



ALAMO COLLEGES DISTRICT

San Antonio College

# Credentialing Guide

2024 - 2025



# San Antonio College Credentialing Guide 2024-2025

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## 1. What is Discipline and Faculty Credentialing?

San Antonio College, as an institution credentialed by the Southern Association of Colleges and the Commission on Colleges (SACSCOC), is required to function within their principles of accreditation. Many of the key principles relate to faculty, including their qualifications, professional development, and regular evaluation.

Principle 6.2.a requires the following: For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

As such, faculty credentialing is the process by which an institution establishes standards for minimum qualifications to teach in every discipline and the process by which new hires are evaluated to determine if they meet said standards.

SACSCOC places emphasis on the overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials may be the standard qualification for faculty members in many disciplines, other types of qualifications may also be appropriate. Examples could include appropriate work experience in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

SACSCOC stresses the importance of having faculty discipline experts determine our faculty credential requirements. Discipline faculty at SAC determine these required credentials. Discipline experts on faculty screening committees must examine if potential candidates for hire meet said credentials.

## 2. SACSCOC Faculty Credentialing Requirements

While discipline faculty experts are tasked with determining acceptable credentials to teach in their field of study at San Antonio College, the following are common minimum standards accepted by SACSCOC:

- To teach **transfer courses**, a faculty member must:

Either: Hold a master's degree or higher in the teaching discipline;

Or: Hold a master's degree in any discipline with 18 approved graduate hours in discipline.

- To teach **career/technical education courses**, not for transfer, a faculty member must:

Hold an associate degree or higher in any discipline and documentation of three years' work experience in the teaching field.

- To teach **developmental courses**, a faculty member must:

Either: Hold a bachelor's degree in the field;

Or: Hold an associate degree or higher in any discipline and demonstrated competencies in the teaching discipline.

While these may be the minimum standards typically accepted by SACSCOC, discipline faculty experts may set higher or additional standards for their programs. Some disciplines may be required to set higher or additional standards due to requirements from their individual discipline accreditor. Some disciplines may need to have different or specific credentials to teach certain courses within a course rubric.

Discipline credentialing standards are to be reaffirmed or updated every fall semester. Department Chairs will set the deadline for their programs and disciplines to complete the form on a date prior to the end of September. An updated San Antonio College Credentialing Guide will be published in October of each academic year.

Screening committees for new faculty hires and department chairs will use the published San Antonio College Credentialing Guide standards to evaluate if a candidate is eligible to teach in their discipline or specific courses in their discipline.

### 3. Establishing Discipline Credentials

Our regional accreditor, SACSCOC, places great importance on faculty discipline experts setting the credentials for teaching in their programs. Credential expectations should be set prior to the creation of any new academic program and must be reaffirmed or updated every academic year (see 4. Updating Discipline Credentials).

When a program or discipline is establishing their faculty credentials, they need to consider the following questions:

1) Do we have the required minimum of two discipline experts at San Antonio College to determine faculty credentials?

Should a discipline need additional experts, it is recommended that the department chair or coordinator reach out to other SACSCOC credentialed institutes of higher education to ask their faculty to consult as discipline experts.

2) What are the minimum SACSCOC standards for our discipline?

The following are the minimum standards generally accepted by SACSCOC:

- To teach **transfer courses**, a faculty member must:

Either: Hold a master's degree or higher in the teaching discipline;

Or: Hold a master's degree in any discipline with 18 approved graduate hours in discipline.

- To teach **career/technical education courses**, not for transfer, a faculty member must:

Hold an associate degree or higher in any discipline and documentation of three years' professional work experience in the field to which they are assigned to teach.

- To teach **developmental courses**, a faculty member must:

Either: Hold a bachelor's degree in the field;

Or: Hold an associate degree or higher in any discipline and demonstrated competencies in the discipline.

3) What are common degrees for the field? Have they changed in recent years?

It is strongly recommended that all disciplines consult the Classification of Instructional Program (CIP) codes when establishing their discipline credentials. These codes, provided by the U.S. Department of Education's National Center for Education Statistics, can help disciplines determine the current degrees that track to their discipline. Please pay special attention to cross-listed CIP codes. <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

4) What specific degrees are we including in "related fields"?

Continuing the thought process on question 3 above, disciplines need to submit examples of related fields in their subject area. In the past, many of our job ads or discipline credentials stated the preferred degree (e.g. Kinesiology) or a degree in a related field. For SACSCOC credentialing, we need to list examples of what fields the discipline considers to be related. For instance, in Kinesiology the discipline experts might determine that degrees in Exercise Science, Exercise Physiology, and Sports Medicine qualify as the related fields. The examples of related fields selected by discipline experts are not exclusionary as a degree in a field that is not listed could be identified by a screening committee as a related field.

- 5) Are there any required licenses, certifications, or other industry credentials that are required to teach in the discipline?

Such requirements need to be defined along with any degree or experience credentials.

Disciplines with additional outside accreditors should be sure to include any of those agencies' faculty credentialing expectations.

- 6) Are there courses within the discipline that may require credentials that are different from the credentials for the larger course rubric?

Generally, faculty are credentialed to teach entire discipline course rubric (e.g. ARTC), but there may be cases where the credentials needed for most of the courses within a rubric aren't sufficient for particular courses or a discipline accreditor may require additional credentials for specific courses. Disciplines will need to list the classes within a course rubric that require additional or differing qualifications on the SAC New Discipline Credential Standards Form (see Appendix).

Disciplines should be mindful not to create unnecessary barriers by including restrictions on teaching certain courses that are really discipline preferences that go beyond the scope of SACSCOC credentialing.

- 7) What is the timeline for disciplines to establish their credentials?

Disciplines need to complete the SAC New Discipline Credential Standards form in advance of hiring or assigning faculty to teach for that discipline or program. Once the form has been approved by the Vice President of Academic Success, the job posting may move forward. The SACSCOC Liaison will then add the new discipline or program's credentials when the SAC Credentialing Guide is issued for the next academic year.

#### 4. Updating Discipline Credentials

Our regional accreditor, SACSCOC, places great importance on faculty discipline experts setting the credentials for teaching in their programs and disciplines. Credential expectations must be reaffirmed or updated every academic year.

When a program or discipline updates their faculty credentials, they need to consider the following questions:

1) What is the timeline for disciplines to update their credentials?

Disciplines need to complete the SAC Discipline Credential Standards Form each academic year. In September, faculty will receive the form pre-filled with the standards from the previous academic year. Faculty can choose to reaffirm or update their credentials (see below for instructions on completing the form). Department Chairs will set the deadline for their programs and disciplines to complete the form on a date prior to the end of September.

2) Have common degrees for the field changed in recent years?

It is recommended that all disciplines consult the Classification of Instructional Program (CIP) codes when updating their discipline credentials. These discipline lists, provided by the U.S. Department of Education's National Center for Education Statistics, can help disciplines determine the current degrees that track to their discipline. Please pay special attention to cross-listed CIP codes. <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

3) Are we making any changes to our related fields?

