

EMPLOYEE CREDENTIALS AND RECORDS

DBA  
(LOCAL)

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**CUSTODIAN OF PERSONNEL RECORDS** The College District designates the President or designee as the custodian of personnel records with responsibility to maintain all records relating to all present and past employees of the College District.

**FACULTY REQUIREMENTS** All faculty (full- and part-time) regardless of location or mode of delivery must meet or exceed all required credential and/or licensure and certification requirements and must comply with the guidelines as established by the Texas Higher Education Coordinating Board, the College District's accreditor, and other such program credential and/or license and certification requirements as may be stipulated by program specific accreditation bodies.

It is the responsibility of the individual faculty member to submit all required official transcripts along with copies of the appropriate license and/or certification to the custodian of personnel records.

**EVALUATION OF FACULTY CREDENTIALS** Degrees, credit hours, and certificates shall be evaluated by the Vice President of Instruction or designee and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency. Accredited institutions and nationally recognized accrediting agencies will be determined by utilizing:
  - a. Accredited Institutions of Higher Education;
  - b. The Education Directory, Colleges and Universities;
  - c. The Federation of Regional Accrediting Commissions of Higher Education;
  - d. The Council on Postsecondary Accreditation;
  - e. The U.S. Department of Education;
  - f. The Texas Higher Education Coordinating Board; and
  - g. Such other agencies or publications that will establish national recognition or accreditation.
2. If the degree/certificate is from a college/university/school/

institution or association outside the United States, it must be verified through a nationally recognized independent Foreign Transcript Evaluation Service or by a U.S. university qualified to conduct such evaluations.

Social Security  
Number

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes or other required state or federal reporting purposes. In accordance with the law, the College District shall keep an employee's social security number confidential.

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