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**TALLAHASSEE STATE COLLEGE**

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Office of Academic Affairs

# Academic Faculty Credentials Manual

TALLAHASSEE STATE COLLEGE

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ACADEMIC FACULTY  
CREDENTIALS MANUAL

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Tallahassee State College  
Office of Academic Affairs  
444 Appleyard Drive  
Tallahassee, FL 32304  
(850) 201.8680

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TALLAHASSEE STATE COLLEGE

**ACADEMIC FACULTY CREDENTIALS MANUAL**

The purpose of this manual is to provide technical and procedural clarification for individuals responsible for faculty selection and credentialing. Procedures, forms, and general information are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Core Requirement 6.2.a (Faculty Qualifications).



# Table of Contents

1. Introduction .....	1
Overview .....	1
SACSCOC Principles of Accreditation .....	2
2. Credit Faculty Credentials Review Procedural Guidelines.....	3
Establishing Faculty Credential Requirements for Teaching Discipline.....	3
Completion of Faculty Employment Qualifications Form.....	3
Faculty Credential Review by Screening Committee.....	3
Division Dean/Director Review of Faculty Credentials.....	4
Credentialed as an Exception Review by TSC President.....	4
Final Processing of Applicants Credentials as an Exception (CE).....	5
International Credential Evaluations .....	5
3. A-Z Credentialing Parameters.....	6
Associate Level.....	7
Baccalaureate Level.....	44
4. Faculty Credentials Report.....	49
5. Important Links.....	50
 Appendix: Foreign Credential Evaluation Services and Helpful Websites .....	 51

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# Introduction

## *Overview*

This handbook is intended to guide the reader through the process of credentialing faculty members at Tallahassee State College (TSC). Both full-time and part-time faculty members are required to meet the standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This handbook details the credentials needed to teach courses in each discipline and program offered at TSC.

This handbook is divided into three (3) parts. The first part, procedural guidelines, includes the process for establishing and determining faculty credentials as identified and required by SACSCOC in *Principles of Accreditation: Foundations for Quality Enhancement*. The process of evaluating transcripts is then described, and the transcript evaluation form is presented. Because faculty qualifications occasionally do not match the credentials expected for each discipline and program, the section on developing faculty portfolios is included. Within that subsection, the membership list of the National Association of Credential Evaluation Services is provided, as well as helpful websites for identifying the accreditation status of colleges and universities.

The second part of this guide is a descriptive listing of the actual credentialing requirements for the disciplines and courses offered at the College. Individual credential tables are provided by discipline, program, and in some cases, course. Each table indicates the course prefixes taught at TSC (left column), the minimum qualifications fields (central column), and whether the course credits are transferrable (right column). For cases in which qualifications are not clear, the appropriate Dean, in consultation with the Provost and Vice President for Academic Affairs will make the final ruling on qualifications or the need for a portfolio.

The final section of the manual provides useful information and resources regarding faculty credentialing.

## *SACSCOC Principles of Accreditation*

Standard 6.2.a (Faculty Qualifications) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a) Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b) Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c) Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d) Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e) Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f) Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.



## Credit Faculty Credentials Review Procedural Guidelines

### *Establishing Faculty Credential Requirements for Teaching Discipline*

When an academic division or department committee proposes a new course to the Academic Planning Committee, the “Minimum Instructor Qualifications” must be identified on the Proposal for New Course form. Once the Academic Planning Committee has approved a proposal and it is adopted by the Board of Trustees, it is the responsibility of the division deans/directors to maintain and update the credentials parameters table for each course taught in their divisions.

### *Completion of Faculty Credentials Worksheet*

The Faculty Credentials Worksheet must be completed and kept current for all teaching faculty. The faculty qualifications form has been developed for assessment of faculty credentials. This form establishes review at the department level including response to specific credentialing questions and transcript analysis. The form is filed in the faculty member’s Human Resources personnel file. Expansion of a faculty member's teaching assignment to a new academic discipline area requires updating of the Faculty Credentials Worksheet.

### *Faculty Credential Review by Screening Committees*

Applicants for teaching positions are reviewed by faculty peers:

- Full-time faculty applicants are reviewed by screening committees that include faculty from the teaching discipline.
- Part-time faculty applicants are reviewed by discipline and/or program chairs and the division dean/director and associate dean.

- Adjustments for faculty positions include the minimum credential requirements.

### *Division Dean/Director Review of Faculty Credentials*

The Division Dean/Director will verify the credentials and make a recommendation by completing the SACSCOC's Roster of Instructional Staff – Guidelines for Reporting the Qualifications and Competencies of Full-Time and Part-Time Faculty (a copy of this packet will be retained in the division and the original will be returned to Human Resources as permanent record. Should the packet warrant possible approval to be Credentialed as an Exception (CE; explained in the following section), the Division Dean/Director will send the packet for review to the Provost and Vice President for Academic Affairs. [The Higher Education Directory](#) will be used to verify the accreditation of each institution attended by faculty members.

### *Credentialed as an Exception Review by TSC President*

Under special circumstances, faculty members may have experience that clearly contributes to student learning outcomes and that can be considered in lieu of formal academic preparation. In these cases, the faculty member may present a portfolio that documents the experience. The portfolio of the faculty member must include the following documentation:

- The Faculty Transcript Evaluation
- Supporting materials to include the following in the order specified:
  - a. If the experience concerns coursework, letters certifying that the coursework is equivalent to the required coursework should appear first. These letters should come from an academic officer from the department that is accepting equivalency. For example, if an instructor wishes to request that engineering coursework be accepted as equivalent to math coursework, the academic officer of the math department at the awarding institution should attest to the equivalency of the coursework.
  - b. If the experience concerns professional experience, documentation should appear next (or first, if no coursework exceptions are involved). Documentation of professional experience includes items such as certificates, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
  - c. Professional letters of support
  - d. Student letters of support



- Other relevant documentation will be submitted to the appropriate academic dean/director.
- The division dean/director will review the portfolio and make recommendations to the Provost and Vice President, who will approve or disapprove the portfolio.
  - a. The Provost and Vice President will review packets earmarked as Credentialed as an Exception (CE) by the division dean/director and make a recommendation to the TSC President. Final approval of these packets will require the signature of the President.
- Upon recommendations for disapproval, the portfolio will be returned to the candidate with recommendations for additional documentation as identified, if appropriate.
- Upon recommendations for approval, the portfolio will be submitted to Human Resources to be maintained as part of the faculty file.
  - a. Final signed copies of credentials materials, including credentials, forms and writing samples used for exception, will be sent to the appropriate academic department, and the original returned to the Provost and Vice President office.

#### *Final Processing of Applicants Credentialed as an Exception (CE)*

The Office of the Provost and Vice President for Academic Affairs will return packets to Human Resources as permanent record and notify the division dean/director of the decision regarding the applicant.

#### *International Credential Evaluations*

Faculty with international degrees must have their coursework evaluated in terms of U.S. "equivalency." TSC requires that all international credential evaluations be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) or the Association of International Credential Evaluators, Inc. (AICE). It is the responsibility of the applicants to get their transcript evaluated. More information about NACES® and AICE affiliates can be obtained at the NACES® website: <http://www.naces.org/> and <http://aice-eval.org/>. NACES® and AICE affiliates provide professional assistance in evaluating the educational background of persons educated abroad. Advisory statements on educational equivalency are prepared on request for colleges and universities, professional associations, and public school systems. Prospective and current faculty are responsible for the cost of international transcript evaluation. See the Appendix for a listing of foreign credentialing evaluation services and other helpful web sites.



