



**Houston Community College System
Faculty Certification of Standards Form – Adult Basic Education
Applicant**

Last Name **First Name** **MI** **Social Security Number**

College **Hiring Department** **Instructional Discipline/Courses Requested**

Criteria for Developmental Accreditation

“The selection, development and retention of a competent faculty at all academic levels is of major importance to the educational quality of an institution. The commitment of faculty to institutional purposes determines in large measure the effectiveness of the total educational program. An institution must provide evidence that it has employed faculty members qualified to accomplish its purpose. Because of the importance of the faculty, the Commission on Colleges and its committees will give special attention to all criteria pertaining to faculty during institutional evaluations.” (Southern Association of Colleges and Schools Criteria, 1998, 4.8)

Indicate how both of the following conditions apply:

Faculty members who teach adult basic education courses below the collegiate level must have a baccalaureate degree,

AND

also should have attributes or experiences which help them relate to the particular needs of the adults they teach.

Highest Qualifying Degree / Major (Discipline) **Institution**

Attributes or Experiences Related to the Needs of Adult Basic Education Students	Qualifying Course(s) / License(s) / Certificate(s) (If relevant to teaching assignment)	

Write a concise statement and attach supporting documentation with this form, if applicable, indicating exactly how this applicant fulfills the academic faculty qualifications according to the SACS standards as listed above. Give specific detail from educational transcripts, training, verifiable life/work experiences, higher education teaching history, professional certifications, awards, performances, publications, portfolio, and any other relevant documentation:

Supervisor, Phone ext. Date

Director of ABE Date

The above applicant is accepted for employment as an instructor, meeting all applicable requirements for the discipline and/or course(s) listed on this form.

Credentiaing Analyst Date

Assoc VC Workforce Instruction Date

Posted to System Files

Distribution: Human Resources, Recommending College

* See Attached Page for Instructions