Faculty Credential Requirements
Seminole State College of Florida
Division of Arts and Sciences

Note: The teaching discipline and faculty credential requirements listed in this document may be revised to reflect continued compliance with the Southern Association of Colleges and Schools Commission on Colleges, and/or state and local credentialing requirements.

Updated 8-10-2010

Prepared by Seminole State College of Florida
Division of Arts & Sciences and Department of Educational Services
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Overview

SACS Comprehensive Standard 3.7.1
“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.”

SACS Faculty Credentials Guidelines (December, 2006) state:

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.
Seminole State College of Florida’s Division of Arts and Sciences has developed this faculty credentials manual in compliance with SACS Principles of Accreditation. Please note the academic and work experience required for each discipline are minimums.

Job openings for faculty positions are listed on Seminole State’s Web site, and applications are accepted online. For details, please refer to http://www.seminolestate.edu/hr/employment/.

Seminole State College of Florida accepts credentials from regionally accredited institutions with accreditation recognized by Council for Higher Education Accreditation (CHEA) only. A complete list of CHEA accredited organizations is available online at http://www.chea.org/pdf/CHEA_USDE_AllAccred.pdf

Occasionally, faculty may be credentialed by exception. In these exceptional cases a portfolio will be required. Below are the requirements for submitting a portfolio.

**Exceptions to Credentialing: Portfolio Requirement**

Each faculty member needing an exception in order to teach must complete all of the artifacts listed. Faculty should prepare the artifacts and present the entire package to the Chair.

**Artifacts (Required)**

- Cover letter from applicant
- Official or unofficial transcript
- Three letters of recommendation (supervisor and colleagues)
- Course descriptions for graduate credit earned
- Recommendation of the Dept. Chair
- Master course syllabus/syllabi for courses seeking to teach
- Documented professional experience in the field
- Publications (if applicable)
## Division of Arts and Sciences- Art, Fine and Performing

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<th>Discipline: Art</th>
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<th>Transfer Level of Courses: Undergraduate, Transfer</th>
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<td>• ART Prefix</td>
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<td>• PGY Prefix</td>
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### Minimum Faculty Credential Requirements:

#### ACADEMIC

**Master's degree in Art or Fine Arts**

Or

**Master's degree with at least 18 graduate credits in any combination of the following qualifying fields:**

- Art
- Fine Arts
- Art Education

#### WORK EXPERIENCE

Teaching experience preferred.

*Note: "Institutions prior to the appointment of an applicant must determine that the applicant's proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate." SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Art Appreciation/Art History**

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<tr>
<td>Undergraduate, Transfer</td>
<td>● ARH Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master’s degree in Art or Fine Arts**

Or

**Master’s degree with at least 18 graduate credits in any combination of the following qualifying fields:**

- Art
- Fine Arts
- Art Education
- Humanities

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
**Discipline:** Dance

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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master’s degree in Dance**

Or

**Master’s degree with at least 18 graduate credits in Dance**

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Music**

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<td>• MUH Prefix</td>
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</table>

Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master’s degree in Music**

Or

**Master’s degree with at least 18 graduate credits in Music**

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Speech, Communication**

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<td>Undergraduate, Transfer</td>
<td>• SPC Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master’s degree in Speech**

Or

**Master’s degree with at least 18 graduate credits in any combination of the following qualifying fields:**

- Communications
- Forensics
- Interpersonal communications
- Linguistics
- Mass Media Communication
- Oratory
- Oral Communication
- Persuasion
- Rhetoric
- Speaking
- Speech
- Speech Pathology

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: Drama/Theater typically are not acceptable subject areas for Speech.*

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<th>Discipline: <strong>Theatre</strong></th>
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<td>• <strong>THE</strong> Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master's degree in Theatre**

Or

**Master's degree with at least 18 graduate credits in Theatre**

**WORK EXPERIENCE**

Teaching experience preferred.

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*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Division of Arts and Sciences- English

Discipline: English, Literature, Journalism, and Creative Writing

Transfer Level of Courses:
Undergraduate, Transfer

Seminole State College Courses:
- AML Prefix
- CRW Prefix
- ENC1XXX Prefix
- ENC2XXX Prefix
- LIT Prefix

Minimum Faculty Credential Requirements:

ACADEMIC

Master’s degree in English

Or

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:
- Applied Linguistics
- Creative Writing
- English
- Grammar
- Language Arts
- Literature
- Rhetoric and Composition

WORK EXPERIENCE

Teaching experience preferred.

Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.
**Discipline:** **English, Non-Transfer (Preparatory)**

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<td>Undergraduate, Non-Transfer</td>
<td>• ENC0XXX Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Bachelor’s degree in any combination of the following qualifying fields:**
- Applied Linguistics
- Creative Writing
- English
- Grammar
- Language Arts
- Literature
- Rhetoric and Composition

**WORK EXPERIENCE**

Teaching experience preferred.

*Note:* “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.
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<th>Discipline: <strong>French</strong></th>
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<td>Transfer Level of Courses: <strong>Undergraduate, Transfer</strong></td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

*Master’s degree in French*

*Or*

*Master’s degree with at least 18 graduate credit hours in French*

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Journalism**

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<td>Undergraduate, Transfer</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields including at least six graduate credit hours in Journalism or Mass Communications:

- English
- English, Curriculum
- English, Research
- Grammar
- Journalism
- Language Arts
- Mass Communications
- Rhetoric and Composition
- Technical Writing

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: Radio and Television Broadcast Programming

Transfer Level of Courses: Undergraduate, Transfer

Seminole State College Courses:
- RTV Prefix

Minimum Faculty Credential Requirements:

ACADEMIC

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:
- Broadcasting
- Communication Arts with an Emphasis on Radio/TV/Film
- Radio-Television

WORK EXPERIENCE

Teaching experience preferred.

Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.
Discipline: **Reading, Non-Transfer (Preparatory)**

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<tr>
<td><strong>Undergraduate, Non-Transfer</strong></td>
<td>• REA0XXX Prefix</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Bachelor’s degree in any combination of the following subject qualifying fields with at least 9 credit hours of reading coursework and either teaching experience in one of these fields or graduate training in remedial education:

- Reading
- Reading Education
- English
- English Education
- Education (Adult, Secondary, Special, etc.)

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*


## Division of Arts & Sciences - History & Humanities

<table>
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<tr>
<th>Discipline: <strong>History</strong></th>
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<td><strong>Transfer Level of Courses:</strong> Undergraduate, Transfer</td>
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### Minimum Faculty Credential Requirements:

#### ACADEMIC

**Master’s degree in History**

Or

**Master’s degree with at least 18 graduate credit hours in History**

#### WORK EXPERIENCE

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Humanities**

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<th>Transfer Level of Courses:</th>
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<td>Undergraduate, Transfer</td>
<td>● HUM Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

- Master’s degree in Humanities

Or

- Master’s degree in Liberal Arts with a Humanities core

Or

- Master’s degree with at least 18 graduate hours in at least two of the following qualifying fields:
  - Anthropology
  - American Studies with a Humanities focus
  - Art Appreciation/History
  - Classics
  - Cultural Studies (e.g. Popular Culture, American Culture, Asian Culture, African American Culture)
  - Drama
  - English/Creative Writing
  - Foreign Languages with a Humanities focus
  - History
  - Humanities
  - Interdisciplinary Studies with Humanities focus
  - Liberal/General Studies with Humanities focus
  - Literature (in English, Modern, and or Classical Languages e.g. Spanish, Greek, Japanese)
  - Music
  - Philosophy
  - Religion/Theology
  - Theatre
  - Western/Eastern Civilization
<table>
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<tr>
<th>WORK EXPERIENCE</th>
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<tr>
<td>Teaching experience is preferred.</td>
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Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.
Discipline: **Philosophy**

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<tr>
<td>Undergraduate, Transfer</td>
<td>● PHI Prefix</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master’s degree in Philosophy**

Or

**Master’s degree with at least 18 graduate credit hours in any combination of the following qualifying fields:**

- Ethics
- Logic
- Philosophy

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
**Discipline:** Religion

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<td>Undergraduate, Transfer</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

Master’s degree with at least 18 graduate credit hours in any combination of the following qualifying fields:

- Religion
- Theology

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Sign Language**

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<td>Undergraduate, Transfer</td>
<td>● ASL Prefix</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

*Master’s degree in American Sign Language*

Or

*Master’s degree and the American Sign Language Teacher’s Association (ASLTA) certification*

Or

*Master’s degree in Linguistics or American Sign Language related field*

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<th>Discipline: <strong>Spanish</strong></th>
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<th>Transfer Level of Courses:</th>
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| Seminole State College Courses: | • SPN Prefix |

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<th>Minimum Faculty Credential Requirements:</th>
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**ACADEMIC**

**Master’s degree in Spanish**

Or

**Master’s degree with at least 18 graduate credit hours in Spanish**

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Division of Arts & Sciences- Mathematics