# Associate Level A-Z Credentialing Parameters by Discipline

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>ACCOUNTING</b>			
ACG <i>Except 2450 1000 and 2000 level courses</i>	Master's degree in accounting  -or- 18 graduate semester hours in accounting + Master's degree	✓	
TAX			
ACG 2450	Master's degree in accounting, tax, business, business administration or finance  -or- 18 graduate semester hours in accounting, tax, business, business administration or finance + Master's degree	✓	
<b>ADVANCED MANUFACTURING</b>			
EET ETI ETM 1010C ETM 2315C ETS	Master's degree in one of the following engineering fields: technology, electrical, industrial, computer, mechanical, civil, chemical, architecture or manufacturing  -or- 18 graduate hours in any combination of the following engineering fields: technology, electrical, industrial, computer, mechanical, civil, chemical, architecture or manufacturing + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>ANIMATION AND GAME DESIGN</b>			
DIG Except DIG 1302, DIG 2370, and DIG2304	Master's degree in computer animation or related field (e.g., Master's degrees in TV & film production, digital media, media arts, commercial art, graphic arts, game development, Digital Arts) <i>-or-</i> 18 graduate semester hours in computer animation or related field as listed above + Master's degree	✓	
DIG 1302 DIG 2370 DIG 2304	Master's degree in computer animation, digital arts, or game design <i>-or-</i> 18 graduate semester hours in computer animation, digital arts or game design + Master's degree		
<b>ANTHROPOLOGY</b>			
ANT	Master's degree in anthropology <i>-or-</i> 18 graduate semester hours in anthropology + Master's degree	✓	
<b>ART</b>			
ARH	Master's degree in art history <i>-or-</i> 18 graduate semester hours in art history + Master's degree	✓	
ART	Master's degree in art or fine art/studio art <i>-or-</i> 18 graduate semester hours in art or fine art / studio art + Master's degree	✓	
<b>ARTIFICIAL INTELLIGENCE</b>			

CAI CAP 1788 CAP 2704C COP 1047C CTS 1145	Doctorate or Master's degree in Artificial Intelligence, Computer Science, Machine Learning or related field (e.g., Information Technology, Computer or Software Engineering, Electrical Engineering) <p style="text-align: center;">-or-</p> 18 graduate semester hours in Artificial Intelligence, Computer Science, Machine Learning or related field (e.g., Information Technology, Computer or Software Engineering, Electrical Engineering) + Doctorate or Master's degree	✓	
<b>ASTRONOMY</b>			
AST	Master's degree in astronomy or physics <p style="text-align: center;">-or-</p> 18 graduate semester hours in astronomy, and/or physics + Master's degree	✓	
<b>BIOLOGICAL SCIENCES</b>			
BSC 1005 BSC 1005L	Master degree in one of the following qualifying fields <p style="text-align: center;">-or-</p> 18 graduate semester hours in biology or related or applied biological science subfield + Master's degree  Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pharmacy, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology	✓	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>CTC</b> (Transfer)	<b>CNC</b> (Non-Transfer)
<b>BIOLOGICAL SCIENCES contd.</b>			

BOT	<p>Master degree in one of the following qualifying fields</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in biology or related or applied biological science subfield + Master's degree</p> <p>Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Forestry, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology</p>	✓	
PLS	<p>Master degree in one of the following qualifying fields</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in biology or related or applied biological science subfield + Master's degree</p> <p>Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Environmental Science, Genetics, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology</p>	✓	
BSC 2010 BSC 2011	<p>Master's degree in biology or a related biological science subfield</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in biology or related biological science subfield + Master's degree</p> <p>Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Physiology, or Zoology</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>BIOLOGICAL SCIENCES contd.</b>			
BSC 2010L BSC 2011L	Master degree in one of the following qualifying fields  <i>-or-</i>  18 graduate semester hours in biology or related or applied biological science subfield + Master's degree  Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology	✓	
BSC 1020 MCB	Master's degree in biology or related or applied biological science subfield  <i>-or-</i>  18 graduate semester hours in biology, medical sciences, or related or applied biological science subfield + Master's degree  Qualifying Fields. Biochemistry, Bioengineering, Cell biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pathobiology or pathology, Physiology, Phytopathology, Visual Science, or Zoology	✓	
BSC 1084C BSC 2085 BSC 2085L BSC 2086 BSC 2086L	Master's degree in biology or related or applied biological science subfield  <i>-or-</i>  18 graduate semester hours in biology, medical sciences, or related or applied biological science subfield + Master's degree  Qualifying Fields. Biochemistry, Bioengineering, Cell biology, Chiropractic, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pathobiology or pathology, Physiology, Phytopathology, Visual Science, or Zoology	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>BUILDING AUTOMATION</b>			
BCN 2563 E'TM Except 1010C, 2315C	Master's degree in engineering or specialized engineering subfield and at least 3 years of industry experience  -or-  Bachelor's degree in engineering or specialized engineering subfield and at least 6 years of industry experience  -or-  Associate degree in engineering or specialized engineering subfield and at least 8 years of industry experience	✓	
<b>BUSINESS</b>			
GEB  Except GEB 2100 1000 and 2000 level courses	Master's degree in accounting, business, marketing, management, finance, or business administration  -or-  18 graduate semester hours in accounting, business, business administration, marketing, management or courses related to business, money and banking + Master's degree	✓	
GEB 2100	Master's degree in Business Administration, Human Resources, Management, Organizational Behavior, or Supervision & Management  -or-  18 graduate hours in Business Administration, Human Resources, Management, Organizational Behavior, Supervision & Administration + Master's degree	✓	

<p>ISM</p> <p><i>1000 and 2000 level courses</i></p>	<p>Master's degree in Computer Science, Information Systems Management, Information Technology, Software Management, Computer Programming, Database Management, Enterprise Architecture Management, Production Management, or Quantitative Analysis</p> <p>-or-</p> <p>18 graduate hours in Computer Science, Information Systems Management, Information Technology, Software Management, Computer Programming, Database Management, Enterprise Architecture Management, Production Management, or Quantitative Analysis+ Master's degree</p>	<p>✓</p>	



Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>CHEMISTRY</b>			
CHM 1020 CHM 1020L CHM 1032 CHM 1032L CHM 1045L	Master's degree in chemistry or an applied chemical subfield  -or- 18 graduate semester hours in chemistry or an applied chemical subfield + Master's degree	✓	
CHM 1045 CHM 1046 CHM 1046L CHM 2210 CHM 2210L CHM 2211 CHM 2211L	Master's degree in chemistry  -or- 18 graduate semester hours in chemistry + Master's degree	✓	
<b>CHILD DEVELOPMENT</b>			
CHD	Master's degree in psychology, mental health counseling, marriage and family, child, human, or family development, and counseling and human systems  -or- 18 graduate semester hours in psychology, mental health counseling, marriage and family, child, human, or family development, and counseling and human systems + Master's degree	✓	

