

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

**2.31**

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 2</b>
<b>TITLE:</b>	<b>Employee Credentials from Non-Regionally Accredited and Foreign Institutions</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Human and Organizational Development</b>	
<b>APPROVED BY:</b>	<b>Mr. Randall E. Wooten</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: May 31, 2006</b>

**STATUS:** Replaces Policy & Procedure 2.31 "Faculty Credentials from Non-Regionally Accredited and Foreign Institutions" approved 01/12/93  
Revised: 09/23/96  
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Revised: 08/09/02 for TSTC Marshall  
Revised: 03/09/06  
Revised: 05/31/06

**PRACTICE:**

It is the practice of Texas State Technical College Marshall that faculty with earned degrees from a non-regionally accredited institution within the United States or an institution outside the United States meet the appropriate academic standards required by the Texas Higher Education Coordinating Board.

**PERTINENT INFORMATION:**

- A. Transcripts from non-regionally accredited institutions within the United States will be reviewed by the records office.
- B. Course content and subject area content will be reviewed by the program chair of the hiring unit to ascertain appropriate academic preparation of subject matter.

- C. Non-United States institution credentials must be authenticated and translated to verify academic preparation.

**PROCEDURES:**

- A. Applicants with credentials from a non-regionally accredited institution within the United States or an institution outside the United States must follow the following procedures:
  1. Provide appropriate transcripts to the records office for authentication.
  2. Non-English transcript and supporting documentation must be translated and submitted to the records office for proper validation.
  3. Such translations shall be at the applicant's expense.
- B. The Program Chair will review the credentials in "A" above to determine if the course content submitted meets the appropriate academic preparation.
- C. All credentials submitted will become part of the applicant's personnel file and retained in the Human Resources department.