

Instructional

PROCEDURE 4.2.4.1 - FACULTY QUALIFICATIONS PROCEDURE 4.2.4.1 - FACULTY QUALIFICATIONS

PURPOSE

The College shall employ qualified faculty to meet the criteria of the College's accrediting body.

SCOPE

This policy applies to all individuals whose primary role is teaching, academic leadership, or instructional program coordination.

DEFINITIONS

Curriculum – structured, credit-bearing educational programs or courses officially approved by an institution, leading directly to an institutional accreditor-recognized degree, diploma, or certificate.

Workforce Continuing Education – educational offerings or courses that do not confer academic credit toward formal postsecondary credentials, including continuing education, workforce training, personal enrichment courses, and programs such as GED preparation or adult high school designed specifically for individuals seeking to fulfill their high school completion requirements.

Faculty – An individual whose primary role is teaching, academic leadership, or instructional program coordination in curriculum or workforce education.

A. Curriculum Faculty

- a. **Dean** – Provides academic leadership and oversight of curriculum programs.
- b. **Program Manager** – Manages program operations, curriculum, and faculty within a specific discipline.
- c. **Instructor** – Provides direct classroom, online, or hybrid curriculum instruction.

This is not intended to be an exclusive list of curriculum faculty positions. The College may create and utilize other faculty positions to assist in program management, advising, and instructional oversight, such as for a curriculum course, service, or laboratory.

B. Workforce Continuing Education Faculty

- a. **Dean** – Provides academic leadership and oversight of workforce continuing education programs.
- b. **Instructor** – Provides direct classroom, online, or hybrid instruction in workforce training, basic skills, or community education.

This list is not intended to be an exclusive list of workforce faculty positions. The College may create and utilize other faculty positions to support program

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development, student engagement, and instructional quality in workforce programs.

The above definitions are not intended to provide an exhaustive list of duties for these positions and are not a substitute for the relevant job descriptions.

I. REQUIRED QUALIFICATIONS

Academic credentials, as laid out in the table below, are the primary mechanism used to determine faculty qualifications. However, in situations where a faculty member does not have the expected academic credential in the specific teaching discipline, the College may consider tested, professional, or industry-related experience in determining qualifications. Such experience must be clearly related to the course content and level of instruction. The College also reviews teaching effectiveness, professional accomplishments, relevant work experience, evidence of continuous professional development, and other competencies and achievements demonstrated as part of the qualification process.

The College is responsible for maintaining and justifying documentation of each faculty member's qualifications. Official transcripts and other records validating qualifications are housed in the Human Resources department.

Unless an exception has been approved, all faculty are required to meet the following minimum requirements. The verification of academic credentials must be done from an official transcript for final determination.

Teaching	Qualification Needed
Curriculum courses designed for transfer to a baccalaureate degree (listed on the Comprehensive Articulation Agreement)	Doctor's or master's degree in the teaching discipline OR Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
Curriculum courses not designed for transfer	Bachelor's degree in the teaching discipline OR Associate's degree, and demonstrated competencies in the teaching discipline
Workforce continuing education courses not designed for transfer	Combination of recognized credentials and/or experience, per the job description.

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Workforce continuing education – Emergency Services Training (training delivered to personnel in law enforcement, fire and rescue services, and emergency medical services agencies)	Must be qualified as established by the respective emergency services certifying agency.
Dean overseeing courses designed for transfer to a baccalaureate degree (listed on the Comprehensive Articulation Agreement) (Per job description)	Doctor's or master's degree in a teaching discipline within the department OR Master's degree with a concentration in a teaching discipline within the department (a minimum of 18 graduate semester hours in the teaching discipline) AND demonstrated skills and progressive responsibility in instruction, technology, budget management, and supervision.
Dean overseeing courses not designed for transfer to a baccalaureate degree (Per job description)	Bachelor's degree in a teaching discipline within the department OR Associate's degree, and 5 years of relevant experience in the teaching discipline within the department OR <i>Nursing:</i> Master's degree in nursing or related discipline, and current nursing license AND demonstrated skills and progressive responsibility in instruction, technology, budget management, and supervision.
Program Manager (Per job description)	Bachelor's degree in the teaching discipline OR

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	Associate's degree, and demonstrated competencies in the teaching discipline AND Demonstrated skills and progressive responsibility in instruction, technology, budget management and supervision.
Other (Per job description)	See job description for requirements.

The above list of qualifications is intended to set minimum academic qualifications and is not intended as an exhaustive list of job qualifications for these positions.

II. EXCEPTIONS

Due to the unique nature of some positions or the subject matter discipline, certain faculty positions may require qualifications different than those listed above. In these instances, the Dean shall provide a written justification memorandum to the Executive Vice President of Instruction and Student Services detailing the need to revise the qualifications for the position.

If a prospective or current faculty member does not strictly meet the criteria above, the College may grant an exception if there is clear and compelling evidence that the individual's alternative credentials (e.g., professional licensure, certifications, industry leadership, significant work experience) sufficiently qualify them to teach the course in question.

A written justification memorandum detailing the individual's alternative qualifications, including relevant experience, professional licensure(s), certifications, publications, and any other supporting documentation, must be provided. All course work used in the justification process must be clearly aligned with the faculty's potential assigned courses. If alignment is not clear, course descriptions for both earned credentials and potential assigned courses must be provided.

Exceptions for deans shall be submitted by the Executive Vice President of Instruction and Student Services and reviewed and approved by the President and the Director of Institutional Excellence, Research, and Grants. All other exceptions shall be submitted by the Dean and reviewed and approved by the Executive Vice President of Instruction and Student Services and the Director of Institutional Excellence, Research, and Grants. Approved exceptions are reviewed periodically to confirm continued alignment with evolving accreditation requirements.

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III. REVIEW PROCESS

The College conducts regular (or as needed) reviews of all faculty to confirm ongoing compliance with qualification requirements. Deans shall remain attentive throughout the year, reporting significant changes immediately rather than waiting for the next annual review cycle.

The review captures:

- a. New hires since the last review period.
- b. Changes in faculty roles, disciplines, or course assignments.
- c. Updated qualifications (e.g., new degrees, certificates, licensure).
- d. Renewals or validity checks of professional licensure/certifications.

If the review identifies faculty members lacking the required qualifications, the respective Dean collaborates with the faculty member to create an improvement plan (e.g., additional coursework, relevant certifications) within a specified timeframe. Any new exception requests arising from the review must follow the Exception Process above.

Adopted: 2025-07-31
Cross References: Policy 3.1.3