<b>COLLEGE SUCCESS</b>			
SLS <i>Except SLS1381</i>	<p>Master's degree in counseling, education, psychology, sociology, social work, or any other social science discipline.</p> <p><i>-or-</i></p> <p>Master's degree with at least 18 graduate hours in a combination of the following disciplines: counseling, education, psychology, sociology, social work, or any other social science discipline.</p> <p>Credential changed 7/1/17. Those who taught this course at TSC prior to Fall 2017 will adhere to previous credential.</p>	✓	
SLS 1381	Master's degree with ICE House certification	✓	
<b>COMPUTER CRIME INVESTIGATIONS</b>			
CET 2369C CET 2880C CGS 1700 CIS 2900 CJL 2062 CJE 1680 DSC 1006 DSC 2501 DSC 2590	<p>Master's degree in criminal justice or related public safety field</p> <p><i>-or-</i></p> <p>18 graduate semester hours in criminal justice or related Public Safety field + Master's degree or Juris Doctorate</p>	✓	
<b>COMPUTER LITERACY</b>			

<p>CGS 1030 CGS 1060 CGS 2517 CTS 1220C CTS 1230C CTS 2225C CTS 2401C CTS 1760C EME</p>	<p>Master's degree in computer science, computer engineering, CIS, business or business/adult education, vocational education, instructional design, information technology, or related field with course work or experience in computer applications/ software computer engineering, or related field</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in computer science, computer engineering, computer information systems, computer-based information systems (e.g., management, decision), business, vocational education, business/adult education or, information technology, instructional design, educational technology or related field with course work or experience in computer applications/software + Master's degree</p>	<p>✓</p>	
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Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>COMPUTER LITERACY contd.</b>			
CGS 2100	<p>Master's degree in a business field (e.g., management information systems, accounting, business, marketing, management, finance, business administration) or business education or computer science, computer engineering, CIS, business or business/adult education, vocational education, instructional design, information technology, or related field with course work or experience in computer applications/software computer engineering, or related field</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in a business field or business education + Master's degree or computer science, computer engineering, computer information systems, computer-based information systems (e.g., management, decision), business, vocational education, business/adult education or, information technology, instructional design, educational technology or related field with course work or experience in computer applications/software + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>COMPUTER NETWORKING/PROGRAMMING</b>			
CET <i>Except 2369C and 2880C</i> CGS 1000 CGS 1820 CGS 2091 CGS 2540 CIS CNT COP CTS 1111C CTS 1130C CTS 1131 CTS 1303 CTS 1305 CTS 2123 CTS 2301 CTS 2321 CTS 2327C CTS 2351 CTS 2375 CTS 2381	Master's degree in computer science, information studies, management information systems, computer engineering, computer information, computer networking, web technologies, cyber security, information security, or field related to current technology areas  -or-  18 graduate semester hours in computer science, information studies, management information systems, computer engineering, computer information, web technologies, computer networking, cyber security, information security, or field related to current technology areas and/or professional certification(s) + Master's degree	✓	
<b>CRIME SCENE TECHNOLOGY</b>			
CCJ 1191 CCJ 2488 CCJ 2950 CJE <i>Except CJE2640</i>	Master's degree in criminal justice or related public safety field  -or-  18 graduate semester hours in criminal justice or related Public Safety field + Master's degree or Juris Doctorate	✓	

## CRIMINAL JUSTICE

CCJ <i>Except CCJ2760</i> CJC CJE 1000 CJE 2600  <i>Except CJE2640</i> CJJ CJL	Master's degree in criminal justice  -or- 18 graduate semester hours in criminal justice + Master's degree	✓	
CJE 2640	Master's degree in criminal justice  -or- Master's degree, with at least 1 year of experience in crime scene investigation or law enforcement	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>DENTAL ASSISTING</b>			
A Licensed Dentist (D.D.S. or D.M.D.) with a course in Educational Methodology may teach any DEA, DEH or DES didactic, clinical or lab course.			
DEA & DES <i>Except Labs</i>	Baccalaureate degree for didactic course instruction  -or-  Earned at least a baccalaureate degree within three years of the date of initial hire as a didactic faculty.  -and-  Faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and a minimum of a vocational certificate		✓
DEA Labs DES 2100L	Dental Assisting preclinical and clinical faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and with a minimum of a vocational certificate		✓
DES 1200L	Dental Assisting preclinical and clinical faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and with a minimum of vocational certificate.  -or-  Licensed and Registered Dental Hygienists (RDH or CRDH)		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>DENTAL HYGIENE</b>			
A Licensed Dentist (D.D.S. or D.M.D.) with a course in Educational Methodology may teach any DEA, DEH or DES didactic, clinical or lab course.			
DEH DES 1020 DES 1200 DES 1200L DES 1600 DES 1840 DES 2100 DES 2100L DES2051 DES 2502	All faculty must possess a baccalaureate or higher degree <p style="text-align: center;"><i>-or-</i></p> Earned at least a baccalaureate degree within three years of the date of initial hire as a didactic faculty. <p style="text-align: center;"><i>-and-</i></p> All faculty (including clinical and lab instructors) must be licensed dental hygienists (RDH or CRDH) with relevant work experience and with a minimum of graduation from a Commission on Dental Accreditation (CODA) accredited dental hygiene program <ul style="list-style-type: none"> <li>• All part-time clinical and dental science laboratory faculty appointed prior to July 1, 2022 are exempt from the degree requirement.</li> </ul>		✓



Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>DEVELOPMENTAL WRITING</b>			
ENC 0022	<p>Baccalaureate degree in English or a related field with reading competencies</p> <p style="text-align: center;">-or-</p> <p>Master's degree in Reading or a related field with English competencies</p> <p>Competencies:</p> <ul style="list-style-type: none"> <li>• Reading certification or reading endorsement granted by a state board of education</li> <li>• Teaching certificate granted by a state board of education in language arts, reading, and/or writing in primary, secondary, or post-secondary education</li> <li>• Documented college coursework (at least one class) in reading, English, language arts, creative writing, rhetoric/composition, and or literature</li> <li>• Part-time or full-time reading and/or English instruction in primary, secondary, or post-secondary education</li> <li>• Documented experience tutoring in English and reading in a learning center setting</li> </ul>		✓
Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>DEVELOPMENTAL MATHEMATICS</b>			
MAT <i>Except MAT1033</i>	<p>Bachelor's degree in mathematics, mathematics education</p> <p style="text-align: center;">-or-</p> <p>A bachelor's degree with course work through Calculus I and competencies in developmental mathematics</p>		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>DIGITAL MULTIMEDIA</b>			
CGS 1520	Master's degree in computer science, information studies, management information systems, computer information, or area dealing with visual communication and/or animation software <p style="text-align: center;">-or-</p> 18 graduate semester hours in computer science, information studies, management information systems, computer information, or area dealing with visual communication and/or animation software + Master's degree <p style="text-align: center;">-or-</p> Work experience and/or industry certifications + Master's degree	✓	
DIG 2000 DIG 2205C DIG 2251C DIG 2257C DIG 2410C	Master's degree in digital computing/digital media, broadcast communications, audio, graphic design, Web design, instructional design, educational technology, digital architecture or studio art <p style="text-align: center;">-or-</p> 18 graduate semester hours in digital media, broadcast communications, audio, graphic design, Web design, instructional design, educational technology, digital architecture or studio art or computing + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>EARLY CHILDHOOD EDUCATION</b>			
EDF 1004 EDG <i>1000 and 2000 level courses</i>	Master's degree in education, early childhood education, educational curriculum development and or field related to instruction/education  -or-	✓	
EEC EEX <i>1000 and 2000 level courses</i>	18 graduate semester hours in early childhood development, early childhood education, education, curriculum development as a subfield of education or specialized education subfield +Master's degree		
<b>EARTH SCIENCE</b>			
ESC EVR	Master's degree with a major in geology, oceanography, meteorology, environmental sciences or earth science  -or-	✓	
	18 graduate semester hours in geology, oceanography, meteorology, physical geography, environmental sciences or earth science + Master's degree		
<b>ECONOMICS</b>			
ECO <i>1000 and 2000 level courses</i>	Master's degree in economics  -or-	✓	
	18 graduate semester hours in economics + Master's degree		
<b>EDUCATION</b>			
EDF <i>Except 1004 1000 and 2000 level courses</i>	Master's degree with a major in education, or specialized education subfield  -or-	✓	
	18 graduate semester hours in education, or specialized subfield + Master's degree		

