<p>The program faculty must hold a current license as a Physical Therapist or Physical Therapist Assistant in the State of Florida.</p> <p>The equivalent of one (1) year full-time, post-licensure experience in the professional discipline is required.</p>	Physical Therapy

<b>Discipline/Program: Physics</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PHY 2004/2004L PHY 2005/2005L PHY 2048/2048L PHY 2049/2049L PHY 2053/2053L PHY 2054/2054L	<p>Master's degree in Physics or a master's degree with at least 18 graduate semester hours in Physics.</p>	Physics Mathematical Physics

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Political Science</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CPO 2001 IDS (social/behavioral sciences) INR 2002 INR 2500 ISS POS POT	Master's degree in Political Science or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields (one or two graduate-level courses with political science content that represent regional perspectives such as African studies, Asian studies, or Hispanic studies may be counted).	Government Political Science *Public Administration
*Public Administration will function as a qualifying field for POS2112, only.		

<b>Discipline/Program: Polysomnography</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PSG	The Program Director and faculty must possess at least an associate degree, be a Registered Polysomnographic Technologist (RPSGT) and have a minimum of two years clinical experience as a practicing polysomnographic technologist.	Respiratory Care or Polysomnography

<b>Discipline/Program: Portuguese</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
POR 1120 POR 1121	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Portuguese Romance Languages Comparative Literature with demonstrated Portuguese components

<b>Discipline/Program: Psychology</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
CLP DEP IDS (social/behavioral sciences) INP ISS PPE PSY SOP EDP2002	Master's degree in Psychology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.*	Psychology *Counseling Psychology *Educational Psychology
*Counseling and educational psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate psychology program.		

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Radiography</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
RTE	<p><b>The Program Director</b> must have a master's degree, show proficiency in curriculum design, evaluation, instruction, and program administration, document three years' clinical experience and two years' experience as an instructor in a JRCERT accredited program and hold current ARRT certification in radiography or equivalent.</p>	Radiography
	<p><b>The Clinical Coordinator</b> must hold a bachelor's degree, show proficiency in curriculum development, supervision, instruction and evaluation, document two years' clinical experience in the discipline and one year's experience as an instructor in a JRCERT accredited program and hold current ARRT certification in radiography.</p> <p><b>Adjunct faculty</b> must hold academic and/or professional credentials appropriate to the subject content area taught.</p>	



**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Reading</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
REA 2205	..Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Reading Reading Education English English Education Education (with a concentration in Reading/Literacy) Special Education (with a concentration in Reading/Literacy) Language Arts Linguistics
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
REA 0007 REA 0017	..A baccalaureate degree in the teaching discipline or related discipline.	Reading Reading Education English English Education Education (with a concentration in Reading/Literacy) Special Education (with a concentration in Reading/Literacy) Language Arts Linguistics

<b>Discipline/Program: Religion</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
REL	..Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Religion Theology Divinity may be an appropriate field if graduate coursework demonstrates academic component of history, languages, sacred text, theology, philosophy, and so forth.

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Respiratory Care</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
RET	<p><b>The Program Director</b> must possess a master's degree, have a valid RT credential, current professional license, have a minimum of four years' experience as an RRT and a minimum of two year's teaching experience in the field of respiratory care.</p> <p><b>Faculty/Instructors:</b> Academic preparation coupled with work experience (minimum academic degree must be at the same level at which the faculty member is teaching) and hold such professional license or certificate as is required by the state.</p>	Respiratory Care

<b>Discipline/Program: Sociology</b>		
<b>Courses at SF: Non-transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
IDS (social/behavioral sciences) ISS SOP SYG	Master's degree in Sociology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Sociology *Criminology *Marriage and Family Counseling *Women's Studies
<p>*Criminology will function as a qualifying field for SYG 2000 and SYG 2010 only.            *Marriage &amp; Family Counseling will function as a qualifying field for SYG2430 only.            *Women's Studies will function as a qualifying field for SYG2430 only.</p>		

<b>Discipline/Program: Spanish</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
SPN	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Spanish Romance Languages Comparative Literature with demonstrated Spanish components

<b>Discipline/Program: Speech</b>		
<b>Courses at SF: Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
SPC	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any academic major within the broad field of communications studies (such as Speech, Communications, Mass Communications, Multicultural communication and so forth)

