

**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.

**Custodian of
Personnel Records**

The College District designates the vice president for organizational effectiveness and human resources as the custodian of personnel records to serve as the agent of the College President and maintain all records relating to all present and past employees of the College District.

**Employee
Credentials**

Degrees, credit hours, and certificates shall be evaluated 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 and also recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies shall be determined by using the following:
 - a. Accredited Institutions of Higher Education.
 - b. Education Directory, Colleges, and Universities.
 - c. Federation of Regional Accrediting Commissions of Higher Education.
 - d. Council on Postsecondary Accreditation.
 - e. U.S. Department of Education.
 - f. Texas Higher Education Coordinating Board.
 - g. 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 university in the United States qualified to conduct such evaluations.