

# RULE

<b>Subject</b>	<b>Certification of A.A., A.S., B.S. and B.A.S. Instructional Personnel</b>	<b>Number: 6HX14-2.09</b>
<b>Authority</b>	F. S. 1001.64, 1001.65	<b>Date: 10/23/13</b>
<b>History</b>	01/18/84, 2/18/98, 4/20/05, 6/24/09	
<b>Source</b>	Vice President, Academic Affairs	

Purpose: To establish the Board's policy regarding minimum professional requirements for certification of personnel.

All persons who accept instructional employment at State College of Florida, Manatee-Sarasota (SCF) are responsible for providing official academic transcripts, references, and/or verification of work experience, as appropriate, to document that the minimum criteria for employment and certification have been met. The college's Human Resources Office shall maintain and secure the application, official academic transcripts and documentation required for employment.

The President, or designee, shall ensure that the SCF Faculty Credential Review Website is designed and that its contents remain current so as to guide the credentials evaluator through the process of assessing the academic credentials of the college's full-time and adjunct faculty, and establish procedures for the review and verification of academic and professional credentials for all instructional personnel. At a minimum, these procedures shall ensure that all of the college's faculty members meet the requirements and standards established by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). To ensure that the college remains in compliance with SACS requirements and standards, the college's Faculty Credential Review Website shall contain:

The process for establishing faculty qualifications and credentialing requirements for disciplines, programs and courses.

The process for evaluating full-time and adjunct qualifications and credentials.

The process for determining experiential qualifications for faculty in lieu of minimum academic requirements.

The membership list of the National Association of Credential Evaluation Services

A comprehensive listing of the credentialing requirements for the College's disciplines, programs, and courses.

Criteria for the transferability of courses.

Minimum academic qualifications, minimum requirements, qualifying occupational fields, industry credentials and qualifying academic fields.