

# SRTC Procedure: Faculty and Staff Qualifications

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## **Faculty Qualifications Guidelines**

Southern Regional Technical College (SRTC) employs only qualified faculty. Faculty must be qualified to teach all courses assigned. A Roster of Instructional Staff is generated and maintained by the Vice President for Academic Affairs. Qualifications are shown on the Faculty Credential Verification Form and justified through documented academic achievement, professional in-field certifications/licensures, continuous documented excellence in teaching, in-field work experience, and/or other demonstrated competencies and achievements/publications. Minimum qualification guidelines are shown below. Degrees should be from an accredited college or university or the equivalent. If degrees are from a college or university not regionally or nationally accredited within the United States or from an institution outside the United States, additional evidence of appropriate academic preparation must be provided.

## **General Education**

### **Associate Degree**

Faculty teaching associate degree general education courses: a master's degree from an accredited college or university in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours (27 graduate quarter hours) in the teaching discipline).

### **Diploma or Technical Certificate of Credit**

Faculty teaching diploma or technical certificate of credit general education courses: a bachelor's degree from an accredited college or university in the teaching discipline or a bachelor's degree in a related field with completed courses comparable to the curriculum taught and/or other demonstrated competencies and achievements.

## **Occupational Courses**

### **Associate Degree and Embedded Technical Certificate of Credit with Articulation Agreements**

Faculty teaching associate degree and embedded technical certificate of credit occupational courses: (a) a master's degree from an accredited college or university in the teaching discipline, or (b) a master's degree from an accredited college or university with a concentration in the teaching discipline (a minimum of 18 graduate semester hours or 27 graduate quarter hours). Where applicable, licensing board, and/or program-specific accreditation requirements must be met.

### **Associate Degree and Embedded Technical Certificate of Credit**

Faculty teaching associate degree and embedded technical certificate of credit occupational courses: a bachelor's degree from an accredited college or university in the teaching discipline, or an associate's degree from an accredited college or university and demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation-related courses and/or other

demonstrated competencies and achievements. Where applicable, licensing board, and/or program-specific accreditation requirements must be met.

### **Diploma and Embedded Technical Certificate of Credit**

Faculty teaching diploma or embedded technical certificate of credit occupational courses: (a) a diploma in the teaching discipline, (b) recognized regional or national certification, or (c) competence gained through exceptional experiences. Where applicable, licensing board, and/or program-specific accreditation requirements must be met.

### **Non-Embedded Technical Certificate of Credit**

Faculty teaching non-embedded certificate of credit occupational courses: (a) a diploma in the teaching discipline, (b) occupation-related college courses, (c) specialized training directly related to the courses taught, or (d) competence gained through work experience and/or other demonstrated competencies and achievements. Where applicable, licensing board, and/or program-specific accreditation requirements must be met.

### **Learning Support**

Faculty teaching learning support courses: (a) a bachelor's degree from an accredited college or university in the teaching discipline, or (b) a bachelor's degree with completed courses comparable to the curriculum taught and/or other demonstrated competencies and achievements.

### **Adult Education**

Faculty teaching adult education courses: a bachelor's degree from an accredited college or university, preferably in education, middle grades education, or closely related field to include courses in reading, math, or English (writing).

### **Staff Qualifications Guidelines**

SRTC qualified staff with experience and demonstrated competencies appropriate to their areas of responsibility. The College refers to staff minimum qualifications recommended by the Technical College System of Georgia.

### **Exceptions to Qualifications Guidelines**

In exceptional cases, outstanding professional experiences and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching non-transfer courses. Such cases must be justified by the institution on an individual basis and documented on the Faculty Credentialing Verification Form.

### **Responsibility**

The Vice President for Academic Affairs has the responsibility for ensuring this procedure is implemented for credit and learning support faculty. The Executive Director of Adult Education has the responsibility for ensuring this procedure is implemented for adult education faculty. The supervising Vice President has the responsibility for ensuring this procedure is implemented for staff. The President is ultimately responsible for ensuring this procedure is implemented.

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### **Reference:**

[SBTCSG Policy 4.1.1: Recruiting and Hiring](#)

[TCSG Procedure 4.1.1p1: Recruiting and Hiring](#)  
[SRTC Procedure: Recruitment and Hiring](#)  
[Faculty Credentialing Verification Form](#)

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