Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.7.1

3.7.1 - Faculty Competence

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers 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 that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Judgment of Compliance

☑️ In Compliance

Chipola College complies with the standard regarding faculty credentials, consistent with its mission and goals as a college offering Baccalaureate degrees in education, university parallel Associate degrees for transfer, workforce Associate degrees not designed for transfer, and non-college credit workforce certificates.

The college recruits and employs full-time and adjunct faculty in accordance with its mission and institutional criteria which are based on guidelines provided by the Southern Association of Colleges and Schools (SACS) (\footnote{1}). The college verifies that all faculty are in compliance with the SACS guidelines by assessing the official transcripts (\footnote{2}). To verify credentials, the Human Resources Department requires official transcripts from all degree-granting institutions of each faculty member (\footnote{3}). Copies of licenses and certification and verification of relevant work experience are filed in the faculty personnel folders in the Human Resources Department. All college full-time faculty and their degrees or other credentials are listed in the college catalog and the faculty roster (\footnote{4}).

Faculty teaching general education courses at the undergraduate level or any other courses which transfer to the Baccalaureate degree hold a Master’s degree in the respective teaching disciplines or subfield or a Master’s degree with 18 graduate semester hours in the teaching disciplines or subfield. Faculty teaching courses not transferable hold at least the credentials toward which their courses lead.

Beyond these minimum credentials, the college has established requirements for experience, professional licenses and certifications as appropriate to the field, and levels of graduate credits beyond the Master’s, up to the Doctorate to establish various
levels of credentialing ([5]). The requirements are applied uniformly to both full-time and adjunct faculty. National, state, industry, and discipline-specific credentialing requirements such as those in law enforcement, nursing, teacher education, and computer science are verified. In addition to addressing credentialing standards, academic departments are responsible for verifying that each prospective faculty member possesses the English skills to communicate with students. Institutional deans and directors are responsible for ensuring that faculty have the appropriate credentials for assigned teaching duties.

Acceptable credentials for all Chipola faculty are included in the Chipola College Faculty Credentialing Guidelines ([6]). These institutional guidelines follow the guidelines of SACS and are used in the faculty selection process. College institutional deans and directors evaluate program and college needs, and send position requests to the Senior Vice President of Instruction and Student Services, who in turn forwards approved requests to the college President. If approved, the college President forwards the requests to the Human Resources Department.

The Human Resources Department reviews the position requirements with the Senior Vice President of Instruction and Student Services and, in accordance with the credentialing guidelines, advertises for faculty ([7]). Applicants are directed to apply via mail or e-mail by completing the Chipola College Employment Application and providing qualifying information and official transcripts ([8]). The applications and supporting materials are evaluated by a Search Committee, which is recommended by the discipline-specific dean or director and Senior Vice President of Instruction and Student Services, and approved by the college President. The Human Resources Department reviews the Search Committee membership for equity, and the interview questions are submitted to the Human Resources Department for screening. The department dean or director conducts a review of the transcripts, considering the courses to be taught, and fills out a Faculty Transcript Evaluation form. The Search Committee selects appropriate applicants for interviews, conducts reference checks and the applicant interviews, and recommends two to four applicants. The Transcript Evaluation forms for the applicants are then forwarded to the Senior Vice President of Instruction and Student Services and the President for consideration. The Senior Vice President of Instruction and Student Services and the college President interview the candidates, and the college President makes the final decision as to which of the recommended applicants is hired, based on applicant qualifications and college needs. The Human Resources Department conducts background checks and notifies the applicants of the job offer. When the position is accepted, the college President takes the name of the candidate to the District Board of Trustees for approval ([9]). Deans and directors continue to monitor credentialing of faculty each semester in accordance with IMM #12 Hiring Procedures ([7]).

Documentation:


[3]  Faculty Transcript Evaluation Form

[4]  Chipola College Roster of Instructional Personnel


[6]  Chipola College Faculty Credentialing Guidelines

[7]  Chipola College IMM #12 - Hiring Procedures

[8]  Chipola Faculty Employment Application

[9]  Chipola College IMM #4 - Request for Personnel Action