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>EMERGENCY MEDICAL TECHNOLOGY</b>			
EMS	<p><b>Fulltime Faculty/ Lead Instructor</b></p> <p>Certificate of completion of level A and B EMS Instructor course</p> <p style="text-align: center;"><i>-and-</i></p> <p>A.A./A.S. degree</p> <p style="text-align: center;"><i>-and-</i></p> <p>Florida licensure as a Paramedic</p> <p style="text-align: center;"><i>-and-</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p><b>Adjunct Faculty</b></p> <p>Certificate of completion of level A EMS Instructor course</p> <p style="text-align: center;"><i>-and-</i></p> <p>A.A./A.S. degree</p> <p style="text-align: center;"><i>-and-</i></p> <p>Florida licensure as a Paramedic to teach paramedic courses and as an Emergency Medical Technician to teach in the EMT program</p> <p style="text-align: center;"><i>-and-</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p><b>Clinical Adjunct Faculty</b></p> <p>According to 64J-1.0201 (CoAEMSP accreditation standards IIIB.5.a&amp;b), adjunct faculty who do not provide greater than five percent of the total hours of instruction in either didactic, laboratory, or clinical portions of the programs contact hours are exempt from all certification levels for full-time and adjunct faculty as listed above.</p> <p>Adjunct faculty who provide clinical instruction only, must possess three or more years of experience in a specialty area such as, but not limited to ER, OR, ICU, and/or OB. Must possess a minimum of an associate degree and be certified as a Florida Emergency Medical Technician-Basic, or a paramedic, or a licensed Registered Nurse; or meet the qualifying credentialing standard for the assigned specialty area and in good standing with the certifying agency; have at</p>		✓

	<p>least three years of recent experience in the area of clinical assignment.</p> <p style="text-align: center;"><i>and</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p><b><u>Clinical Adjunct</u></b></p> <p>Faculty must meet the qualifying credential standard as stated within this Academic Faculty Credentials Manual for the subject area in which they are providing instruction.</p>		
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Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>ENGINEERING TECHNOLOGY</b>			
BCN <i>Except BCN2563</i> BCT EGN EGS ETD	Master's degree in engineering (all fields considered), architecture or building construction.  -or-  18 graduate semester engineering (all fields considered), architecture or building construction + Master's degree	✓	
SUR	Minimum of an A.S. degree with appropriate preparation in surveying, GIS, GPS which includes course work and/or work experience in surveying, GIS, GPS		✓
<b>ENGLISH</b>			
AML ENL LIT	Master's degree in English or literature  -or-  18 graduate semester hours in English and/or literature + Master's degree	✓	
ENC <i>Except ENC0022</i> CRW	Master's degree in English, literature, or creative writing  -or-  18 graduate semester hours in creative writing, English, literature, or combination of 18 graduate semester hours in these areas + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>ENTREPRENEURSHIP</b>			
ENT <i>Except ENT2430</i>  SBM	Master's degree in accounting, business, marketing, management, finance, or business administration  <i>-or-</i>  18 graduate semester hours in accounting, business, business administration, marketing, management or courses related to business, money and banking + Master's degree	✓	
ENT 2430	Juris doctorate degree or master's degree in Business, Management, Human Resources, or Administration  <i>-or-</i>  18 graduate semester hours in legal courses, Business, Management, Human Resources, or Administration + Master's degree	✓	
<b>FILM</b>			
FIL  MMC 1540	Master's degree in film or communications  <i>-or-</i>  18 graduate semester hours in film or combination of film, humanities, or communications + Master's degree	✓	
<b>FINANCIAL PLANNING</b>			
FIN <i>1000 and 2000 level courses</i>	Master's degree in finance, business, business administration, marketing, management or accounting  <i>-or-</i>  18 graduate semester hours in accounting, business, business administration, marketing, management or finance + Master's degree	✓	
<b>FORENSICS</b>			

SPC 2512	Master's degree in communications, theater arts, or theatre		
SPC 2594	-or-	✓	
SPC 2595	18 graduate semester hours in communications, theater arts, or theatre + Master's degree		



Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>FRENCH</b>			
FRE	Master's degree in French. -or- Coursework in a doctoral program in a modern language with 18 graduate hours in French or a related area -or- 18 graduate semester hours in French + Master's degree	✓	
<b>GAME DEVELOPMENT</b>			
CAP 2047 CAP 2951 CAP 2952C DIG 1705 DIG 1710 DIG 1712 DIG 2626 DIG 2717C	Master's degree in Game Design, Information Technology, Video Game Programming or related field (e.g., Interactive Design and Game Development, Visual Design for Games, Computer Animation) -or- 18 graduate semester hours in Game Design, Information Technology, Video Game Programming or related field (e.g., Interactive Design and Game Development, Visual Design for Games, Computer Animation) + Master's degree	✓	
<b>GEOGRAPHY</b>			
GEA	Master's degree in geography -or- 18 graduate semester hours in geography + Master's degree	✓	
<b>GEOLOGY</b>			
GLY	Master's degree in geology or earth science -or- 18 graduate semester hours in geology or earth science + Master's degree	✓	
<b>GERMAN</b>			

GER	<p>Master's degree in German</p> <p style="text-align: center;">-or-</p> <p>Coursework in a doctoral program in a modern language with 18 graduate hours in German or a related area</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in German + Master's degree</p>	✓	
<b>GRAPHIC DESIGN/MULTIMEDIA</b>			
<p>GRA <i>Except 2140</i></p> <p>PGY 2801C</p>	<p>Master's degree in fine arts, studio art, graphic design, or area dealing with visual communication software</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in fine arts, studio art, graphic design, or area dealing with visual communication software + Master's degree</p>	✓	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>CTC (Transfer)</b>	<b>CNC (Non-Transfer)</b>
<b>GRAPHIC DESIGN/MULTIMEDIA contd.</b>			
GRA 2140	<p>Master's degree in graphic design, MFA, computer technology, information science/studies, computer networking, computer programming, digital media or area related to web design and functionality</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in graphic design, MFA, computer technology, information science/studies, computer networking, computer programming, digital media or area related to web design and functionality + Master's degree</p>	✓	
<b>HEALTH EDUCATION AND SAFETY</b>			
HSC 2200	<p>Master's degree in health education or public health and appropriate professional experience</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours with a concentration in health education or public health field + Master's degree</p>	✓	