Continuing the thought process on question 2 above, disciplines need to consider if they wish to change the examples of related fields in their subject area. For example, they may have found that applicants from certain related fields were not a good fit and may choose to remove a related field. Alternatively, a discipline may identify that a field should be added to their examples of related fields.

4) Are there any new required licenses, certifications, or other industry credentials that are now needed to teach in the discipline? Have such requirements changed in the past year?

Disciplines should check to see if changes to these requirements have been made by the State of Texas, a discipline accreditor, or a similar entity. Such requirements need to be defined along with any degree or experience credentials.

5) Will changes to discipline credentials impact the eligibility of any current full-time or adjunct faculty?

Discipline credentials should not be tailored to individual faculty members but to the discipline as a whole. However, if a discipline chooses to make updates to their credentials they should check to see if it impacts any of their faculty's ability to remain credentialed. Should a necessary change result in any current discipline faculty falling outside of the discipline credentials, Coordinators or Department Chairs are required to consult with the SASCSCOC Liaison prior to submitting their Discipline Credential Standards Form.

#### Instructions for Completing the SAC Discipline Credential Standards Form

a) Confirm that you have all of the forms for the rubrics that fall under your discipline. For instance, Mortuary Science has three forms, Biology has two forms, and Social Work has two forms.

b) Read over the credentials from the past academic year.

Please don't be concerned if your list of related fields could not all fit on the provided form since this happened in a couple cases. The complete list can be found in the previous year's Credentialing Guide.

c) If faculty are in agreement that they want to maintain these credentials, simply select "The faculty experts have determined that we will maintain the credentials above for this academic year." Then have two discipline experts sign off on the form before sending it to the chair.

d) If faculty are in agreement that updates need to be made, select "The faculty experts request the following edits to the credentials above for this academic year." Using the text box below, explain the changes that the faculty would like to make.

Here are some examples of the changes that could be described:

- We would like to add Counseling as a related field.
- We wish to remove Cultural Studies as a related field.
- We need to change the license requirement from Instructor I to Basic Instructor I and II.
- We need to increase the required years of experience in the field to five years to align with new discipline accreditor standards.

e) Then have two discipline experts sign off on the form before sending it to the chair.

f) Please make sure that the fillable PDF is completed and signed in the file provided. Printed and signed versions will not be accepted.

g) Once the faculty have completed the SAC Discipline Credential Standards Form, they should send it to their Department Chair by the set deadline. Please also do not change the name of the file when sending it back to the Department Chair.





ALAMO COLLEGES DISTRICT  
San Antonio College

Discipline Credentials  
2024-2025

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Accounting Technology	ACNT 1303, 1304, 1311, 1313, 1329, 1331, 2380, 2332	W	Bachelor's degree in Accounting or Business or related field and 3 years of experience working in the field	Accounting, Business, Finance, Office Technology
Administrative Assistant	ITSW, POFT, POFI	W	Bachelor's degree in Business or Technology or related field and 3 years of experience working in the field	Administrative Assistant and Secretarial Science, Business/Office Automation/Technology/Data Entry, Business Operations Support and Secretarial Services, Executive Assistant/Executive Secretary, General Office Occupations and Clerical Services, Legal Administrative Assistant/Secretary, Office Technology
American Sign Language	SGNL	T	Master's degree in American Sign Language or related field; master's degree in any discipline with 18 graduate hours in American Sign Language or related field	Applied Linguistics, ASL/English Interpreting, ASL/English Interpreting Pedagogy, ASL Linguistics, ASL Literacy, ASL Literature, ASL Pedagogy, ASL Studies, ASL Teaching ; Deaf Education, Deaf History, or Deaf Studies with ASL coursework

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
American Sign Language- Deaf Support Specialist	SLNG 1206, 1211, 1215, 1307, 1317, 1321, 1347, 1372, 1378, 1391, 2311, 2315	W	Bachelor's degree in American Sign Language or related field; associate degree in American Sign Language or related field with a bachelor's degree in any discipline	ASL Linguistics, ASL Pedagogy, ASL Studies, ASL Teaching, ASL/English Interpreting, ASL/English Interpreting Pedagogy, ASL Linguistics, ASL Literacy, ASL Pedagogy, ASL Studies, ASL Teaching; Applied Linguistics with coursework in ASL or a listed related field, Deaf History with coursework in ASL or a listed related field, Deaf Studies with coursework in ASL or a listed related field, Deaf Education with coursework in ASL or a listed related field
American Sign Language- Interpreter Training	SLNG sans 2370, 2372, 2373	W	Bachelor's degree in American Sign Language or related field or associate degree in American Sign Language or related field with a bachelor's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> BEI or RID Certification	Applied Linguistics, ASL/English Interpreting, ASL/English Interpreting Pedagogy, ASL Linguistics, ASL Pedagogy, ASL Studies, ASL Teaching, ASL Literature, ASL Literacy; Deaf Education, Deaf History, or Deaf Studies with ASL coursework
American Sign Language- Interpreter Training with Spanish	SLNG including 2370, 2372, 2373	W	Bachelor's degree in American Sign Language or related field or associate degree in American Sign Language or related field with a bachelor's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> BEI or RID Certification <u>PLUS</u> coursework or demonstrated competencies in spoken Spanish and associated cultural knowledge	Applied Linguistics, ASL/English Interpreting, ASL/English Interpreting Pedagogy, ASL Linguistics, ASL Pedagogy, ASL Studies, ASL Teaching, ASL Literature, ASL Literacy; Deaf Education, Deaf History, or Deaf Studies with ASL coursework

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Anthropology	ANTH	T	Master's degree in Anthropology or related field; master's degree in any discipline with 18 graduate hours of Anthropology or related field	Anthropology, Archaeology, Biological Anthropology, Cultural Anthropology, Linguistic Anthropology, Physical Anthropology
Architecture	ARCH	T	Master's degree in Architecture; master's degree in any discipline with 18 graduate hours of Architecture or related field; bachelor's degree in Architecture (5-year program) with at least three years working in the field and pursuing professional licensure	Urban Design
Astronomy	ASTR	T	Master's degree in Astronomy or related field; master's degree in any discipline with 18 graduate hours of Astronomy or related field	Astronomy, Astrophysics, Physics & Astronomy, Planetary Science
Banking & Financial Services	BNKG, BUSA	W	Master's degree in Business Administration or master's degree in Banking and Financial Services or related field or master's degree in any discipline with 18 graduate hours of Banking and Financial Services or related field and 3 years of experience working in the field	Banking and Financial Support Services, Credit Management, Finance, Finance and Financial Management Services, Financial Planning and Services, Financial Risk Management, International Economics, International Finance, Investments and Securities, M.A.-International Relations, M.B.A. Finance, M.J.-Business Law, Public Finance