<table>
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<td>Seminole State College Courses:</td>
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<td>• MAT 0XXX Prefix</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Bachelor’s degree with at least 18 undergraduate or graduate credits in mathematics including the following qualifying fields:

- Applied Science
- Business
- Chemistry
- Engineering
- Graduate training in remedial education
- Mathematics
- Physics
- Statistics

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Mathematics- Transfer (College Algebra, Trigonometry, Calculus, Differential Equations)**

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<td>• MAE Prefix</td>
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<td>• MAP Prefix</td>
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<td>• MGF Prefix</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master’s degree in Mathematics**

Or

**Master’s degree with at least 18 graduate hours in Mathematics or Statistics**

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
### Mathematics- Transfer (Statistics)

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<td>Undergraduate, Transfer</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master's degree in Mathematics**

Or

**Master's degree with at least 18 graduate hours in any combination of the following qualifying fields:**
- Education with core emphasis in statistics/measurement
- Economics
- Mathematics
- Statistics

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Division of Arts and Sciences - Science

**Discipline:** Biological Sciences

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<td>• PCB Prefix (Natural Sciences)*</td>
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<td>• IDS (Natural Sciences)*</td>
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</table>

**Minimum Faculty Credential Requirements:**

**ACADEMIC**

Master’s degree in Biology

Or

Master’s degree with at least 18 graduate semester hours in any combination of the following qualifying fields:

- Anatomy & Physiology
- Biochemistry
- Biology
- Botany
- Ecology
- Environmental Science
- Marine Biology
- Microbiology
- Oceanography (with a Biology emphasis)
- Zoology

*Note: ISC, IDS and PCB courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience is preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<thead>
<tr>
<th>Discipline: Astronomy</th>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Master’s degree in Astronomy

Or

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:
- Astronomy
- Earth Science
- Physics

Note: ISC and IDS courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
### Discipline: Chemistry

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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master’s degree in Chemistry**

Or

**Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:**

- Biochemistry
- Chemistry
- Food Sciences
- Environmental Sciences
- Forensics
- Pharmacy

*Note: ISC and IDS courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Earth Sciences**

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<td>• IDS Prefix (Natural Sciences)*</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:

- Astronomy
- Earth Science
- Geology
- Meteorology
- Oceanography
- Physical Geography

*Note: ISC and IDS courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Environmental Science Technology**

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<td>• IDS Prefix (Natural Sciences)*</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:

- Air/Water Quality
- Biology
- Civil/Environmental Engineering
- Environmental Science
- GIS/GPS
- Natural Resource Conservation/Management

*Note: ISC and IDS courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<td>• ISC Prefix*</td>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

Master’s degree in Physics

Or

Master’s degree with at least 18 graduate hours in any combination of the following qualifying fields:
- Physics
- Astronomy
- Engineering

*Note: ISC and IDS courses to be evaluated on a course-by-course basis as these courses are interdisciplinary in nature.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
### Discipline: **Anthropology**

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<th>Transfer Level of Courses: Undergraduate, Transfer</th>
<th>Seminole State College Courses: • ANT Prefix</th>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master’s degree in Anthropology**

Or

**Master’s degree with at least 18 graduate hours in and combination of the following qualifying fields:**

- Anthropology
- Archaeology
- Cultural Anthropology
- Physical Anthropology
- Social Anthropology

**WORK EXPERIENCE**

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
## Discipline: Economics

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<th>Transfer Level of Courses:</th>
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<td>Undergraduate, Transfer</td>
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**Minimum Faculty Credential Requirements:**

### ACADEMIC

**Master’s degree in Economics**

Or

**Master’s degree with at least 18 graduate hours in Economics**

### WORK EXPERIENCE

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
## Geography

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<th>Discipline: Geography</th>
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### Transfer Level of Courses: Undergraduate, Transfer

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<td>- GEA Prefix</td>
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### Minimum Faculty Credential Requirements:

**ACADEMIC**

- Master’s degree in Geography

Or

- Master’s degree with at least 18 graduate hours in Geography required

**WORK EXPERIENCE**

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<th>Discipline: <strong>Library Science</strong></th>
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<td>Transfer Level of Courses:</td>
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<td>Undergraduate, Transfer</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master’s degree in Library/Information Science**

Or

**Master’s degree with at least 18 graduate credits in Library/Information Science**

**WORK EXPERIENCE**

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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Minimum Faculty Credential Requirements:

**ACADEMIC**

**Master’s degree in Military Science**

Or

**Master’s degree with at least 18 graduate credits in Military Science**

**WORK EXPERIENCE**

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
**Discipline:** Physical Fitness

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Minimum Faculty Credential Requirements:

**ACADEMIC**

Master’s degree with at least 18 graduate credits in any combination of the following qualifying fields:
- Fitness and Conditioning
- Physical education
- Weight Training
- Aerobics
- Intercollegiate Athletics
- Prevention and Care of Athletic Injuries
- Kinesiology

Or

Associate’s degree or higher with expertise in the course being offered (for example baseball). Certification and/or appropriate documentation must be provided.

