

## **3354:1-40-01.4 Faculty and Instructor Credential Qualifications Procedure**

### **(A) Credential Requirements**

- (1) All faculty and instructors of credit offerings at the College, including traditional, College Credit Plus and contractual programs, must have appropriate credentials that are in accordance with the requirements of the applicable regional and national accrediting bodies. The College will verify faculty qualifications by evaluating the credentials and professional history of both individuals applying to open faculty positions as well as current faculty members. The College policies and procedures on advancement in rank and tenure remain and are not affected by this procedure.
  - (2) General Coursework, Programs, Disciplines: Faculty teaching general education courses or other non-occupational courses, as defined by the Higher Learning Commission's Guidelines on Faculty Qualifications, must hold a master's degree or higher in the discipline or sub-field from a regionally accredited institution. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is assigned to teach, that faculty member should have completed a minimum of eighteen (18) graduate credit hours in the discipline or subfield in which they are assigned.
  - (3) Career, Technical and Workforce Coursework, Programs, Disciplines: Faculty teaching in career and technical courses, college-level certificate courses, and occupational associate's degree programs, as defined by the Higher Learning Commission's Guidelines on Faculty Qualifications, must hold a bachelor's degree in the field from a regionally accredited institution and/or a combination of education, training and tested experience. Faculty in accredited career and technical programs must also hold the minimum qualifications established by the relevant accrediting agency.
  - (4) In cases where a course meets the requirements of both occupational and non-occupational as defined by the Higher Learning Commission's Guidelines on Faculty Qualifications, the College will apply the more stringent qualification standard.
- (B) Individuals applying for positions as faculty and/or instructors at the College as well as current College faculty and instructors must submit all documentation demonstrating they meet the credentialing qualifications to teach within their discipline(s) at the time of hire or as requested to the Office of Human Resources. All documentation submitted to the Office of Human Resources should reflect the current status of the individual's credentials. Documents that demonstrate credentialing qualifications include, but are not limited to, official academic transcripts, copies of current licenses or credentials as appropriate, CV/resumes, and

documentation of relevant work experience when necessary. When appropriate, documents should demonstrate licensure renewals or additional degrees.

(C) Exception Process

- (1) Circumstances may arise in which the College determines it is beneficial to hire or assign a full-time faculty member or instructor with specific experience that, when combined with educational credentials, provides an equivalent level of expertise to teach the assigned course. The College may grant an exception to the criteria in section (A) of this procedure if:
  - a. An individual possesses the necessary breadth and depth of tested experience outside of the classroom in a real world situation that is relevant to teach within the discipline(s).
  - b. The College defines tested experience as:
    - i. Appropriate, related, and germane work experience (at least five (5) years of full-time experience) that is relevant to the discipline in which the individual is teaching; or
    - ii. Appropriate, related, and germane professional accomplishments relevant to the discipline in which the individual is teaching. Examples of professional accomplishments include, but are not limited to, artistic exhibitions, performances in high-profile venues, publications, research, awards, certifications, and licensure; or
    - iii. A combination of work experience, professional accomplishments, and/or previous college level teaching experience. The Higher Learning Commission does not recognize previous teaching of a course as equivalent teaching experience.
- (2) An Associate Dean, on behalf of the full-time faculty member or instructor who wishes to request a credentials exception based on tested experience, must complete and submit a "Faculty Credentials Exception Form." The Associate Dean seeking the exception must submit this form and all necessary supporting documentation to the Academic or Centers of Excellence Dean for review and approval or rejection. After review, if approved, the Academic or Center of Excellence Dean will forward the form and documentation to the appropriate Campus President for review. If approved by the Campus President, the Campus President will forward the form and documentation to the Provost for review and determination.

- (3) After review by the Provost, the Associate Dean seeking the exception must submit an approved Faculty Credentials Exception Form to the Office of Human Resources prior to the individual's assignment to the course requiring the exception.
- (4) If the Provost denies the exception, full-time faculty may appeal that decision.<sup>1</sup> In order to appeal the decision, the full-time faculty member must submit, within fourteen (14) business days of receiving notice of the exception denial, an Appeal Form and any additional documentation to the Provost Office. The Access, Learning & Success Council (the "Council") will consider the appeal and will either affirm or reverse the initial determination by a majority vote. The Provost and the Campus President involved in the initial determination to deny the exception may discuss their rationale for the initial determination with the Council, but will recuse themselves from voting. If necessary, the Council may speak with the full-time faculty member, the Associate Dean and/or Academic or Center of Excellence Dean in order to make its decision. The Provost's Office will inform the faculty member or instructor of the Council's decision within fourteen (14) business days. The Council's decision is final.

(D) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: January 1, 2018

Prior effective dates: October 2, 2017; August 31, 2017

Procedure amplifies: 3354:1-40-01

---

<sup>1</sup> Adjunct faculty and instructors may not appeal the Provost's decision.