

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

**Social Security
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

Credentials

To qualify for employment and compensation in a position requiring a college degree or credit hours, the College District shall accept only degrees and credits earned at institutions that are recognized by regional accrediting agencies (e.g., Southern Association of Colleges and Schools Commission on Colleges [SACSCOC]), or through accrediting agencies approved by the Council of Higher Education Accreditation (CHEA). Official transcripts shall be required to validate any and all degrees used in the credentialing process.

The chief academic officer shall be responsible for ensuring all faculty members recommended for hire meet the minimum requirements for teaching the courses. [See DBA(EXHIBIT)]

The chief human resources officer shall be responsible for ensuring all non-faculty members recommended for hire meet the minimum requirements for employment for the position.

The human resources department shall validate the credentials as a routine part of the employment process. This validation shall be completed prior to candidates being recommended to the College President for hire and taken to the Board for approval.

**International
Transcripts**

Faculty members considered for employment at the College District whose transcripts are from international institutions of higher education shall be required to have their transcripts translated and evaluated for equivalency by a service member of the National Association of Credentials Evaluation Services (NACES).

The applicant shall pay for the cost of the translation and equivalency.

**Teaching
Qualifications**

Faculty members (full-time, part-time, or adjunct) shall not be allowed to teach until the appropriate "faculty teaching credentials" form has been approved by the chief academic officer. Exceptions may be granted by the chief academic officer as appropriate. [See DBA(EXHIBIT)]

Personnel Records

All personnel records shall be kept in the human resources department. The chief human resources officer shall be responsible for ensuring accurate retention and shall be authorized repository for files.

Employee files shall include, but are not limited to, the following:

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1. Employment applications;
2. Official transcripts;
3. Appointment nominations;
4. Personnel action forms;
5. Oaths of office;
6. Applicable employment contracts; and
7. Applicable disciplinary records.

In addition, faculty employee files shall contain a faculty credentials form, and if applicable, a statement of qualifications and/or tenure letters.