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Student Development and Leadership (SDL)</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
SLS 1101 SLS 1260 SLS 1265 SLS 1266 SLS 1269 SLS 1920 SLS 2261 SLS 2262	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any recognized academic discipline.
SLS 1301 SLS 1531 SLS 1601 HUS 2820 SLS 2352	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Behavioral Sciences Counseling Education Guidance Leadership Psychology Sociology Social Work

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Surgical Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
STS	<p><b>The Program Director</b> must possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA), have a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years, possess an Associate's Degree or greater and possess proficiency in instructional methodology, curriculum design, and program planning.</p> <p><b>The Clinical Coordinator</b> must possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA), have a minimum total of three years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.</p> <p>Any faculty with instructional responsibilities in core surgical technology courses must have a credential in the field of surgical technology that is through a national credentialing organization that is accredited by the National Committee of Certifying Agencies (NCCA) have minimum of two years experience as a surgical technologist, and have an academic degree at the same level at which the instructor is teaching.</p>	

<b>Discipline/Program: Swahili</b>		
<b>Courses at SF: Transfer/Non Transfer</b>		
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
SWA 1130 SWA 1131 SWA 1122	Master's degree in a qualifying field or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Swahili Romance Languages Comparative Literature with demonstrated Swahili components

**FACULTY CREDENTIALING MANUAL**  
**Credentialing Requirements for Each Discipline/Program**

<b>Discipline/Program: Theatre</b>		
<b>Courses at SF: Transfer</b>		
<b>_Transfer</b>	<b>Minimum Requirements</b>	<b>_Qualifying Fields</b>
THE TPA TPP	_Master's degree in Theatre (MFA), or a master's degree with at least 18 graduate semester hours in Theatre.	Theatre

<b>Discipline/Program: Zoo Animal Technology</b>		
<b>Courses at SF: Non Transfer</b>		
<b>Non-Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
PAZ	Bachelor's degree in any recognized academic major in the animal sciences such as biology, wildlife ecology, marine biology, animal ecology, environmental science, animal science, animal management, anthrozoology, wildlife conservation, veterinary medicine, veterinary technician, animal behavior zoology, or an Associate's degree in Zoo Animal Technology coupled with work experience and demonstrated competencies in zoo keeping and/or zoo animal management.	Zoology Wildlife Ecology Animal Management

<b>Discipline/Program: Zoology</b>		
<b>Courses at SF: Transfer</b>		
<b>_Transfer</b>	<b>Minimum Requirements</b>	<b>_Qualifying Fields</b>
ZOO 2010/2010L	Master's degree in Zoology or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Zoology Wildlife Ecology Marine Biology Wildlife Biology Veterinary Medicine

# FACULTY CREDENTIALING MANUAL

## Appendix I – Transcript Evaluation Form

<b><i>Employee Credentialing Detail</i></b>									
Credentialing Request									
Applicant Name				ID or SSN					
College/University Information Add College/University Information (enter below and click the ADD button)									
Country:		USA			State				
Institution:									
Degree:		Select One			Major(s)		Year		
Notes:									
<b>COURSES THE APPLICANT IS QUALIFIED TO TEACH:</b>									
Update – Add Course not listed:      Add crs									
Additional Credentials for Discipline:									
Area		Course		Qtr Hrs		Sem Hrs		Univ	
<b>Add</b>	<b>Select One</b>								

<b>Additional Specialization (Licenses, Certifications)</b>							
_Year		Degree					
<b>Additional Specialization (Licenses, Certifications)</b>							

Appendix II –Approval Page

Request for Employee Credentialing

Part Time  Full Time

- The applicant explicitly meets the credentialing requirements set forth in the appropriate section of the Credentialing Manual based on review of the official transcript and/or other required supporting documentation.*
- The applicant meets degree and course work guidelines based on review of results of evaluation of his/her foreign credentials by a foreign credentials evaluation service and other supporting documentation.*
- The applicant does not explicitly meet degree and course work guidelines, but has been recommended for credentialing based on review of documentation in the portfolio presented*

Rationale for Request for Credentialing:

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Synopsis of Documented Evidence:

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Chair/Director Approval: \_\_\_\_\_

FCOC Chair or Designee \_\_\_\_\_

Provost/Vice President or Designee \_\_\_\_\_

## Appendix III National Association of Credentials Evaluation Services, Inc. Companies

### Foreign Credential Evaluation Services and Helpful Websites

The National Association of Credential Evaluation Services (website [www.naces.org](http://www.naces.org)) currently includes the following members:

Center for Applied Research, Evaluations, & Education, Inc.  
P.O. Box 20348  
Long Beach, CA 90801  
Phone: (562) 430-1105  
Fax: (562) 430-8215  
email: [evalcaree@earthlink.net](mailto:evalcaree@earthlink.net)

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
email: [eval@ece.org](mailto:eval@ece.org)  
<http://www.ece.org>

Education Evaluators International, Inc.  
P.O. Box 5397  
Los Alamitos, CA 90720-5397  
Phone: (562) 431-2187  
Fax: (562) 493-5021  
Email: [garyeei@ix.netcom.com](mailto:garyeei@ix.netcom.com)

Education International, Inc.  
29 Denton Road  
Wellesley, MA 02482  
Phone: (781) 235-7425  
Fax: (781) 235-6831  
email: [edint@gis.net](mailto:edint@gis.net)  
<http://www.educationinternational.org>

Educational Records Evaluation Service, Inc.  
777 Campus Commons Road, Suite 200  
Sacramento, CA 95825-8309  
Phone: (916) 565-7475  
Fax: (916) 565-7476  
email: [edu@eres.com](mailto:edu@eres.com)  
<http://www.eres.com>

Evaluation Service, Inc.  
P.O. Box 85  
Hopewell Jct., NY 12533  
Phone: (914) 223-6455  
Fax: (914) 223-6454  
email: [esi2@frontiernet.net](mailto:esi2@frontiernet.net)  
<http://www.evaluationservice.net/>

Foreign Academic Credential Service, Inc.  
P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 288-1661  
Fax: (618) 288-1691  
<http://www.facsusa.com>

The Foreign Educational Document Service  
P.O. Box 4091  
Stockton, CA 95204  
Phone: (209) 948-6589

Foundation for International Services, Inc.  
19015 North Creek Pkwy, #103  
Bothell, WA 98011  
Phone: (425) 487-2245  
Fax: (425) 487-1989  
email: [fis@mail.com](mailto:fis@mail.com)  
<http://www.fis-web.com>

Global Services Associates  
2554 Lincoln Boulevard #445  
Marina del Rey, CA 90291  
Phone: (310) 828-5709  
Fax: (310) 828-5709  
email: [global@iccas.com](mailto:global@iccas.com)



## FACULTY CREDENTIALING MANUAL

International Consultants of Delaware, Inc.  
109 Barksdale Professional Center  
Newark, DE 19711-3258  
Phone: (302) 737-8715  
Fax: (302) 737-8756  
email: [icd@icdel.com](mailto:icd@icdel.com)  
<http://icdel.com>

International Education Research Foundation,  
Inc.  
P.O. Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
email: [info@ierf.org](mailto:info@ierf.org)  
<http://www.ierf.org>

Josef Silny & Associates, Inc.  
International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Fax: (305) 273-1984 (Translations)  
email: [info@jsilny.com](mailto:info@jsilny.com)  
<http://www.jsilny.com>

SpanTran Educational Services, Inc.  
7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
<http://www.spantran-edu.com>

World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: (800) 937-3895  
Fax: (212) 966-6395  
email: [info@wes.org](mailto:info@wes.org)  
<http://www.wes.org/>

The website [www.collegesource.org](http://www.collegesource.org) provides accreditation information on colleges. The website [www.sacscoc.org](http://www.sacscoc.org) has links to the other accrediting agencies, and it provides a .pdf document of the SACS member institutions.