<p>HSC 1100 HSC 1171</p>	<p>Master's degree in health education, public health, wellness, fitness, physical education, or field related to good health and positive life skills</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in health education, public health, physical education, wellness, fitness, or field related to good health and positive life skills + Master's degree</p>	<p>✓</p>	
<p>HSC 2531</p>	<p>Master's degree in health education or public health</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in health education or public health or qualifying field + Master's degree</p> <p>Qualifying fields: Dietetics, Environmental Health, Epidemiology, Health Sciences, Health Sciences Administration Healthcare Ethics, Occupational Health, Public Health, Medicine, Chiropractic Medicine, Osteopathic Medicine, or Nursing</p>	<p>✓</p>	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>HISTORY</b>			
AMH EUH HIS LAH WOH	Master's degree with a major in history  <i>-or-</i> 18 graduate semester hours in history + Master's degree	✓	
<b>HOSPITALITY</b>			
HFT	Master's degree with a major in hospitality, culinary arts, or business administration  <i>-or-</i> 18 graduate semester hours in hospitality, culinary arts, or business administration + Master's degree  <i>-and-</i> Two years of relevant industry experience in culinary arts or hospitality	✓	
<b>HUMAN DEVELOPMENT</b>			
DEP	Master's degree in psychology, mental health counseling, counseling and human systems, marriage and family, child, human, or family development, or counseling psychology  <i>-or-</i> 18 graduate semester hours in psychology, mental health counseling, counseling and human systems, marriage and family, child, human, or family development, or counseling psychology + Master's degree	✓	
<b>HUMANITIES</b>			
HUM2020 HUM 2210 HUM 2220	Master's degree in humanities, literature, philosophy, religion, ethics, classics, music history, musicology or art history  <i>-or-</i> 18 graduate semester hours in one or combination of the following areas: humanities, literature, philosophy, religion, ethics, classics, music history, musicology or art history + Master's degree	✓	

HUM 2942	<p>Master's degree in art history or studio art</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in art history or studio art + Master's degree</p>	✓	
<b>HUMANITIES MUSIC</b>			
MUH MUL HUM 2525 HUM 2529	<p>Master's degree in musicology, ethnomusicology, world music, or music history</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in musicology, ethnomusicology, world music, or music history + Master's degree</p>	✓	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>CTC (Transfer)</b>	<b>CNC (Non-Transfer)</b>
<b>INTERDISCIPLINARY STUDIES</b>			
IDH	<p>Master's degree with a major in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications as appropriate for the topic and themes of the particular IDH course.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications or combination of these areas as appropriate for the topic and themes of the particular IDH course + Master's degree.</p>	✓	
IDS 2311	<p>Master's degree with a major in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications as appropriate for the topic and themes of the particular IDS course.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications or combination of these areas as appropriate for the topic and themes of the particular IDS course + Master's degree.</p>	✓	

IDS 2930	Master's degree with a major in any discipline as appropriate for the topic and themes of the particular IDS course.	✓	
IDS 2941	<p>Master's degree in business, law, legal studies, international affairs, management, business administration, higher education or related field.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in business, law, legal studies, international affairs, management, or business administration + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>JOURNALISM</b>			
MMC <i>Except 1540</i>	Master's degree in journalism or communications  -or-	✓	
JOU 2420L	18 graduate semester hours in journalism or communications + Master's degree		
JOU 2440L	Master's degree in journalism, communications, English or creative writing  -or- 18 graduate semester hours in journalism, communications, English or creative writing + Master's degree	✓	
<b>LATIN</b>			
LAT	Master's degree in classics with concentration/specialization in Latin and Greek language and literature  -or- 18 graduate semester hours in Latin + Master's degree	✓	
<b>LIBRARY SCIENCE</b>			
LIS	Master's degree in library and information studies or equivalent	✓	
<b>LOGIC</b>			
PHI 2100	Master's degree in philosophy  -or- 18 graduate semester hours in philosophy + Master's degree	✓	
<b>MANAGEMENT</b>			
MAN <i>1000 and 2000 level courses; except MAN 2542</i>	Master's degree in management, marketing, business or business administration  -or-	✓	
MNA	18 graduate semester hours business, business administration, marketing or management + Master's degree		

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>MARKETING</b>			
MAR	Master's degree in marketing, management, business or business administration <p style="text-align: center;">-or-</p> 18 graduate semester hours in business, business administration, management or marketing + Master's degree	✓	
<b>MATHEMATICS</b>			
MAC <i>Except 1105</i> MAP	Master's degree in mathematics, applied mathematics, financial mathematics, computational mathematics, or biomathematics <p style="text-align: center;">-or-</p> 18 graduate semester hours in mathematics, applied mathematics, financial mathematics, computational mathematics, or biomathematics + Master's degree	✓	
MAC 1105 MAD 1100 MGF	Master's degree in mathematics, applied mathematics, financial mathematics, computational mathematics, or biomathematics <p style="text-align: center;">-or-</p> Master's degree in statistics, applied statistics, mathematical statistics, biostatistics, statistical data science, or measurement and statistics <p style="text-align: center;">-or-</p> 18 graduate semester hours in mathematics, applied mathematics, financial mathematics, computational mathematics, or biomathematics or statistics, applied statistics, mathematical statistics, biostatistics, statistical data science, or measurement and statistics + Master's degree	✓	



MAT 1033	Master's degree in mathematics  -or-	✓	
	Master's degree in statistics  -or-		
	18 graduate semester hours in mathematics or statistics + Master's degree  -or-		
	Master's degree in engineering, computer science, physics, chemistry, or related field with completion of calculus sequence I-II and Calculus III or an equivalent course at the undergraduate level.  -or-		
	Master's degree in mathematics education and bachelor's degree in mathematics, statistics, engineering or other related field with the completion of calculus sequence I – II and Calculus III or an equivalent course		

**MEDICAL LABORATORY**

MLT	Bachelor's degree in one of the health-related qualifying fields and 3 years work experience.  Qualifying health-related fields: Clinical Lab, Medical Lab Sciences, Biomedical Sciences, Health Administration, Health Sciences, Medical Assisting, Medicine, Nursing, Public Health		☐
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**METEOROLOGY**

MET	Master's degree in meteorology  -or-  18 graduate semester hours in meteorology + Master's degree	✓	
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**MUSIC**

