



ACCREDITATION EVIDENCE

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(Procedure)

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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, 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
- WASC Accrediting Commission for Community and Junior Colleges
- WASC Senior Colleges and University Commission

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.”¹

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.”¹ Only graduate credits taken after the baccalaureate degree has been awarded can be counted as part of the required 18 credits. The approved list of

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Disciplines and Subfields for use in determining qualified faculty can be obtained from Human Resources.

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 a bachelor's degree in the field and/or a combination of education, training and tested experience."¹

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."¹

Two Qualifying Options:

- bachelor's degree in field or
- Tested Experience as defined by the faculty qualification rubric.

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."¹
- "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."¹
- 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."¹
- "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."²

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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.”¹

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 division chair, and Dean of Academics. The evaluating parties will forward their recommendations to the Vice President for Student Learning 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 division 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*”¹) is being used to qualify a faculty member, the following individuals must sign off on this exemption to the master’s degree requirement: Vice President for Student Learning, Dean of Academics, and the appropriate division chair.

Notations Cited

1. Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices; March 2016 © Higher Learning Commission
2. NASM Handbook, National Association of Schools of Music © 2017

Proposed November, 2019