

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 4090.1

FOR POLICY NUMBER: N/A

FACULTY TEACHING CREDENTIALS

1. PROCEDURE SUMMARY STATEMENT

Northeast Community College is committed to learning excellence by employing faculty with the appropriate credential and professional experience necessary to provide exceptional teaching and learning experiences. This procedure pertains to all faculty teaching credit bearing classes that are entered on a student transcript.

2. DEFINITIONS

- 2.1 Academic Support Faculty – faculty who teach academic support courses that are part of the foundation education program or non-transferable prerequisite classes.
- 2.2 Career and Technology Education Faculty – faculty who teach primarily in an associate of applied science degree program where classes and program of study is intended to lead to the workforce upon completion.
- 2.3 General Education Faculty – faculty who teach a course identified in the general education section of the Northeast catalog.
- 2.4 Short-Term Skills Based Faculty – faculty who teach a course intended to prepare students for a skill or certification test that does not meet a degree requirement.
- 2.5 Transfer Faculty – faculty who teach a course that is intended to transfer to four (4) - year institutions.

3. PROCEDURE

- 3.1 To assure academic excellence, the College is committed to maintaining qualified faculty to determine curricular content, teach effectively, assess student learning, and make appropriate revisions in instructional strategies and curriculum to improve student-learning outcomes. In determining if a faculty member has the credentials required, the following criteria are considered:
 - 3.1.1 Degree appropriate to the level of instruction required;
 - 3.1.2 Certification and/or licensure required;
 - 3.1.3 Related work and/or teaching experience; and

3.1.4 Teaching assignment.

3.2 The credential requirements for the College's faculty are as follows:

3.2.1 Transfer Faculty

3.2.1.1 Faculty teaching courses intended for transfer to four (4) -year institutions will hold a minimum of a master's degree which includes substantial study appropriate to the discipline or subfield in which they are teaching (typically a minimum of eighteen (18) semester hours of graduate credits).

3.2.2 General Education Faculty

3.2.2.1 Faculty teaching general education courses intended for transfer to four (4) -year institutions will hold the same minimum credentials as all transfer faculty. Faculty teaching general education courses not intended for transfer will hold a minimum of a bachelor's degree in the discipline or subfield, or a master's degree with significant course work at the undergraduate and/or graduate level (typically a minimum of eighteen (18) semester hours of credit), with experience appropriate to the discipline or subfield.

3.2.3 Career and Technical Education Faculty

3.2.3.1 Career and technical faculty will hold a bachelor's degree in the field, or associate degree, and a combination of licensure and/or certification in the field and a minimum of three (3) years of related work experience.

3.2.4 Academic Support Faculty

3.2.4.1 Faculty teaching academic support courses will hold a minimum of a bachelor's degree in the discipline or subfield, or a master's degree with significant course work at the undergraduate and/or graduate level (typically a minimum of eighteen (18) semester hours of credit), with experience appropriate to the discipline or subfield.

3.2.5 Short-Term Skills-Based Classes

3.2.5.1 Faculty teaching skills-based courses will have successfully completed the training necessary to teach such skills and certification/licensure if required or have three (3) years of related experience.

3.3 Experience Equivalent Evaluation

3.3.1 Experience may be an element in determining faculty qualifications when the faculty member does not meet the education credential for an assigned

discipline or subfield. Evaluation of experience will be determined based on the following thresholds:

- 3.3.1.1 Candidate has a bachelor's degree, which requires two (2) years of work experience in the field being taught.
- 3.3.1.2 Candidate has an associate of art or an associate of science degree, which requires six (6) years of work experience in the field being taught.
- 3.3.1.3 Candidate has an associate of applied science degree, which requires three (3) years of work experience in the field being taught.
- 3.3.1.4 Candidate has a diploma, which requires two (2) years of work experience in the field being taught and may only teach in a diploma, certificate, or specific course.

3.4 Faculty Development Plan

- 3.4.1 Faculty without the required credentialing standard can be placed on a faculty credential development plan to meet established criteria. The development plan must be approved by the Academic Dean and the Vice President of Educational Services. The plan document will be placed in the electronic personnel file.

3.5 Related Procedures

- 3.5.1 See also Administrative Procedure; Employee Credentials AP-7192.0.

4. APPLICABILITY

N/A

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EFFECTIVE DATE: 12/16/2020

REVISION DATE(S): N/A

PRIOR POLICY/PROCEDURE NUMBER: N/A

SCHEDULE FOR REVIEW: 2025

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/REFERENCES: AP-7192.0

PROCEDURE KEY WORDS: credential; transfer faculty; career and technical faculty; general education faculty; academic support faculty