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Biology	BIOL sans 1322, 1323, 2106, 2306, 2406	T	Master's degree in Biology or related field; master's degree in any discipline with 18 graduate hours of Biology or related field	Anatomical Sciences, Anatomy & Physiology, Animal Sciences, Biochemistry, Biological Sciences, Biomedical Sciences, Biophysics, Botany, Cellular Biology, Genetics, Life Sciences, Marine Biology, Medical Sciences, Medicine, Microbiology, Molecular Biology, Molecular Medicine, Natural Sciences, Neurology, Neuroscience, Pharmacology, Physiology, Plant Sciences, Soil Sciences, Zoology
Biology- Nutrition	BIOL 1322, 1323	T	Master's degree in Nutrition or related field or master's degree in any discipline with 18 graduate hours of Nutrition or related field	Nutrition and Dietetics, Nutrition Education, Registered Dietitian
Business Administration	BUSI, BCIS	T	Master's degree in Business or master's degree in any discipline with 18 graduate hours of Business	none
Business Administration- Accounting	ACCT	T	Master's degree in Accounting; master's degree in any discipline with 18 graduate hours in Accounting	none
Chemistry	CHEM	T	Master's degree in Chemistry or related field; master's degree in any discipline with 18 graduate hours of Chemistry or related field	Analytical Chemistry, Biochemistry, General Chemistry, Inorganic Chemistry, Organic Chemistry, Physical Chemistry, Theoretical Chemistry
Communication Design	ARTC	W	Associate degree in Communication Design or related field and 3 years of experience working in the field	Digital Media (animation, film, illustration, motion graphics, video, web design) Fine Arts (drawing, painting, photography, printmaking), Graphic Design

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Computer Information Systems	ITSE, INEW, ITSC, ITCC, ITNW, ITSY	W	Associate degree in any discipline and 3 years of experience working in the field	Business Administration, Computational Science, Computer Engineering, Computer Information Systems, Computer Networking, Computer Programming, Computer Science, Cybersecurity, Data Science, Electrical Engineering, Information Assurance, Information Science, Information Systems, Information Technology, Management Information Systems, Networking, Secure Software Development, Software Engineering
Computer Science	COSC	T	Master's degree in Computer Science or related field; master's degree in any discipline with 18 graduate hours of Computer Science or related fields	Computer Engineering, Computational Science, Computer Information Systems, Computer Programming, Data Science, Electrical Engineering, Information Science, Information Systems, Information Technology, Management Information Systems, Mathematics, Software Engineering
Court Reporting	CRTR	W	Associate degree in any discipline and 3 years of experience working in the field <u>PLUS</u> Texas Judicial Branch Certification as a Certified Shorthand Reporter (CSR) or Computer-Aided Transcription Technology Level I or II certificate or a National Court Reporter Association Registered Skilled Reporter (RPR) or a Certified Court Reporter Instructor	Court Reporting, Education, Medical Assisting, Paralegal

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Criminal Justice	CRIJ; CJLE sans 1132, 1429, 1506, 1512, 1518, 1524; CJSA	T, W	Master's degree in Criminal Justice or related field; master's degree in any discipline with 18 graduate hours of Criminal Justice or related field; juris doctoral degree; <u>PLUS</u> 3 years of experience working in the field	Corrections, Criminal Justice Data Analytics, Criminology, Justice Administration
Dance	DANC	T	Master's degree in Dance or related field; master's degree in any discipline with 18 graduate hours of Dance or related field	Ballet, Choreography, Dance Education, Dance Performance, Ethnic Dance, Jazz, Modern
Data Science and Artificial Intelligence	DSAI	W	Associate degree in any discipline and 3 years of experience working in the field	Artificial Intelligence, Computer Engineering, Computer Science, Data Science, Electrical Engineering,
Dental Assisting-Lab	DNTA- lab sections only	W	Associate degree in Dental Assisting or related field and 3 years of experience working in the field <u>PLUS</u> hold current registered dental assistant credential (RDA) and a Dental Assisting National Board certified dental assistant credential (CDA)	DDS, Dental, Dental Hygiene, MDS
Dental Assisting-Lecture	DNTA- lecture sections only	W	Bachelor's degree in any dental or medical field and 3 years of experience working in a dental or medical field	Dental Anatomy, Dental Radiology, Digital Radiography, Dental Materials, Dental Office Management, Emergency Management, Preventive Dentistry
Dental Assisting-Dental Science	DNTA 1311	W	Bachelor's degree in any dental or medical field and 3 years of experience working in a dental or medical field	Dental Anatomy, Digital Radiography, Dental Radiology
Drama	DRAM	T	Master's degree in Theatre Arts or related field; master's degree in any discipline with 18 graduate hours of Theatre Arts or related field	Acting, Directing, Dramaturgy, Musical Theatre, Playwriting, Technical Theatre, Theatre History, Theatre Pedagogy, Theatrical Design

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Early Childhood Studies	CDEC, TECA	W	Master's degree in Early Childhood or related field and three years of experience working in an early childhood classroom	Child And Family Studies, Child Development, Education, Human Development, Interdisciplinary Studies, Parent Education, Psychology
Economics	ECON	T	Master's degree in Economics or related field; master's degree in any discipline with 18 graduate hours of Economics	none
Education	EDUC sans 1100, 1300	T	Master's degree in Education or related field; master's degree in any discipline with 18 graduate hours of Education or related field	Curriculum and Instruction, English/Language Arts Teacher Education, Learning Sciences, Social and Philosophical Foundations of Education
Emergency Management	EMAP, HMSY	W	Associate degree in Emergency Management or related field and 3 years of experience working in the field	Accounting, Business, Business Administration, Business Management, Criminal Justice, Emergency Management, EMS, Fire/Arson Investigation and Prevention, Fire & EMS Administration, Fire Management, Fire Prevention & Safety, , Fire Protection Other, Fire Science, Fire Service Administration, Fire Systems Technology, Home Land Security, Leadership, Nursing, Public Administration, Public Safety, Safety, Wildland/Forest Firefighting and Investigation

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Emergency Medical Services	EMSP	W	Associate degree in any discipline and 3 years of experience working in the field <u>PLUS</u> Texas Certified/Licensed Paramedic or NREMT Paramedic (NRP), able to obtain TDSHS Licensure of Certification, valid Texas driver's license, and be insurable through Alamo Colleges insurers	Emergency Management Administration, Emergency Medical Technician/Paramedic, Emergency Services Management, Fire Science, Fire Technology, Nursing
Engineering	ENGR	T	Master's degree in Engineering or related field; master's degree in any discipline with 18 graduate hours of Engineering or related field	Aeronautical Engineering, Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Industrial Engineering, Mechanical Engineering
English	ENGL, INRW	T	Master's degree in English or related field; master's degree in any discipline with 18 graduate hours of English or related field	Education with English Concentration, English Education, English Language and Literature/Letters, English Literature, Literacy, Literature, MFA in English/Creative Writing, Rhetoric/Composition
English as a Second Language	ELSA, ENGA	D	Master's degree in English as a Second Language or related field; master's degree in any discipline with 18 graduate hours of English as a Second Language or related field or a certificate in TESL/TEFL or CELTA	Adult Education, Applied Linguistics, Bilingual Education, Curriculum Development, Language Education, Linguistics, TESOL



Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Environmental Science	ENVR	T	Master's degree in Environmental Science or related field; master's degree in any discipline with 18 graduate hours of Environmental Science or related field	Bioenergy, Biotechnology, Climate Science, Conservation Biology, Ecology, Environmental Biology, Environmental Engineering, Environmental Geology, Environmental Science, Environmental Sustainability, Environmental Studies, Sustainable Agriculture
Environmental Science- Biology	BIOL 2106, 2306, 2406	T	Master's degree in Environmental Science or related field with at least 9 graduate hours Biology, Ecology, or Agriculture-related coursework/research hours; master's degree in any discipline with 18 graduate hours of Environmental Science with at least 9 graduate hours Biology, Ecology, or Agriculture-related coursework/research hours	Bioenergy, Biotechnology, Climate Science, Conservation Biology, Ecology, Environmental Biology, Environmental Engineering, Environmental Geology, Environmental Science, Environmental Sustainability, Environmental Studies, Sustainable Agriculture
Environmental Science- Geology	GEOL 1105, 1305, 1405	T	Master's degree in Environmental Science or related field with at least 9 graduate hours in Geology, Hydrology, or Climate Science-related coursework/research hours; master's degree in any discipline with 18 graduate hours of Environmental Science with at least 9 graduate hours in Geology, Hydrology, or Climate Science-related coursework/research hours	Bioenergy, Biotechnology, Climate Science, Conservation Biology, Ecology, Environmental Biology, Environmental Engineering, Environmental Geology, Environmental Science, Environmental Sustainability, Environmental Studies, Sustainable Agriculture

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Fire Academy	FIRS	W	Associate degree in any discipline and 3 years of experience working in the field <u>PLUS</u> TCFP Certifications for Basic Structural Fire Fighter, Fire Instructor I, Fire Instructor II, and Field Examiner	Accounting, Business, Business Administration, Business Management, Criminal Justice, Emergency Management, EMS, Fire/Arson Investigation and Prevention, Fire & EMS Administration, Fire Management, Fire Prevention & Safety, , Fire Protection Other, Fire Science, Fire Service Administration, Fire Systems Technology, Home Land Security, Leadership, Nursing, Public Administration, Public Safety, Safety, Wildland/Forest Firefighting and Investigation
Fire Science	FIRT sans 1342, 1443, 2111, 2112, 2305, 2307	W	Associate degree in Fire Science or related field and 3 years of experience working in the field <u>PLUS</u> Certifications from Texas Commission of Fire Protection, Proboard, or International Fire Service Accreditation Congress (IFSAC) in Fire Instructor II and Structural Firefighter	Accounting, Business, Business Administration, Business Management, Criminal Justice, Emergency Management, EMS, Fire/Arson Investigation and Prevention, Fire & EMS Administration, Fire Management, Fire Prevention & Safety, , Fire Protection Other, Fire Science, Fire Service Administration, Fire Systems Technology, Home Land Security, Leadership, Nursing, Public Administration, Public Safety, Safety, Wildland/Forest Firefighting and Investigation

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Fire Science- State Certification	FIRT 1342, 1443, 2111, 2112, 2305, 2307	W	Associate degree in Fire Science or related field and 3 years of experience working in the field <u>PLUS</u> Certifications from Texas Commission of Fire Protection, Proboard, or International Fire Service Accreditation Congress (IFSAC) in Incident Safety Officer, HazMat IC, Fire Officer II, Fire Instructor II, and Structural Firefighter	Accounting, Business, Business Administration, Business Management, Criminal Justice, Emergency Management, EMS, Fire/Arson Investigation and Prevention, Fire & EMS Administration, Fire Management, Fire Prevention & Safety, Fire Protection Other, Fire Science, Fire Service Administration, Fire Systems Technology, Home Land Security, Leadership, Nursing, Public Administration, Public Safety, Safety, Wildland/Forest Firefighting and Investigation
Geography	GEOG	T	Master's degree in Geography or related field; master's degree in any discipline with 18 graduate hours of Geography or related field	Geography Education, Geographic Studies, Geoscience, Resource Management, Urban Studies
Geology	GEOL sans 1105, 1305, 1405	T	Master's degree in Geology or related field; master's degree in any discipline with 18 graduate hours of Geology or related field	Earth Sciences, Environmental Geology, Geochemistry, Geological Oceanography, Geophysics, Hydrology, Meteorology, Oceanography, Paleontology, Petrology, Planetary Geology, Seismology

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
History	HIST	T	Master's degree in History or related field; master's degree in any discipline with 18 graduate hours of History or related field	American Indian/Native American Studies, American/US Studies, Cultural Minority Studies, Disability Studies, Ethnic Studies, Gender Studies, Geography, Hispanic-American Studies, Historical Preservation & Conservation, Intercultural/Multicultural and Diversity Studies, Latin American Studies, Mexican-American Studies, Peace Studies and Conflict Resolution, Puerto Rican Studies, Religion/Religious Studies, Urban Studies
Humanities	HUMA	T	Master's degree in Humanities or related field; master's degree in any discipline with 18 graduate hours of Humanities or related field	Cultural studies, English, ethnic studies, classics, art history, literature, or interdisciplinary studies with humanities emphasis. Alternately, master's degree with a minimum of 18 graduate hours that includes some combination of the following disciplines: anthropology, archeology, art, art history, classics, creative writing, cultural studies, dance, English, ethnic studies, film, history, humanities, literature, music, philosophy, screenwriting, theatre/drama, or theology. Fine arts coursework may not be exclusively performance based.

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Human Services	DAAC sans 2306, 2353; PMHS; PSYT sans 1325	W	Master's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> Licensed Chemical Dependency Counselor or Advanced Alcohol and Drug Counselor Certification	Counseling, Education, Human Services, Psychology, Social Work
Human Services- Substance Abuse	DAAC 2306, 2353	W	Master's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> Prevention Specialist Certification or documented training in prevention	Counseling, Education, Human Services, Psychology, Social Work
Journalism	COMM 2300, 2311, 2332	T	Master's degree in Journalism or related field; master's degree in any discipline with 18 graduate hours of Journalism or related field	Communication Arts, Communications, Media Studies, Mass Communication, Public Relations
Kinesiology	KINE	T	Master's degree in Kinesiology or related field; master's degree in any discipline with 18 graduate hours of Kinesiology or related field	Exercise Science, Exercise and Sport Science, Exercise Physiology, Physical Education, Sport and Fitness Administration/Management

