



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

PROCEDURE: 4.1.1p3.L1

WGTC Faculty Credentials

Revised: June 23, 2021

Adopted: June 2, 2020

Purpose

The area Dean for Academic Affairs submits a position requisition to Human Resources that entails the minimum qualifications for the faculty position. These qualifications are based on current program credentialing guidelines and requirements as defined by the accrediting agency. These qualifications are also reviewed by the Wiregrass Executive Director for Academic Affairs for consistency and accuracy. The requisition, including qualifications will be reviewed and approved by the Unit Vice President before being sent to the President of the college for final authorization to post. Prior to posting, a Human Resources representative will add pre-screening questions to the application process. These questions are based on the approved minimum qualifications. Upon successfully answering the pre-screening questions, the applicant is allowed to continue with completing and submitting their application. As a part of the application process, candidates are required to upload copies of their credentials and relevant work history that support their qualifications for the position (i.e. unofficial transcripts, licensure copies, etc.). These documents can either be uploaded in the college's applicant tracking system, the Online Job Center, or emailed to Human Resources directly. The Director for HR and Employer Services reviews all submitted documents for faculty positions to ensure the application and attachments support the qualifications. Upon review, the Director makes the applicant's information visible to the appropriate Dean and other parties as requested by the Dean.

Procedure

Human Resources creates the minimum qualifications and screening questions based on the credentials as defined in the position requisition provided by the area Dean, approved by the Unit Vice President, and the President. Once the candidate successfully answers the pre-screening questions, they are allowed to continue with the application. Applicants are then required to upload copies of the credentials (i.e. unofficial transcripts, licensure copies, etc.) in the college's applicant tracking system, the Online Job Center, and the Director for HR and Employer Services then reviews all submitted documents to ensure the attachments support the application. Upon review, the applicant's information is then made available to the area Dean.

Following the initial interview and prior to an applicant's second interview, the area Dean submits a Faculty Credentialing Checklist to the Credentialing Department for review. At this time, the Credentialing staff reviews the applicant's resume, application, transcripts, and any necessary certificates/licensures to ensure they are qualified to teach the subject area for which they have

applied to teach. This includes listing any coursework that corresponds to the academic course they will be teaching as well as any certifications or licensures that relate to the area of instruction. The Faculty Credential Checklist is then reviewed and approved by the Vice President for Academic Affairs and the President.

For faculty who are teaching under the Technical College System of Georgia (TCSG) eCampus Cooperative Agreement, only official transcripts are required to complete the credentialing process. Credential files for eCampus faculty members must contain official transcripts, copies of current licenses or certifications, and the Faculty Credentials Checklist.

Responsibility

The Executive Director for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

References:

TCSG Policy 4.1.1

TCSG Procedure 4.1.1p3

Guidelines for Justification of Faculty Credentials for Teaching Assignments