**WORK EXPERIENCE**

Teaching experience preferred

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
## Discipline: Political Science

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<th>Transfer Level of Courses:</th>
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### Minimum Faculty Credential Requirements:

#### ACADEMIC

**Master’s degree in Political Science**

Or

**Master’s degree with at least 18 graduate hours in the following qualifying fields:**

- Political Science
- May include one or two graduate level courses with political science content that represent regional perspectives such as African, Asian or Hispanic Studies

Or

A Juris Doctorate may be used to satisfy the academic preparation requirement for teaching American Government only.

#### WORK EXPERIENCE

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Psychology**

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<tr>
<th>Transfer Level of Courses:</th>
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**Minimum Faculty Credential Requirements:**

**ACADEMIC**

**Master's degree in Psychology**

Or

**Master's degree with at least 18 graduate hours in Psychology**

*Counseling and educational psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate psychology program. One or two related counseling or educational psychology courses may be considered if the remaining graduate psychology program content is strong.*

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
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<th>Discipline: <strong>Sociology</strong></th>
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<td><strong>Seminole State College Courses:</strong></td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Master’s degree in Sociology or Master’s degree with at least 18 graduate hours in Sociology

Notes: Master’s degree in Social Work is not acceptable for most SYG courses. However, for the interdisciplinary course SYG 2340 Human Sexuality, a Master’s degree in Social Work, Psychology, or Sex Therapy is acceptable.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
Discipline: **Student Success and Life Career Planning**

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<th>Transfer Level of Courses:</th>
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<td>Undergraduate, Transfer</td>
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Minimum Faculty Credential Requirements:

**ACADEMIC**

Master’s degree with at least 18 graduate semester hours in any combination of the following subject areas/disciplines:

- Administration and Supervision
- Behavioral Sciences
- Communications
- Counseling
- Education
- Educational Psychology
- English
- Guidance
- Health Education
- Humanities
- Legal Studies
- Mathematics Education
- Mental Health
- Natural Sciences Education
- Nursing
- Psychology
- Reading
- Social and Behavioral Sciences
- Social Psychology
- Social Work
- Sociology
- Student Development Services
- Tests and Measurements

Myers-Briggs qualified preferred.

**WORK EXPERIENCE**

Teaching experience preferred.

*Note: “Institutions prior to the appointment of an applicant must determine that the applicant’s proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.” SACS Criteria for Accreditation 4.8.1. Instructors must be proficient in oral and written English.*
MEMORANDUM

TO: Council on Instructional Affairs, Council of Student Affairs, Dual Enrollment Coordinators

FROM: Dr. Judith Bilsky, Executive Vice Chancellor

SUBJECT: Dual Enrollment Rule - New

I am pleased to let you know that the State Board of Education unanimously approved a rule on May 18 that codifies the Statement of Standards for Early College/Dual Enrollment originally approved by the Council of Presidents in 2006. This new rule, 6A-14.064, “College Credit Dual Enrollment,” (attached) clarifies the responsibility of the colleges in providing rigorous academic oversight for all dual enrollment courses, faculty credentials, exams, grades, and the award of postsecondary credit, irrespective of the delivery location.

The rule, which is in keeping with Southern Association of Colleges and Schools accreditation requirements, should be carefully reviewed by both colleges and school districts, and Interinstituional Articulation Agreements (IAAs) should reflect the provisions of the rule. IAAs already submitted for 2010-2011 that require updating to be in compliance with 6A-14.064 should be revised and resubmitted (electronically) no later than November 12, 2010. Rule 6A-14.064 will be effective by July 1, 2010.

If you have questions, please contact Ms. Julie Alexander: julie.alexander@fldoe.org or Dr. Heather Sherry, Director of Articulation: heather.sherry@fldoe.org.

