



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Guidelines and Requirements for Faculty Credentialing	DC-I	3	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D - Personnel	Employment Practices	DC	08/26/2025

HIRING PROCESS

The following guidelines are used to provide direction in the hiring process.

The faculty hiring/qualification process is a shared function involving the Human Resources Office, the EEO officer, departmental faculty, division chairs, the Deans, the Vice President of Instruction and Student Engagement, the President, and Board of Trustees. Once a decision is finalized, the faculty file with official transcripts and credentials will remain in the appropriate Dean's office, and the Human Resources Office will maintain a copy of each faculty file along with additional required personnel materials. The Deans' offices will ensure all official transcripts and other credentials are obtained and all necessary information has been electronically stored.

The Deans' offices will ensure the "Faculty Audit Form for Course Instruction" is completed on all faculty hires. This form summarizes the credentials of the individual faculty member and ensures that necessary qualifications are met. Any additional endorsements earned after the initial employment will be added via addendums to the Faculty Audit Form the semester the faculty first teaches the new course(s). From these forms, an institutional roster of instructional staff is developed and maintained.

Continuing Education faculty files are located in the Human Resources Office. Faculty qualifications, credentials, skills, and experience must match learning outcomes for courses faculty members teach. Primary consideration is given to the highest earned degree in the discipline(s) taught by faculty members.

Faculty Competencies

To ensure faculty competencies in effective teaching and student learning outcomes, the following guidelines have been established:



- For freshman and sophomore level courses designed for transfer to a baccalaureate degree (defined in the THECB Academic Course Guide Manual), faculty should have a minimum of a master's degree in the discipline or a master's degree with at least 18 graduate hours in the discipline in which they are teaching. In appropriate areas, work experience, professional licensure, and certification are also considered.
- For workforce/vocational courses (defined in the THECB Workforce Education Course Guide Manual) used in credit programs, faculty should have a minimum of a bachelor's degree in the teaching discipline, or an associate's degree in the discipline and demonstrated competencies in the teaching discipline to include 3 years of experience in the field and/or appropriate certification or professional licensure.
- For workforce/vocational courses (defined in the THECB Workforce Education Course Guide Manual) used in continuing education programs, faculty should have a minimum of a bachelor's degree in the teaching discipline or an associate's degree in the discipline and demonstrated competencies in the teaching discipline to include 3 years of experience in the field or documentation of competence in the teaching discipline/subject matter and ability to use appropriate instructional strategies.

For courses designed to prepare students in remedial educational skills, faculty teaching the courses should have a minimum of a bachelor's degree, preferably in the discipline taught or in education with a major in the discipline being taught.

In exceptional cases, the institution will consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements.

- For courses in continuing education, instructors are required to have work or avocational experience and skills, licensure or certification, and educational credentials as necessary for meeting agency requirements and appropriate for the subject matter and purpose of the continuing education course.
- In addition to the requirements above, faculty teaching distance education courses for MCC are required to complete MCC's distance education training program if it is the faculty member's first time to teach on-line. Faculty new to online education should complete the Learning Management System's basic skill module before the start of the semester they teach online and then complete the teaching online introductory course by the end of the semester. Faculty members who have previously taught at other institutions may be approved to teach on-line for MCC by submitting prior work for approval and improvement or by completing the on-line instruction training program.