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Law Enforcement Academy	CJLE 1132, 1429, 1506, 1512, 1518, 1524	W	Associate degree in any discipline and 3 years of experience working in the field <u>PLUS</u> Texas Commission of Law Enforcement (TCOLE) Peace Officer License (active/retired) and TCOLE Instructor Certification	Criminal Justice (Corrections, Administration, Safety Studies, Police Science, Law Enforcement), Critical Incident Response/Special Police Operations, Cultural/Archaeological Recourse Protection, Cyber Security, Emergency Management, Forensics, Forensic Psychology, General Studies, Homeland Security, Juvenile and Youth Services, Law, Law Enforcement (Administration, Investigations, Interviewing, Record Keeping and Evidence Management), Leadership, Maritime Law Enforcement, Ministries, Organizational or Organizational Leadership, Protective Services Operations, Public Health, Psychology, Public Administration, Public Safety, Securities Services, Sociology
Management	BMGT, BUSG, HRPO, IBUS, MRKG	W	Master's degree in Management or related field or master's degree in any discipline with 18 graduate hours of Management or related field and 3 years of experience working in the field	Business, Business/Managerial Economics, Commerce, Finance, Human Resource Development, Human Resources Management/Personnel Administration, International Business/Trade/Commerce, International Finance, International Marketing, Marketing/Marketing Management, Operational Management & Supervision, Organizational Behavior, Organizational Leadership

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Mass Communication	COMM 1307	T	Master's degree in Mass Communication or related field; master's degree in any discipline with 18 graduate hours of Mass Communication or related field	Communications, Communication Arts, Film, Journalism, Media Studies, Mass Communication, Multimedia Journalism, News Photography, Public Relations
Mathematics	MATH	T	Master's degree in Mathematics or related field; master's degree in any discipline with 18 graduate hours of Mathematics or related field	Applied Mathematics, Applied Statistics, Computational Mathematics, Data Science, Education with a Concentration in Mathematics, Mathematics Education, Statistics
Mathematics- Developmental Math	MATH 0410, 0105	D	Bachelor's degree in Mathematics or related field; bachelor's degree in any STEM field with 18 hours of Mathematics	Applied Mathematics, Applied Statistics, Computational Mathematics, Data Science, Education with a Concentration in Mathematics, Mathematics Education, Statistics
Medical Assisting	MDCA, PHRA	W	Associate degree in Medical Assisting or related field and 3 years of experience working in the field	Advanced Practice Registered Nurse, Doctor of Medicine, Doctor of Osteopathic Medicine, EMT-Paramedic, Healthcare Administration, Medical Assisting, Nurse Practitioner, Physicians Assistant, Registered Nurse
Medical Assisting- Medical Terminology	MDCA 1313	W	Associate degree in any discipline with medical terminology related coursework and 3 years of experience working in the field	Any medical field

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Mortuary Science	MRTS	W	Associate degree in Mortuary Science with a bachelor's degree or higher in any discipline or a bachelor's degree in Mortuary Science and 3 years of experience working in continuous full-time employment within the funeral industry and regular embalming and preparation room experience within this time <u>PLUS</u> proof of graduation from a college-based ABFSE accredited program and licensed by the Texas Funeral Service Commission (TFSC) as BOTH a funeral director and embalmer or meets the TFSC's requirements for immediate reciprocity of both licenses	None
Mortuary Science- Death and Dying	PSYT 1325	W	Associate degree in Mortuary Science with a bachelor's degree or higher in any discipline or a bachelor's degree in Mortuary Science and 3 years of experience working in continuous full-time employment within the funeral industry and regular embalming and preparation room experience within this time <u>PLUS</u> proof of graduation from a college-based ABFSE accredited program and licensed by the Texas Funeral Service Commission; or master's degree in Counseling or related field and Current LPC with 3 years of experience in the field	Gerontology, Psychology, Sociology, Social Work



Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Mortuary Science- Thanatochemistry	MRTS 1225	W	Associate degree in Mortuary Science with a bachelor's degree or higher in any discipline or a bachelor's degree in Mortuary Science and 3 years of experience working in continuous full-time employment within the funeral industry and regular embalming and preparation room experience within this time <u>PLUS</u> proof of graduation from a college-based ABFSE accredited program and licensed by the Texas Funeral Service Commission; or master's degree in Chemistry	None
Music	MUSI	T	Master's degree in Music or related field; master's degree in any discipline with 18 graduate hours of Music or related field	Musicology, Music Composition, Music Education, Music Performance, Music Theory, Musical Arts
Music- Performance	MUAP, MUEN	T	Master's degree in Music, Music Performance, or related field; master's degree in any discipline with 18 graduate hours of Music or Music Performance or related field; bachelor's degree in Music, Music Performance, or related field with 3 years of performance experience and experience teaching music performance students	Musicology, Music Composition, Music Education, Music Performance, Music Theory, Musical Arts

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Music Business- Transfer	COMM 2303, 2324	T	Master's degree in any discipline and 3 years of experience working in music performance, music industry, music publishing, live sound, audio engineering, artist management, venue management, or related music industry field	Business, Digital Marketing, Interdisciplinary Studies, Management, Marketing, Music, Music Business, Music Marketing, Radio, Television, and Film
Music Business- Workforce	MUSB; RTVB 2340, 2341	W	Associate degree in any discipline and 3 years of experience working in music performance, music industry, music publishing, live sound, audio engineering, artist management, venue management, or related music industry field	Business, Digital Marketing, Interdisciplinary Studies, Management, Marketing, Music, Music Business, Music Marketing, Radio, Television, and Film
Nursing- ADN	RNSG	W	Master's degree in Nursing, master's degree in any discipline with 18 graduate hours in Nursing, or master's degree in any discipline with a bachelor's degree in Nursing and 3 years of experience working in the field <u>PLUS</u> hold a current, unencumbered license or privilege to practice as a registered nurse in the State of Texas	Academic Nurse Educator, Clinical Nursing Practice, Nursing Education, Nursing Leadership, Nursing Practice, Nurse with Specialty

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Nursing- BSN	NURS	T	Master's degree in Nursing or master's degree in any discipline with 18 graduate hours in Nursing and 3 years of experience working in the field <u>PLUS</u> hold a current, unencumbered license or privilege to practice as a registered nurse in the State of Texas	Academic Nurse Educator, Clinical Nursing Practice, Nursing Education, Nursing Leadership, Nursing Practice, Nurse with Specialty
Paralegal Studies	LGLA	W	Juris Doctoral degree or master's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> active member of the State Bar of Texas	Paralegal Studies
Paralegal Studies- Law Office Technology	LGLA 1317, 2333, 2335	W	Bachelor's degree in any discipline and 3 years of experience working in the field with specialization in office technology	Office Technology, Paralegal Studies
Philosophy	PHIL	T	Master's degree in Philosophy or related field; master's degree in any discipline with 18 graduate hours in Philosophy or related field	Applied & Professional Ethics, Applied Philosophy, Applied Philosophy & Ethics, Ethics, Logic
Philosophy- World Religions	PHIL 1304	T	Master's degree in Religion or related field; master's degree in any discipline with 18 graduate hours in Religion or related field	Divinity, Philosophy, Philosophy of Religion, Religion, World Religions

