



# ACCREDITATION EVIDENCE

**Title:** Board Policy: Guidelines for Determining Qualified Faculty, Minimum Combination of Education and/or Training and Tested Experience

**Evidence Type:** Clear

**Date:** 23 June 2022

**WAN:** 22-0423

**Classification:** Policy

**PII:** No

**Redacted:** No



**GUIDELINES FOR DETERMINING QUALIFIED FACULTY**  
**Minimum Combination of Education and/or Training and Tested Experience**

In accordance with the guidelines established by the Higher Learning Commission, Western Wyoming Community College (the College) will ensure that all faculty are qualified to give instruction in assigned courses. In the minimum qualifications outlined below, whenever a qualification includes a requirement that a faculty member has earned a particular degree, the degree must be from an accredited institution of higher learning. Official transcripts must be provided to the Human Resources department to be included in the personnel file. An accredited institution of higher learning shall mean an institution that is fully accredited by one of the following agencies:

- Accrediting Commission of Career Schools and Colleges;
- Accrediting Council for Continuing Education and Training;
- Accrediting Council for Independent Colleges and Schools);
- Council on Occupational Education; Distance Education Accrediting Commission
- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- New York State Board of Regents, and the Commissioner of Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Accrediting Commission for Community and Junior Colleges
- WASC Senior Colleges and University Commission

Adopted June 23, 2022

GUIDELINES FOR DETERMINING QUALIFIED FACULTY  
Minimum Combination of Education and/or Training and Tested Experience

**All Faculty Members**

“Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified.”<sup>1</sup>

**General Education and Other Non-Occupational Courses**

“Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. 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 teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.”<sup>1</sup> For faculty with fewer than 18 graduate credit hours, qualifications may be determined by tested experience.

**Program Specific Exceptions**

**Career and Technical Education College-Level Certificate and Occupational Associate’s Degree Programs**

“Faculty teaching in career and technical education college-level certificate and occupational associate’s degree programs should hold at least a bachelor’s degree in the field and/or a combination of education, training and tested experience.”<sup>1</sup>

*Tested Experience* is defined as “breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”<sup>1</sup> *Tested Experience is identified by the full-time faculty members in the academic discipline.*

**Three Qualifying Options:**

- Bachelor’s degree in field or
- Associate’s degree in field and four years of Tested Experience, or
- Eight years of Tested Experience

Additionally, all faculty are required to - or will before beginning instruction - be current on any relevant professional certifications expected within their area of expertise. Faculty will hold all reasonable and relevant certifications as identified by the full-time faculty in the academic discipline.

**Fine and Performing Arts Courses**

- Instructors possess a master’s degree relevant to what they are teaching. “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 teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.”<sup>1</sup>

- “A faculty member teaching creative writing, painting, or music may have had his/her expertise, ability, and talent validated through publication or through wide critical and public acclaim.”<sup>1</sup>
- If tested experience is the criteria being used to qualify a faculty member, the “experience should be *tested experience* in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”<sup>1</sup>
- “Faculty members (including part-time faculty and graduate teaching assistants, as applicable) shall be qualified by earned degrees and/or professional experience and/or demonstrated teaching competence for the subjects and levels they are teaching.”<sup>2</sup>

#### Nursing Courses

- Nursing faculty shall hold an active, unencumbered Wyoming RN license and be experientially qualified. Faculty shall also meet the following educational requirements:

##### Full-time faculty:

- Graduate degree in nursing education; or
- Graduate degree in nursing and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date; or
- **Obtain a graduate degree in nursing within five (5) years of hire date** and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date. The administrator shall immediately notify the Board in writing of the hire of the non-graduate prepared faculty member along with a plan for compliance with the requirements.

##### Part-time faculty:

- Minimum of a baccalaureate degree with a major in nursing; and
- Successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date.

**Physical Activity Courses**

Instructors possess a college degree, relevant certifications and/or “breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”<sup>1</sup>

**The Following Statements Apply to All Faculty Members**

- For cases in which the degree earned does not qualify exclusively, qualifying coursework will be evaluated by full-time faculty in the corresponding academic discipline, the school chair, and Vice President for Student Learning. The evaluating parties will forward their recommendations to the College President for final approval; all qualifying coursework credits must be earned from an accredited institution, and the courses must be passed with a letter grade of “B-” or higher.
- In the event that there are insufficient full-time faculty members in the corresponding academic discipline to make a determination regarding credentials, the school chair will appoint a taskforce to determine suitability of credentials and coursework; the taskforce may include faculty from other colleges or universities.
- If Tested Experience (“*breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching*”<sup>1</sup>) is being used to qualify a faculty member, the following individuals must sign off on this exemption to the master’s degree requirement: College President, Vice President for Student Learning, and the appropriate school chair.

**Notations Cited**

1. Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers, September 2020  
[https://download.hlcommission.org/FacultyGuidelines\\_OPB.pdf](https://download.hlcommission.org/FacultyGuidelines_OPB.pdf)
2. NASM Handbook, National Association of Schools of Music, 2021-2022  
<https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2022/02/M-2021-22-Handbook-Final-02-02-2022.pdf>

Adopted June 23, 2022

PERFORMANCE EVALUATIONS

College supervisors will formally evaluate all full-time employees.

Adopted        November 19, 1981  
Revised        June 26, 1986  
Reformatted   October 7, 1986  
Reformatted   February 2012  
Reformatted   December 10, 2020

PERFORMANCE EVALUATIONS

College supervisors will formally evaluate all full-time employees using approved instruments.

Approval of Instruments

All evaluation instruments must be approved by two groups:

- First, by the appropriate employee organization, such as the Paraprofessional organization or the faculty Senate organization, and
- Second, by the President's Cabinet.

Role of the Human Resource Office

The Human Resource office will ensure that performance evaluations are completed on schedule. The schedule is outlined in each instrument.

Adopted        November 19, 1981  
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