MUN	<p>Master's degree in musicology, ethnomusicology, or world music</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in musicology, ethnomusicology, or world music + Master's degree</p>	✓	
<b>NURSING (ASN)</b>			
<p>NUR <i>1000 and 2000 level courses</i></p> <p>NSG</p>	<p><b>Full-time Faculty</b></p> <p>Must possess a minimum of a master's degree in nursing, be licensed as a registered nurse in Florida, and a minimum of 2 years of recent clinical experience.</p> <p>Full-time Clinical Faculty</p> <p>Must be possess a bachelor of science degree in nursing, be licensed as a registered nurse in Florida, and a minimum of 2 years of recent clinical experience.</p> <p style="text-align: center;">-and-</p> <p>Must successfully complete required clinical affiliates' health screening, drug screening and background checks.</p> <p><b>Clinical/Lab Adjunct</b></p> <p>Must possess a bachelor of science degree in nursing, be licensed as a registered nurse in Florida, and a minimum of 2 years of recent clinical experience.</p> <p>Must successfully complete required clinical affiliates' health screening, drug screening and background checks.</p>		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>NURSING ASSISTANT</b>			
PRN	Registered nurse licensed in the State of Florida. <p style="text-align: center;"><i>-and-</i></p> Must successfully complete required clinical affiliates' health screening, drug screening and background checks.		✓
<b>NUTRITION</b>			
HUN	Master's degree in nutrition or dietetics <p style="text-align: center;"><i>-or-</i></p> 18 graduate semester hours in nutrition, or dietetics + Master's degree	✓	
<b>OCEANOGRAPHY</b>			
OCE	Master's degree in oceanography, geology, earth science, or related marine science subfield <p style="text-align: center;"><i>-or-</i></p> 18 graduate semester hours in oceanography, geology, earth science, or marine science subfield + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>OFFICE ADMINISTRATION</b>			
OST	<p>Master's degree with coursework relevant to office systems technology in business or business education.* Other OST appropriate academic preparation in office systems technology, business administration, vocational education or business education areas</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours of course work relevant to office systems technology in business or business education* or vocational education + Master's degree</p> <p>* Note: Specialized graduate course work in office systems technology does not exist. Graduate training in the areas of business administration and /or business education must provide substantive preparation related to the office</p>	✓	
<b>PARALEGAL/LEGAL STUDIES</b>			
BUL <i>Except 2242 1000 and 2000 level courses</i>	<p>Juris doctorate or master's degree in Business, Management, Human Resources, or Administration</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours of concentration in legal courses, Business, Management, Human Resources, or Administration + Master's degree</p>	✓	
BUL 2242 CCJ 2760 PLA	Juris doctorate degree	✓	
IDS 2182	<p>Juris doctorate degree</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours in applied ethics + Master's degree in business, law, legal studied, international affairs, management, marketing, business administration or discipline where applied ethics coursework is a component of the curriculum</p>	✓	
<b>PERSONAL &amp; SOCIAL ADJUSTMENT</b>			

CLP <i>Except 2140</i>	Master's degree in psychology, mental health counseling, marriage and family, child, human, or family development, counseling psychology, or counseling and human systems  -or-  18 graduate semester hours in psychology, mental health counseling, counseling psychology, or counseling and human systems +Master's degree	✓	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>CTC (Transfer)</b>	<b>CNC (Non-Transfer)</b>
<b>PHILOSOPHY</b>			
PHI <i>Except 2100</i>	Master's degree in philosophy  -or-  18 graduate semester hours in philosophy + Master's degree	✓	
<b>PHOTOGRAPHY</b>			
PGY 1800C	Master's degree in studio art, fine art or photography  -or-  18 graduate semester hours in studio art, fine art or photography + Master's degree	✓	
<b>PHYSICAL EDUCATION &amp; RECREATION</b>			
LEI PEO PET SPM	Master's degree with a major in physical education, kinesiology, exercise physiology, chiropractic or discipline related to exercise, sports, sports management or sports injuries  -or-  18 graduate semester hours in physical education, kinesiology, chiropractic, exercise physiology+ Master's degree	✓	
PEL	Master's degree in physical education, exercise physiology/science, chiropractic, kinesiology or related discipline  -and-  Academic or work experience in specific area, recognized ranking, or credential in specific area or state certification	✓	

**PHYSICAL SCIENCE**

PSC	Master's degree in physics or a physical science <i>-or-</i> 18 graduate semester hours in physics or a physical science + Master's degree	✓	
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Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>PHYSICS</b>			
PHY <i>Except 1020</i>	Master's degree in physics  -or- 18 graduate semester hours in physics + Master's degree	✓	
PHY 1020	Master's degree in physics or an applied physics subfield  -or- 18 graduate semester hours in physics or an applied physics subfield + Master's degree	✓	
<b>POLITICAL SCIENCE</b>			
CPO INR	Master's degree in political science, comparative politics, government studies, or international relations  -or- 18 graduate semester hours in political science, comparative politics, government studies, or international relations + Master's degree	✓	
POS <i>Except 1601</i>	Master's degree in political science, comparative politics, government studies, international relations or public administration  -or- 18 graduate semester hours in political science, comparative politics, government studies, international relations, or public administration + Master's degree		
POS 1601	Juris doctorate or Masters in Law  -or- Master's degree in political science, comparative politics, government studies or international relations  -or- 18 graduate semester hours in political science, comparative politics, government studies, or international relations + Master's degree.	✓	
<b>PSYCHOLOGY</b>			

CLP 2140 PSY SOP <i>Except 2740</i>	Master's degree in psychology, mental health counseling, marriage and family, child, human, or family development, counseling and human systems, or counseling psychology  <i>-or-</i> 18 graduate semester hours in psychology, mental health counseling, psychology and human systems, or counseling and human systems + Master's degree	✓	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>CTC (Transfer)</b>	<b>CNC (Non-Transfer)</b>
<b>PSYCHOLOGY cont.</b>			
SOP 2740	Master's degree in social work, psychology, mental health counseling, or clinical social work or one of the qualifying fields  <i>-or-</i> 18 graduate semester hours in any combination in the qualifying fields social work, psychology, mental health counseling, or clinical social work + Master's degree  Qualifying Fields: Psychology, Mental Health Counseling, Gender Studies or Woman's Studies	✓	
<b>PUBLIC ADMINISTRATION</b>			
PAD	Master's degree with a major in public administration, political science, or government studies  <i>-or-</i> 18 graduate semester hours in public administration, political science, or government studies + Master's degree	✓	
<b>RADIOLOGIC TECHNOLOGY</b>			