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Photojournalism	COMM 1316, 1318	T	Master's degree in Photojournalism, Photography, or related field; master's degree in any discipline with 18 graduate hours of Photography or Photojournalism or related field	Multimedia Journalism, News Photography; Communication Arts, Communications, Journalism, Mass Communication, or Media Studies with work experience or demonstrated competency in Photojournalism or Photography
Physics	PHYS	T	Master's degree in Physics or related field; master's degree in any discipline with 18 graduate hours in Physics or related field	Applied Physics, Astrophysics, Engineering Physics, Physics & Astronomy
Political Science	GOVT	T	Master's degree in Political Science or related field; master's degree in any discipline with 18 graduate hours of Political Science or related field	Comparative Politics, Government, International Relations, Political Economy, Politics, Public Administration, Public Affairs, Public Management, Public Policy
Professional Accountancy	ACNT 1331, 1335, 1347, 1391, 2303, 2304, 2309, 2330, 2331, 2332, 2333	W	Master's degree in Accounting or related field or master's degree in any discipline with 18 graduate hours in Accounting or related field <u>PLUS</u> active Texas CPA license	Accounting, Business, Finance
Psychology	PSYC	T	Master's in Psychology or related field; Master's in any discipline with 18 graduate hours in Psychology or related field	Clinical Psychology, Counseling, Developmental Psychology, Educational Psychology, Experimental Psychology, Forensic Psychology, Health Psychology, I&O Psychology, School Psychology, Sport Psychology

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Public Administration	PBAD	W	Master's degree in Public Administration or related field or master's degree in any discipline with 18 graduate hours in Public Administration or related field and 3 years of experience working in the field	Business Administration, Education Administration, Education Leadership, Justice Administration, Management, Non-Profit Management, Organizational Change, Organizational Leadership, Organizational Theory, Political Science, Public Management, Public Policy, Urban Administration, Urban Studies
Real Estate Management	RELE	W	Bachelor's degree in any discipline and 3 years of experience working in the field <u>PLUS</u> active Texas Real Estate Commission (TREC) license	Business Administration, Finance, Management, Marketing, Real Estate
Radio, Television, & Film- Transfer	COMM 1335, 1336, 2300, 2303, 2311, 2315, 2324, 2327, 2331, 2332, 2339, 2366	T	Master's degree in Radio, Television, & Film or related field; master's degree in any discipline with 18 graduate hours of Radio, Television, & Film or related field	Broadcasting, Cinema Studies, Cinematography, Communications, Communications RTF, Directing, Film Production, Film Studies, Interdisciplinary Studies, Instructional Technology, Mass Communications, Production, Screenwriting
Radio, Television, & Film- Workforce	RTVB 1150, 1320, 1329, 1421, 2339, 2340, 2380, 2430, 2431	W	Associate degree in any discipline and 3 years of experience working in Radio - Television-Film, Film Production, Video Production, Television Production, Radio Production, Audio Production, Film/Video Editing, or related RTF industry field	Cinema Studies, Communications RTF, Film Studies, Instructional Technology, Interdisciplinary Studies, Radio-Television-Film

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Radio, Television, & Film- Film	COMM 1336, 2339, 2366 (UT); FLMC 2310 (UT); RTVB 1329, 2340, 2430 (UN)	T, W	Master's degree in Film or related field and 3 years of experience working in the field; master's degree in any discipline with 18 graduate hours in Film or related field and 3 years of experience working in the field	Broadcasting, Cinematography, Communication, Directing, Film Production, Film Studies, Interdisciplinary Studies, Instructional Technology, Production, Screenwriting
Social Work- Life Coach	CMSW 1391, 1491; SCWK 1291, 1391, 1491	W	Associate degree in any discipline and 3 Years of Experience Working in the Field PLUS Level 2 Life Coach Certification from an accredited ICF institution	None
Social Work- Transfer	SOCW	T	Master's degree in Social Work or related field or master's degree in any discipline with 18 graduate hours in Social Work or related field	Psychology, Sociology
Social Work- Workforce	CMSW, SCWK	W	Master's degree in Social Work or related field or master's degree in any discipline with 18 graduate hours in Social Work or related field and 3 years of experience working in the field	Psychology, Sociology
Sociology	SOCI	T	Master's degree in Sociology or related field; master's degree in any discipline with 18 graduate hours in Sociology or related field	Applied Demography, Applied Gerontology, Gerontology, Psychology, or Social Work with a minimum of 12 graduate hours in Sociology
Speech Communication	SPCH	T	Master's degree in Speech Communication or related field; master's degree in any discipline with 18 graduate hours in Speech Communication or related field	Communication and Media Studies, Communication Arts, Communications, Communication Studies, Rhetoric

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Student Development	EDUC 1100, 1300; SDEV 0171, 0370	T, D	Master's degree in Student Development or related field; master's degree in any discipline with 18 graduate hours in Student Development or related field	Counseling, Education, Educational Psychology, Guidance, Guidance and Counseling, Marriage and Family Therapy, Psychology, Social Work
Visual Arts- Art Appreciation	ARTS 1301	T	Master's degree of Fine Arts or master's degree in Art History or related field; master's degree in any discipline with 18 graduate hours of Art History or related field	None
Visual Arts- Art History	ARTS 1303, 1304	T	Master's degree in Art History or related field; master's degree in any discipline with 18 graduate hours of Art History or related field	None
Visual Arts- Digital Media	Arts 2348	T	Master's degree of Fine Arts in Digital Media; master's degree of Fine Arts in Studio Arts or related field with demonstrated competency in Digital Media; master's degree in any discipline with 18 graduate hours of Digital Media or related field; master's degree in any discipline with 18 graduate hours of Studio Arts or related field with demonstrated competency in Digital Media	Digital Media, Multi-Media, New Media
Visual Arts- Drawing	ARTS 1311, 1316, 1317, 1325, 2323	T	Master's degree of Fine Arts in Studio Arts or master's degree in Drawing or related field; master's degree in any discipline with 18 graduate hours of Drawing or related field	Painting, Printmaking, Sculpture, Studio Arts

Discipline	Rubric(s)	Type	Minimum Required Credentials- higher degrees apply	Related Field Examples
Visual Arts- Painting	ARTS 1311, 1325, 2316, 2317	T	Master's degree of Fine Arts in Studio Arts or master's degree in Painting or related field; master's degree in any discipline with 18 graduate hours of Painting or related field	Drawing, Printmaking, Sculpture, Studio Arts
Visual Arts- Fine Arts Photography	ARTS 1311, 2356, 2357	T	Master's degree of Fine Arts in Photography or related field; master's degree in any discipline with 18 graduate hours of Photography or related field	None
Visual Art- Sculpture	ARTS 1312, 2326	T	Master's degree of Fine Arts in Studio Arts or master's degree in Sculpture or related field; master's degree in any discipline with 18 graduate hours of Sculpture or related field	Ceramics, Drawing, Painting, Printmaking, Studio Arts
World Languages	CHIN, FREN, GERM, ITAL, JAPN, SPAN	T	Master's degree in specific language or related field; master's degree in any discipline with 18 graduate hours in specific language or related field	Applied linguistics with demonstrated competency in specific language, Culture related to specific language, Francophone of specific language, Heritage Studies related to specific language, Interpretation/Translation of specific language, Linguistics of specific language, Literacy of specific language, Literature of specific language, Studies of specific language



## 6. Screening Committee Responsibilities in Faculty Credentialing

### Discipline Experts on Screening Committees

All screening committees need a minimum of two discipline experts. If two are not available, experts from other SACSCOC credentialed institutes of higher education may be asked to examine candidate credentials.