Thank you all for your valuable input in helping to develop this important new rule.
Council on Instructional Affairs
Council of Student Affairs
Page Two
May 20, 2010

JB/jbe

Attachment

c: Julie Alexander
   Dr. Heather Sherry
   Dr. Will Holcombe
   Dr. John Hughes
   Melinda Milies
   Dr. Frances Haithcock
   Dr. Nikolai Vitt
   Mary Jane Tappen
   Todd Clark
   Dr. Connie Graunke
   Dr. Dottie Minear
   Kasongo Butler
   Erin McCloskey
   Council of Presidents
DEPARTMENT OF EDUCATION
State Board of Education

RULE NO: RULE TITLE

6A-14.064: Dual Enrollment/Early College Programs

6A-14.064 College Credit Dual Enrollment.

(1) To be eligible to receive college credit through dual enrollment:

(a) Students must meet the grade point average (GPA) requirements, as specified in Section 1007.271, Florida Statutes, for the degree or certificate program selected. Procedures for determining exceptions to the GPA requirements on an individual student basis must be noted in the District Interinstitutional Articulation Agreement as required by Section 1007.235, Florida Statutes.

(b) Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), Florida Statutes, and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

(c) For joint dual enrollment and Advanced Placement (AP) courses, as authorized in Section 1007.272, Florida Statutes, students must comply with the add/drop policies and deadlines of the postsecondary institution. A student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.
(d) In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial eligibility unless otherwise noted in the District Interinstitutional Articulation Agreement.

(e) Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in the District Interinstitutional Articulation Agreement.

(f) Districts and colleges may agree to extend dual enrollment participation in Student Life Skills (designated as SLS course prefix in the Statewide Course Numbering System) courses to students who do not meet the statutory eligibility requirements, if alternate eligibility requirements are delineated in the District Interinstitutional Articulation Agreement.

(g) In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.

(2) The following requirements shall apply to faculty providing instruction in college credit dual enrollment courses:

(a) All full-time or adjunct faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges’ Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline, which is hereby incorporated by reference. The document may be accessed at http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding credit shall ensure faculty teaching dual enrollment courses meet these qualifications.

(b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member’s salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

(c) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.
(d) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(e) The postsecondary institution shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.

(f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at that institution.

(g) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the college’s discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

(3) The following curriculum standards for content, syllabi, exams, and grades shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges’ Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, sections 2.7.4 and 3.5.1, which are hereby incorporated by reference. The document may be accessed at http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf. Assessments shall be provided to the high school campus dual enrollment course instructor by the college in a timely manner to ensure availability prior to scheduled administration dates. Completed,
scored exams will be returned to the postsecondary institution and held on file for a
period of one (1) year.

(b) Textbooks and instructional materials used in dual enrollment courses must be the
same or comparable with those used with other postsecondary courses at the
postsecondary institution with the same course prefix and number. The postsecondary
institution will advise the school district of instructional material requirements as soon as
that information becomes available, but no later than one term prior to a course being
offered.

(c) Course requirements such as tests, papers, or other assignments for dual
enrollment students must be at the same level of rigor or depth as those for all non-dual
enrollment postsecondary students. All full-time and adjunct faculty teaching dual
enrollment courses must observe postsecondary institution procedures and deadlines for
submission of grades in the appropriate format. All faculty will be advised of
postsecondary institution-wide grading guidelines prior to teaching a dual enrollment
course.

(d) Policies relating to dual enrollment course withdrawals and repeats shall be
determined by the college and must be clearly delineated in the District Interinstitutional
Articulation Agreement.

(4) The following environmental standards shall apply to college credit dual
enrollment:

(a) Dual enrollment courses taught on a high school campus shall ensure minimal
interruptions of instructional time. A student shall lose eligibility to participate in dual
enrollment if the secondary institution where a course is being offered determines that a
student is being disruptive to the learning process, such that the progress of other students
and the efficient administration of the course are hindered.

(b) Dual enrollment courses may not be combined with other high school courses,
except in accordance with Section 1007.272, Florida Statutes.

(c) A formalized process between the high school counselor and the college must be
delineated in the District Interinstitutional Articulation Agreement for informing students
and parents or guardians of college course-level expectations, including, but not limited
to the following:

1. Any letter grade below a “C” will not count as credit toward satisfaction of the
requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student’s
GPA and will appear on their college transcript.

2. All grades, including “W” for withdrawal, become a part of the student’s
permanent college transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

4. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

5. The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org, as required by Section 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.

(5) The following accountability and assessment standards shall apply to college credit dual enrollment:

(a) Postsecondary institutions shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) High schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the college and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the college president, and the Department of Education.

Rulemaking Authority 1001.02(2), (6), 1007.271(3), (9) FS. Law Implemented 1007.271 FS. History—New.