RTE	<p><b>Fulltime Didactic Faculty.</b> Holds at a minimum a bachelor's degree; possess two years of recent clinical experience in the professional discipline; holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent in radiography,</p> <p style="text-align: center;"><i>and</i></p> <p>Must successfully complete required clinical affiliates' health screening, drug screening and background checks.</p> <p><b>Adjunct Faculty</b> (including clinical instructors). Holds academic and/or professional credentials appropriate to the subject content area taught, preferably a minimum of an associate degree, current American Registry of Radiologic Technologists (ARRT) certification and registration and two years recent clinical experience in the professional discipline,</p> <p style="text-align: center;"><i>and</i></p> <p>Must successfully complete required clinical affiliates' health screening, drug screening and background checks.</p> <p>All faculty must be licensed in the State of Florida.</p>		✓
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Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>RELIGION</b>			
REL	Master's degree in religion or religious studies <i>-or-</i> 18 graduate semester hours in religion or religious studies + Master's degree	✓	
<b>RESPIRATORY CARE</b>			
RET	Faculty must have a minimum of a Baccalaureate degree (in any field), must be a Registered Respiratory Therapists (RRT), or appropriately credentialed for the content areas they teach and knowledgeable in subject matter through training and experience as evidenced by CV or resume. All faculty must be licensed in the State of Florida <i>-and-</i> Minimum of two (2) years in clinical respiratory care as a Registered Respiratory Therapist. <i>-and-</i> Must successfully complete required clinical affiliates' health screening, drug screening, and background checks		✓
<b>RISK MANAGEMENT INSURANCE</b>			
RMI	Master's degree with a major in business, human resources, management, or related field and insurance certification <i>-or-</i> 18 graduate semester hours in a qualifying field + Master's degree + insurance certification <i>-or-</i> Bachelor's degree in any combination of the qualifying fields + insurance certification + 5 years work experience in Insurance or Risk Management  Qualifying fields: business, human resources, management, or related field and insurance certification	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>SOCIAL WORK</b>			
SOW	Master's degree in social work, psychology, mental health counseling, or clinical social work -or- 18 graduate semester hours in social work, psychology, mental health counseling, or clinical social work + Master's degree	✓	
<b>SOCIOLOGY</b>			
SYG <i>Except 2340 and 2430</i>	Master's degree in sociology, psychology or counseling and human systems -or- 18 graduate semester hours in sociology, psychology or counseling and human systems + Master's degree	✓	
SYG 2340	Master's degree in sociology, human sexuality, marriage and family, psychology or counseling and human systems -or- 18 graduate semester hours in sociology, human sexuality, marriage and family, psychology or counseling and human systems + Master's degree	✓	
SYG 2430	Master's degree in sociology, marriage and family, psychology counseling and human systems -or- 18 graduate semester hours in sociology, marriage and family, psychology, counseling and human systems + Master's degree	✓	
<b>SPANISH</b>			
SPN	Master's degree in Spanish -or- Coursework in a doctoral program in a modern language with 18 graduate hours in Spanish or a related area -or- 18 graduate semester hours in Spanish + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>SPEECH</b>			
SPC <i>Except 2594 and 2595</i>	Master's degree in speech or communications -or- 18 graduate semester hours in speech or communications + Master's degree	✓	
<b>STATISTICS</b>			
STA	Master's degree in statistics, applied statistics, mathematical statistics, biostatistics, statistical data science, or measurement and statistics -or- 18 graduate semester hours in , applied mathematics, financial mathematics, computational mathematics, or biomathematics and statistics with at least 6 of those hours in statistics, applied statistics, mathematical statistics, biostatistics, statistical data science, or measurement and statistics + Master's degree	✓	
<b>SUPPLY CHAIN MANAGEMENT</b>			
SCM TRA MAN 2542	Doctorate or Master's degree in Business Administration and two (2) years of full-time work experience in logistics/supply chain management; or  Doctorate in Human Resources, Management, Organizational Behavior or Supervision & Administration and two (2) years of full-time work experience in logistics/supply chain management; or  Doctorate or Master's degree in Industrial Engineering, Operations Research, Production or Operations Management, Logistics or Supply Chain Management; or  Master's degree and 18 graduate semester hours in one or any combination of the following fields: Industrial Engineering, Operations Research, Production or Operations Management, Logistics or Supply Chain Management		

<b>SURGICAL SERVICES</b>			
HSC 1538	A minimum of an A.S. degree in a health care profession		✓
Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>SURGICAL SERVICES contd.</b>			
HSC <i>Except 1538</i> STS	Be a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency; and possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA); and have a minimum total of two years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.  -or-  A certificate in surgical technology with an A.A. or A.S. in any		✓
<b>THEATER</b>			
ORI THE 2090 TPA 1200 TPP <i>Except 2250</i>	Master's degree in theater or theater arts  -or-  18 graduate semester hours in theater or theater arts + Master's degree	✓	
THE <i>Except 2090</i>	Master's degree in theater  -or-  18 graduate semester hours in theater + Master's degree	✓	
TPP 2250	18 graduate semester hours in theater or music + Master's degree  -or-  Master's degree in theater, or music or music theater	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>UNMANNED AUTONOMOUS SYSTEMS</b>			
ASC AVM ATT EOC 1660 GIS	Master's degree in unmanned systems, aviation, aerospace, electrical engineering or mechanical engineering  -or-  18 graduate semester hours in unmanned systems, aviation, aerospace, electrical engineering or mechanical engineering + Master's degree	✓	

# Baccalaureate Level

## A-Z Credentialing Parameters by Degree

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
<b>BUSINESS ADMINISTRATION (B.A.S.)</b>			
ACG <i>3000 and 4000 level courses</i>	Master's degree in accounting, tax, business, business administration or finance <p style="text-align: center;">-or-</p> 18 graduate semester hours in in accounting, tax, business, business administration or finance + Master's degree	✓	
BUL <i>3000 and 4000 level courses</i>	Juris doctorate or Master's degree in business, management, human resources or administration <p style="text-align: center;">-or-</p> 18 graduate semester hours of concentration in legal courses, business, management, human resources, or administration + Master's degree in accounting or business	✓	
ECO <i>3000 and 4000 level courses</i>	Master's degree in economics, accounting or finance <p style="text-align: center;">-or-</p> 18 graduate semester hours in economics, accounting or finance + Master's degree	✓	

<p>FIN 3000 and 4000 level courses</p> <p>GEB 3000 and 4000 level courses</p>	<p>Master's degree in accounting, business, business administration, finance, marketing, or management</p> <p>-or-</p> <p>18 graduate semester hours in accounting, business, business administration, finance, marketing, or management + Master's degree</p>	<p>✓</p>	
<p>MAN 3000 and 4000 level courses</p>	<p>Master's degree in management, marketing, business, or business administration</p> <p>-or-</p> <p>18 graduate semester hours in management, marketing, business, or business administration + Master's degree</p>	<p>✓</p>	
<p>ISM 3000 and 4000 level courses</p>	<p>Master's degree in computer science, information systems management, information technology, information security management, information systems, network administration, software management, computer programming analysis, database management, , production and operations management, computer information, technology, computer information systems, computer engineering or any appropriate major in business management, administration, education/instructional technology software management networking services decision and information</p> <p>-or-</p> <p>18 graduate semester hours in computer science, information systems management, information technology, information security management, information systems, network administration, software management, computer programming analysis, database management, , production and operations management, computer information, technology, computer information systems, computer engineering or any appropriate major in business management, administration, education/instructional technology software management networking services decision and information + Master's degree</p>	<p>✓</p>	



<p>QMB 3000 and 4000 level courses</p>	<p>Master's degree in mathematics, statistics, finance, economics, accounting, information systems mgt, information technology, information systems, or any academic field with an appropriate concentration related to quantitative analytical methods</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in mathematics, statistics, finance, economics, accounting, information systems mgt, information technology, information systems, or any academic field with an appropriate concentration related to quantitative analytical methods + Master's degree</p>	<p style="text-align: center;">✓</p>	
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EDUCATION (B.S.)			
EDF <i>3000 and 4000 level courses</i>	Doctorate or Master's degree in Elementary Education and a valid Florida teaching certificate in Elementary Education  -or-	✓	
EDG <i>3000 and 4000 level courses</i>	18 graduate semester hours in a combination of the following subject areas: elementary education, early childhood education, exceptional education and a valid Florida teaching certificate + Master's degree		
EEX <i>3000 and 4000 level courses</i>	Doctorate or Master's degree in Exceptional Education and a valid Florida teaching certificate in Elementary Education  -or-	✓	
ESE <i>3000 and 4000 level courses</i>	18 graduate semester hours in a combination of the following subject areas: elementary education, exceptional student education and a valid Florida teaching certificate + Master's degree		
LAE <i>3000 and 4000 level courses</i>	Doctorate or Master's degree in Reading or Reading Education and a valid Florida teaching certificate in Elementary Education  -or-	✓	
RED <i>3000 and 4000 level courses</i>	18 graduate semester hours in a combination of the following subject areas: reading, elementary education with a Florida Reading Endorsement, Early Childhood Education with a Florida Reading Endorsement and a valid Florida teaching certificate + Master's degree		
MAE <i>3000 and 4000 level courses</i>	Doctorate or Master's degree in Mathematics Education and a valid Florida teaching certificate  -or-	✓	
	18 graduate semester hours in a combination of the following fields or related fields: elementary education or mathematics education and a valid Florida teaching certificate + Master's degree		