### Initial Credential Assessment

Screening committees are required to check the credentials of all candidates based on the materials provided in their application packet to make sure they meet the current standards listed in the San Antonio College Credentialing Guide. This assessment should take place prior to inviting a candidate to an interview.

Please note that if the job advertisement lists different minimum credentials than those in the credentialing guide, those listed in the guide take precedence.

### Workforce Experience

If a candidate's credentials include required workforce experience, it is imperative that their references can corroborate that experience. This could be through a single reference or a combination of references.

### Licenses, Certifications, or other Industry Credentials

Screening committees must make sure that the candidate's hiring packet includes evidence of any licenses, certification, or other credentials required by the discipline.

### Transcripts

The SAC Faculty Credentialing Form may only be completed with official transcripts in hand. Screening committees and Department Chairs should ask candidates to order their official transcripts with a mind to balancing time constraints in the hiring process and placing unnecessary financial burdens on candidates who may not ultimately secure the position.

If a candidate has a transcript from a foreign institution and/or that is in a foreign language, their transcripts must be evaluated by an Alamo Colleges District approved translation service for foreign transcripts. See the Appendix for a current list of approved service providers.

## 7. Completing the SAC Faculty Credentialing Form

1) Consult the San Antonio College Credentialing Guide for the current academic year to ascertain the current discipline credential requirements.

2) Only information required for credentialing should be included on this form. Including additional information that is not required will complicate the process of creating the Faculty Roster for SACSCOC.

3) Part-time faculty are held to the same credentialing standards as full-time faculty.

Dual credit instructors at our off-campus instructional sites must be credentialed as part-time SAC faculty.

4) List the course rubrics for which the candidate is eligible to teach (e.g. MRTS) or the specific courses they are credentialed to teach if they are not eligible to teach the entire course rubric (e.g. MRTS 1225).

5) Faculty may be credentialed for more than one course rubric. However, separate forms will be needed if the disciplines fall under different Department Chairs and discipline experts.

6) List the highest degree the candidate earned relevant to the discipline, which may not be their highest degree. For example, if they are being credentialed to teach for CHEM and have a master's in chemistry and an Ed.D. in Higher Education Leadership, only the master's in chemistry should be listed as their qualifying degree.

The Alamo Colleges District Salary and Rank Placement forms are utilized to determine pay and use the candidates' highest degree, not the SAC Faculty Credentialing Form.

7) The coursework section of the form should only be utilized for faculty whose credentials depend on having 18 hours in the discipline or for alternate credentialing. It is imperative that courses not be listed if they are not essential to credentialing so as not to have unnecessary information on the SACSCOC Faculty Roster.

8) Should the discipline credential guide require licenses or certifications, please list those under the Fulfillment of Additional Requirements section. Please do not list any achievements that are not required for credentialing.

9) The section on Relevant Work Experience is required for career and technical faculty, alternate credentialing, or academic transfer disciplines that have listed workforce and/or field experience requirements. This should not be used to list experience in teaching but for expertise earned through professional experience. For this section you must include the candidate's role/position, dates of employment, and the name of the employer.

## 8. Alternate Credentialing

If a faculty member does not meet the minimum discipline credentials for either the entire course rubric or for a particular course, it is still possible to fulfill our obligations to our students and to SACSCOC through the Alternate Credentialing process. This option should be limited to extraordinarily strong candidates who don't happen to meet the minimum credentials set by the discipline but are demonstrably experts in the field and would be an asset to the San Antonio College students and community.

If a screening committee feels a candidate will advance but need to go through the Alternate Credentialing process, the committee chair should contact their Department Chair and the SACSCOC Liaison via email as soon as possible. After an examination of their application and transcripts, the Department Chair must complete the SAC Alternate Credentialing Supplement along with the SAC Faculty Credentialing Form. This supplement should be submitted with the hiring packet and signed by the relevant Dean of Academic Success and the Vice President of Academic Success.

Should there be a case when a strong faculty candidate is eliminated by the Alamo College District employment application system due to not meeting the minimum requirements in the job posting, the Department Chair may contact the SACSCOC Liaison. With the Liaison, the Department Chair will craft a memo advocating for why this applicant is a strong candidate for the position via Alternate Credentialing. The Liaison will facilitate a conversation with the Vice President of Academic Success and with the SAC President. If the Liaison, Vice President, and President all sign off on the memo, the Liaison will send it to Alamo Colleges District Human Resources to move the applicant into the candidate pool.

Here are a few examples of viable candidates for Alternate Credentialing:

- A mariachi musician who has two Grammy's, multiple albums, and was an artist in residence for the National Endowment for the Arts but does not have a degree in music.
- An established journalist with many years working in the field who has also won numerous awards for their coverage of the war in Afghanistan but who does not have a master's degree.
- An IT Systems Manager with twenty years working in the field, but whose bachelor's degree is in history.
- A construction contractor with a decade of work experience but whose associate degree is in social work.

## 10. Appendix

The SAC Credentialing Guide Appendix includes the following documents:

SAC New Discipline Credential Standards Form

SAC Discipline Credentials Renewal Form

SAC Faculty Credentialing Form

SAC Alternate Credentialing Supplement

Foreign Transcript and Translation Services

## SAC New Discipline Credential Standards

Discipline:

Transfer Discipline

Career/Technical Program

Developmental Discipline

Course Rubric(s):

Degrees and Certificates Offered:

Required Credentials:

Degrees that qualify as a related field:

Additional required licenses, certifications, or other industry credentials:

Classes within the Course Rubric that Require Additional Qualifications:

*Include a description of the additional qualifications by course.*

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Discipline Expert 1

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Discipline Expert 2

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Department Chair

## SAC Discipline Credential Standards Renewal 2024-2025

Discipline:

Course Rubrics:

Minimum Required Credentials (higher degrees apply):

Degrees that qualify as a related field:

The faculty experts wish to maintain the credentials above for this academic year

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Discipline Expert 1

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Discipline Expert 2

---

Department Chair

## SAC Faculty Credentialing Form

Faculty Name:

Full Time      Part Time

Discipline(s):

Department:

Course Rubric(s) or Specific Courses Credentialed to Teach:

Qualifying Degree

Major

Degree Granting Institution

### **Coursework**

*List courses only for master's with 18 hours in discipline  
or Alternate Credentialing*

### **Relevant Work Experience**

*Required for CTE, transfer disciplines with an  
experience requirement, or Alternate Credentialing*

Include role, dates of employment, name of employer

### **Fulfillment of Additional Requirements**

*For any discipline requiring certifications, licenses, etc.*

Department Chair

Dean of Academic Success

VP of Academic Success

*• Be sure to reference this year's San Antonio College Credentialing Guide to ensure that the credentials documented above are in alignment with current discipline requirements.*

## SAC Faculty Alternate Credentialing Supplement

Name:

Full Time      Part Time

Discipline(s):

Department:

Course Rubric(s) or specific courses for which the candidate needs alternate credentialing:

In addition to the information provided on the SAC Faculty Credentialing Form, please describe the justification for this alternate credentialing. Justification must include an explanation of how they are qualified to teach the student learning outcomes for the course rubric(s) listed above.

