QUALIFICATIONS FOR TEACHING COURSES

6.11010OP
Operational

OVERVIEW

This procedure establishes the factors considered in determining faculty qualifications to teach. Minimum qualifications for each discipline shall be established and maintained by the Chief Academic Officer, in collaboration with the faculty. The qualifications to teach in each discipline will be reviewed annually.

GENERAL EDUCATION FACULTY REQUIREMENTS

Faculty teaching in general education disciplines must possess at least one of the following:

- Earned master's degree or higher in the discipline or subfield taught. Besides the Education discipline, a master's degree in education or teaching is not considered to be in the discipline.
- Earned master's degree or higher in a discipline or subfield other than that taught plus a minimum of 18 graduate credit hours in the discipline or subfield taught. Methods courses specifically for the teaching of the discipline are considered to be in the discipline when accompanied by other courses with graduate-level content in the discipline.

CAREER AND TECHNICAL EDUCATION FACULTY REQUIREMENTS

Faculty teaching in career and technical education disciplines must possess at least one of the following:

- Earned either a bachelor’s degree or higher in the discipline or subfield taught, or an associate’s degree in the discipline or subfield taught for those in which it is the terminal degree.
- A combination of formal training and experience commensurate with achievement of academic credentials.

Programs that are separately accredited or approved or have additional certification and/or licensure required for employment, may have additional qualifications to meet those requirements.

In some disciplines a master's degree is common and shall be required.

EXCEPTIONS

Exceptions to minimum qualifications can be made with recommendation from the appropriate Dean and approval by the Chief Academic Officer, in concurrence with this procedure.

<u>Equivalent Experience</u>
Equivalent experience should include a breadth and depth of verified experience or competency relevant to the courses

which the instructor teaches commensurate with the achievement of academic credentials. Equivalent experience includes any combination of work experience; research and/or scholarship; industry certification; licensure; and recognized achievement. Previous years of classroom instruction do not alone constitute equivalent experience. Equivalent experience will be documented with a portfolio that establishes the instructor's qualifications to teach in the discipline

Degree in Progress
Faculty enrolled in the final semester to earn the academic credential(s) needed to qualify for teaching in the discipline may be approved on a limited and temporary basis. Enrollment in the final semester must coincide with the semester they are temporarily approved to teach. If the academic credential(s) is/are not subsequently completed following the semester, the instructor will no longer qualify to teach.

PROCEDURE MODIFICATION

This procedure must be reviewed regularly by the Chief Academic Officer at a minimum of every five years.

ENFORCEMENT

This operational procedure and applicable regulations shall be strictly enforced. Violations may result in disciplinary action up to and including termination.

VALUES ALIGNMENT

People, Integrity, and Excellence

NOTIFICATION

The responsible officer will ensure districtwide communication is made within 30 days of approval through the college-wide communication platform available.

REFERENCE

6.10000 BP Academic Standards
6.11000 DR Qualifications for Teaching Courses