<p>SCE 3000 and 4000 level courses</p>	<p>Doctorate or Master's degree in Science Education and a valid Florida teaching certificate</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in a combination of the following fields or related fields: elementary education or science education and a valid Florida teaching certificate + Master's degree</p>	<p>✓</p>	
<p>SSE 3000 and 4000 level courses</p>	<p>Doctorate or Master's degree in Social Studies Education and a valid Florida teaching certificate</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in a combination of the following fields or related fields: elementary education or social studies education and a valid Florida teaching certificate + Master's degree</p>	<p>✓</p>	
<p>TSL 3000 and 4000 level courses</p>	<p>Doctorate or Master's degree in TESOL or Bilingual Education and a valid Florida teaching certificate</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in a combination of the following fields or related fields: applied linguistics, bilingual education or ESOL/TESOL and a valid Florida teaching certificate + Master's degree</p>	<p>✓</p>	

**NURSING (B.S.N.)**

<p>NUR <i>3000 and 4000 level courses</i></p>	<p>Must possess a minimum of a graduate degree with a major in nursing, doctorate in nursing preferred, be licensed as a registered nurse in Florida.</p> <p style="text-align: center;"><i>-and-</i></p> <p>Must successfully complete required clinical affiliates' health screening, drug screening and background checks.</p>	<p style="text-align: center;">✓</p>	
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# 4

## Faculty Credentials Report

### *TSC SAMPLE*

#### Exception. Review Based on Experience and Professional Contributions

The individual associated with this review has been recommended as a Credential Status CE (Credentialed as an Exception). This applicant does not meet degree and course work criteria, but is approved based on professional experience and contributions to the teaching discipline.

Faculty Applicant: Jane D. Dancer Teaching Discipline: Dance

#### EXPLANATION

Ms. Jane Dancer has, over a period of twenty years, accumulated extensive professional experience as a dancer and dance instructor in the community. She has served a choreographer and instructor for various dance companies, community theaters and cultural programs. Documented evidence on professional experience and contributions to the teaching discipline are provided in this portfolio including: published reviews on various dance performances from the Miami Herald and the Atlanta Journal, a letter of reference from the Dancer's Guild on her work as a choreographer and instructor of dance, published materials on professional contributions to an Interpretive Dance Outreach program sponsored by the Tallahassee Department of Parks and Recreation and other letters of reference on community dance performances.

Signed Appropriate Dean



## Important Links

[SACSCOC Faculty Credentials Guidelines](#)

[Regional Accrediting Associations Listing](#)

[Curriculum Proposal Forms](#)

[Higher Education Directory](#)



## Appendix: Foreign Credential Evaluation Services and Helpful Websites

Tallahassee State College accepts foreign transcript evaluations only from The National Association of Credential Evaluation [The National Association of Credential Evaluation Services](http://www.naces.org) (website [www.naces.org](http://www.naces.org)). NACES currently includes the following members:

### **A2Z Evaluations, LLC**

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

### **Academic Evaluation Services, Inc.**

11700 North 58th Street, Suite C  
Tampa, FL 33617  
Phone: (813) 374-2020  
Fax: (813) 374-2023  
Email: [info@aes-edu.org](mailto:info@aes-edu.org) <http://www.aes-edu.org>

### **Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 20348  
Long Beach, CA 90801 Phone: (714) 237-9272  
Fax: (714) 237-9279  
Email: [eval\\_caree@yahoo.com](mailto:eval_caree@yahoo.com)  
<http://www.iescaree.com>

### **Educational Credential Evaluators, Inc.**

P.O. Box 514070 Milwaukee  
WI 53203-3470 Phone: (414) 289-3400  
Fax: (414) 289-3411  
Email: [eval@ece.org](mailto:eval@ece.org)  
<http://www.ece.org>

### **Educational Perspectives, Inc.**

P.O. Box 618056 Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
Email: [info@educational-perspectives.org](mailto:info@educational-perspectives.org)  
<http://www.educational-perspectives.org>

**Educational Records Evaluation Service, Inc.**

601 University Avenue, Suite 127  
Sacramento, CA 95825-  
Phone: (916) 921-0790  
Fax: (916) 921-0793  
Email: edu@eres.com <http://www.eres.com>

**Evaluation Service, Inc.**

P.O. Box 85  
Hopewell Jct., NY 12533  
Phone: (845) 223-6455  
Fax: (845) 223-6454  
Email: esi2@frontiernet.net  
<http://www.evaluationservice.net/>

**Foreign Academic Credential Service, Inc.**

P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Fax: (618) 656-5292  
<http://www.facsusa.com>

**Foundation for International Services, Inc.**

14926 – 35th Avenue West Suite 210  
Lynnwood, WA 98087  
Phone: (425) 248-2255  
Fax: (425) 248-2262  
Email: info@fis-  
web.com  
[http://www.fis-  
web.com](http://www.fis-<br/>web.com)

**Global Credential Evaluators, Inc.**

P.O. Box 9203  
College Station, TX 77842-9203  
Phone: (512) 528-0908  
Fax: (512) 528-9293  
Email: gce@gceus.com <http://www.gceus.com> or  
<http://www.gcevaluators.com>

**Globe Language Services**

305 Broadway Ste. 401  
New York, NY 10007  
Phone: (212) 227-1994  
Fax: (212) 693-1489  
Email: info@globelanguage.com  
<https://www.globelanguage.com>

**Institute of Foreign Credential Services, Inc.**

12 Cedar Street  
Dobbs Ferry, NY 10522  
Phone: (914) 693-2840  
Email: [info@ifcsevals.com](mailto:info@ifcsevals.com)  
<https://ifcsevals.com>

**International Academic Credential Evaluators, Inc.**

P.O. Box 2465  
Denton, TX 76202-2465  
Phone: (940) 383-7498  
Fax: (940) 382-4874  
Email: staff@iacei.net  
<http://www.iacei.net>

**International Consultants of Delaware, Inc.**

P.O. Box 8629  
Philadelphia, PA 19101-8629  
Phone: (215) 222-8454 X510  
Fax: (215) 349-0026  
Email: icd@icdel.com  
<http://icdel.com>



**International Education Research  
Foundation, Inc.**

P.O. Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
Email: [information@ierf.org](mailto:information@ierf.org)  
<http://www.ierf.org>

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

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Fax: (305) 273-1984 (Translations)  
email: [info@jsilny.com](mailto:info@jsilny.com)  
<http://www.jsilny.com>

**SpanTran Educational Services, Inc.**

7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
<http://www.spantran-edu.com>

**Transcript Research**

9090 Skillman, #182-A  
PMB 364  
Dallas, TX 75243  
Phone: 214.810.1124  
Fax: 888.745.6756  
email: [info@transcriptresearch.com](mailto:info@transcriptresearch.com)  
<http://www.transcriptresearch.com>

**World Education Services, Inc.**

P.O. Box 5087 Bowling Green Station  
New York, NY 10274-5087  
Phone: (212) 966-6311  
Fax: (212) 739-6100  
email: [info@wes.org](mailto:info@wes.org)  
<http://www.wes.org/>

The website [www.collegesource.org](http://www.collegesource.org) provides accreditation information on colleges. The website [www.SACSCOCcoc.org](http://www.SACSCOCcoc.org) has links to the other accrediting agencies, and it provides a .pdf document of the SACSCOC member institutions.

**Updated August 6, 2024.**