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Department Chair

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Dean of Academic Success

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VP of Academic Success



Appendix B

## Foreign Transcript Evaluation and Translation Services

Visit the NACES® and AICE® websites regularly to check the updated status of members



**A2Z Evaluations, LLC**  
216 F Street, #29  
Davis, CA 95616  
Phone: (530) 400-9266  
Email: [info@A2Zeval.com](mailto:info@A2Zeval.com)  
Website: <http://www.A2Zeval.com>



**Academic Credentials Evaluation Institute, Inc.**  
9461 Charleville Blvd, Box #188  
Beverly Hills, California 90212  
Phone: (800) 234-1597  
Email: [acei@acei-global.org](mailto:acei@acei-global.org)  
Website: <https://www.acei-global.org/>



**American Education Research Corporation**  
382 E. Rowland Street  
Covina, CA 91723  
Phone: (626) 339-4404  
Email: [aerc@verizon.net](mailto:aerc@verizon.net)  
Website: <http://www.aerc-eval.com/>



**Academic Evaluation Services**  
11700 North 58th Street, Suite C  
Tampa, FL 33617  
Phone: (813) 374-2020  
Email: [info@aes-edu.org](mailto:info@aes-edu.org)  
Website: <http://www.aes-edu.org>



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



**Educational Perspectives, nfp.**  
P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Email: [info@edperspective.org](mailto:info@edperspective.org)  
Website: <http://www.edperspective.org>



**Educational Records Evaluation Service, Inc.**  
601 University Avenue, Suite 127  
Sacramento, CA 95825  
Phone: (916) 921-0790  
Email: [edu@eres.com](mailto:edu@eres.com)  
Website: <http://www.eres.com>



**Evaluation Service, Inc.**  
333 W. North Avenue, #284  
Chicago, IL 60610  
Phone: (847) 477-8569  
Email: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
Website: <http://www.evaluationservice.net>



**Foreign Academic Credential Service, Inc.**  
P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Email: [hello@facSusa.com](mailto:hello@facSusa.com)  
Website: <http://www.facsusa.com>



**Foreign Credential Evaluations, Inc.**  
1425 Market Blvd  
Suite 530, PMB 350  
Roswell, GA 30076  
Phone: (770) 642-1108  
Email: [carolyn\\_christie@fceatlanta.com](mailto:carolyn_christie@fceatlanta.com)  
Website: <https://fceatlanta.net/>



**Foreign Credentials Service of America**

1910 Justin Lane  
Austin, TX 78757  
Phone: (512) 459-8428  
Email: [info@foreigncredentials.org](mailto:info@foreigncredentials.org)

Website: <https://www.foreigncredentials.org/>



**Foundation for International Services, Inc.**

505 5th Avenue South, Suite 101  
Edmonds, WA 98020  
Phone: (425) 248-2255  
Email: [info@fis-web.com](mailto:info@fis-web.com)

Website: <https://www.fis-web.com/>



**Global Credential Evaluators, Inc.**

College Station, TX 77842-9203  
Phone: (800) 707-0979  
Email: [gce@gceus.com](mailto:gce@gceus.com)

Website: <http://www.gcevaluators.com/>



**Globe Language Services, Inc.**

305 Broadway Ste. 401  
New York, NY 10007  
Phone: (212) 227-1994  
Email: [info@globelanguage.com](mailto:info@globelanguage.com)

Website: <https://www.globelanguage.com/index.php>



**Global Services Associates, Inc.**

409 North Pacific Coast Highway,  
#393  
Redondo Beach, CA 90277  
Phone: (310) 828-5709  
Email: [info@globaleval.org](mailto:info@globaleval.org)

Website: <http://www.globaleval.org>



**International Academic Credential Evaluators, Inc.**

P.O. Box 2465  
Denton, TX 76202-2465  
Phone: (940) 383-7498  
Email: [staff@iacei.net](mailto:staff@iacei.net)

Website: <http://www.iacei.net>



**International Consultants of Delaware, Inc.**

3600 Market Street, Suite 450  
Philadelphia, PA 19104  
Phone: (215) 387-6950 Ext. 603  
Email: [icd@icdeval.com](mailto:icd@icdeval.com)

Website: <http://www.icdeval.com>



**International Education Evaluations, Inc.**

7900 Matthews-Mint Hill Rd.  
Suite 300  
Charlotte, NC 28227  
Phone: (704) 772-0109

Email: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

Website: <https://www.foreigntranscripts.com/>



**International Education Research Foundation, Inc.**

Culver City, CA 90231-3665  
P.O. Box 3665  
Phone: (310) 258-9451  
Email: [information@ierf.org](mailto:information@ierf.org)

Website: <http://www.ierf.org>



**International Evaluation Service Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 18358  
Anaheim, CA 92817  
Phone: (714) 237-9272  
Email: [eval\\_caree@yahoo.com](mailto:eval_caree@yahoo.com)

Website: <http://www.iescaree.com>



**International Evaluation Services**

P.O. Box 505  
Marlboro, NJ 07746  
Phone: (732) 462-5502  
Email: [info@iesedu.org](mailto:info@iesedu.org)  
Website: [www.iesedu.org](http://www.iesedu.org)



**Josef Silny & Associates, Inc.  
International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Email: [info@jsilny.com](mailto:info@jsilny.com)  
Website: <http://www.jsilny.com>



**Scholaro Inc.**

29 E Madison St, Suite 1005  
Chicago, IL 60602  
Phone: (312) 373-0952  
Email: [info@scholaro.com](mailto:info@scholaro.com)  
Website: [www.scholaro.com](http://www.scholaro.com)



**SDR Educational Consultants, Inc.**

2600 Gessner Rd., Suite 267  
Houston, Texas 77080  
Phone: (713) 460-3525  
Email: [info@sdreducational.org](mailto:info@sdreducational.org)  
Website: [www.sdreducational.org/](http://www.sdreducational.org/)



**SpanTran Evaluation Services**

2400 Augusta Drive, Suite 451  
Houston, TX 77057  
Phone: (713) 266-8805  
Email: [apps@spantran.com](mailto:apps@spantran.com)  
Website: [www.spantran.com](http://www.spantran.com)



**Transcript Research**

9090 Skillman, #182-A PMB 364  
Dallas, TX 75243  
Phone: (214) 810-1124  
Email: [info@transcriptresearch.com](mailto:info@transcriptresearch.com)  
Website: [www.transcriptresearch.com](http://www.transcriptresearch.com)



**Ucredo**

105 W Plant St, Suite 1  
Winter Garden, FL 34787  
Phone: (407) 965-2733  
Email: [info@ucredo.com](mailto:info@ucredo.com)  
Website: <http://www.ucredo.com/>



**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Phone: (212) 966-6311  
Website: <https://www.wes.org/>