# FACULTY CREDENTIALING MANUAL

## Appendix IV – SACS Faculty Roster Form and Instructions

### FACULTY ROSTER

#### Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty

#### General Instructions for completing the Faculty Roster Form

1. These instructions apply to the use of the Faculty Roster Form for all institutions responding to Comprehensive Standard 3.7.1 (Faculty Competence) or as requested in relation to substantive change.
2. Information requested on the form should be provided for all full-time and part-time faculty teaching credit or developmental/remedial courses. Teaching assistants should be included only if they are the instructor of record.
3. Faculty should be grouped by department, academic program, or discipline (do not group by broad areas such as social sciences or humanities, or by broad degree categories like Associate in Arts or Bachelor of Science). Faculty with teaching assignments in more than one academic area should be listed in the primary department, academic program, or discipline in which they teach, along with all of the courses taught, to avoid repeated entries for the same person.
4. For the submission of the Compliance Certification, a Track A institution (offering only undergraduate degrees) should submit rosters for fall term of the current academic year and spring term of the previous academic year. A Track B institution (offering graduate degrees) should submit rosters for fall and spring term of the previous academic year.

#### Providing Information that Establishes Qualifications

1. Institutions completing the Faculty Roster Form should review Comprehensive Standard 3.7.1 and the Commission guidelines on "Faculty Credentials," which can be found on the Commission website under the Policies and Publications link. The guidelines represent commonly-accepted good practice for the academic qualifications of faculty; however, the Commission recognizes that qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses.
2. The Commission usually accepts common collegiate practice in recognizing an academic discipline, concentration, and/or field of study. Examples include history, mathematics, chemistry, English, sociology, finance, accounting, marketing, and management. For faculty teaching in these areas, it is expected that the institution will provide information that justifies and documents each faculty member's qualifications relevant to the specific courses they are assigned to teach. For faculty teaching interdisciplinary courses, it is expected that the institution will provide information that justifies and documents the faculty member's qualifications relevant to the disciplines that are components of the course.
3. When completing the Faculty Roster Form, it may become obvious that only one of the faculty member's degrees need be cited in order to justify his/her qualifications to teach a specific course. In that case, cite only that one degree. In other cases, it will be necessary to list two or more degrees and to list the specific course titles and number of semester

hours in those degrees relevant to the courses assigned. It may also be necessary to indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience; licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and *clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.*

4. Institutions are expected to maintain appropriate justification and documentation in the files of all faculty that establish qualifications, including those listed in columns three and four of the Faculty Roster Form. These should be readily available for the consideration of On-Site Evaluators.

#### Instructions for the Columns of the Faculty Roster

**Column One.** Provide the name of the instructor and indicate full or part-time status: (F) or (P). A full-time faculty member is usually defined as one whose major employment is with the institution, whose primary assignment is in teaching or research, and whose employment is based upon a contract for full-time employees. If a significantly different definition is used for full-time faculty, please provide that definition.

**Column Two.** List from the catalog the course prefix, course number, and course title of all credit courses taught by term during the requested time period. For each course indicate whether it is developmental (D), undergraduate transferable (UT) undergraduate non-transferable (UN) or graduate (G). Information should be provided—separate from the roster— summarizing the content of the courses listed on the roster. Appropriate information might be provided through a catalog or other description of the content of these courses.

**Column Three.** List the earned academic degrees, diplomas, and certificates that help qualify the instructor to teach the listed courses. Indicate the discipline (concentration or major) of each degree, the institution that awarded the degree. Listing additional qualifications such as other specific course titles and number of semester hours awarded at the undergraduate or graduate level relevant to the courses assigned could also be helpful in building a case for qualified faculty

**Column Four.** If necessary to establish adequate qualifications of faculty for courses assigned, indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and *clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.* As necessary, provide this information on attached additional pages.

**FACULTY CREDENTIALING MANUAL**  
**Appendix IV – SACS Faculty Roster Form and Instructions**

**Faculty Roster Form**  
**Qualifications of Full-Time and Part-Time Faculty**

Name of Institution: \_\_\_\_\_

Name of Primary Department, Academic Program, or Discipline \_\_\_\_\_

Academic Term(s) Included: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

1	2	3	4
Name (F,P)	Courses Taught Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	Academic Degrees & Coursework Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	Other Qualifications & Comments Related to Courses Taught

**FACULTY CREDENTIALING MANUAL**  
**Appendix V – Regional Accrediting Association Listing**

Middle States Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Commission on Colleges and Universities

Southern Association of Colleges and Schools

Western Association of Schools and Colleges