

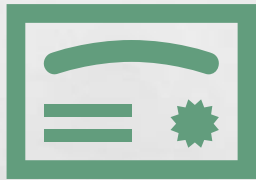
CENTRAL COMMUNITY COLLEGE'S PROCESS FOR

DETERMINING QUALIFIED FACULTY



September 21, 2023
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Central Community College

WHAT WE'LL REVIEW TODAY...



Review of accreditation
requirements.



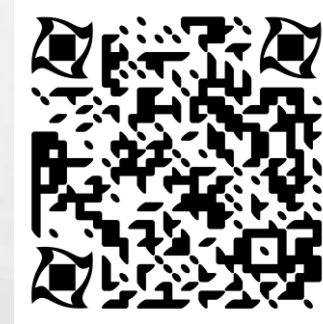
Central's credential process.



Results.
Continued improvement.

DETERMINING QUALIFIED FACULTY

- This presentation references
HLC's Determining Qualified Faculty document
 - Applies to all faculty including dual credit/early college/early entry



https://download.hlcommission.org/FacultyGuidelines_OPB.pdf

HLC CREDENTIAL BASICS

- Minimally qualified faculty should be able to engage professionally with colleagues regarding learning objectives for program outcomes for graduates, as well as possess knowledge, skills and dispositions appropriate to the credential awarded.
- Applies to all faculty who are responsible for teaching/assigning grades in credit courses: part-time, adjunct, dual credit, temporary and/or non-tenure track.
- Institutions must be able to demonstrate consistent procedures and careful consideration of qualifications.
- Must comply by September 2017.

HLC CREDENTIAL BASICS (CONT'D)

- Instructors possess an academic degree relevant to what they are teaching and one level above the level at which they are teaching – except terminal degree or when equivalency is established.
 - Equivalency through work-based experience is allowable. To do so, the institution must define a minimum threshold of type and length of professional experience and an evaluation process that is used in the appointment process.
- For gen ed or non-occupational courses, instructor should hold a Master's degree or higher in the discipline or subfield. If the instructor holds a Master's in a field other than the field they are teaching, that faculty member should have completed a min. of 18 graduate hours in the discipline or subfield.

HLC CREDENTIALIAL BASICS (CONT'D)

- If a faculty member has not earned 18 graduate credits or more, the institution should be able to explain and justify its decision to assign the individual the courses taught. The decisions should be supported by policy and procedure that are acceptable to professional judgement of peer reviewers.
- Faculty in career and technical education programs should hold a bachelor's degree in the field or a combination of education, training and tested experience. These qualifications are allowable even in the instances where technical/occupational courses transfer.

HLC CREDENTIAL BASICS (CONT'D)

- Tested experience may substitute for an earned credential or portions of the requirements. Institutions are allowed to determine what is equivalent to the degree it would otherwise require for a faculty position.
- Institutions should establish hiring qualifications that outline a minimum threshold of experience and a system of evaluation.
- The faculty hiring qualifications related to tested experience should be reviewed and approved through faculty governance process at the institution and highlighted for the peer-review team.

HLC CREDENTIALIAL BASICS (CONT'D)

- Dual credit instructors should hold the same minimum qualification as the required by the institution's own faculty.
- Classroom experience alone, however lengthy or respected, is not a substitute for the content needed for college credit.
- Many high school instructors may have a Master of Education, but not specifically in a discipline related to content like English, history or math. A Master of Education does not demonstrate a qualification to teach dual credit courses.
- Dual credit instructors are allowed to teach if they have a plan in place to attain the credentials, but the credentials must be completed by September 1, 2025. This HLC deadline has been extended several times.



HLC's Dual Credit [extension link](#)

CENTRAL'S CREDENTIAL PROCESS

- All disciplines taught at Central have a minimum credential level (determined minimum academic and professional qualifications) established along with a listing accepted related subfields, licensure requirements, etc. The governing Minimum Faculty Qualifications document is stored on the intranet and accessible by all instructional leaders and faculty. Faculty and administration initially approved the document in 2016-2017.
- We have made small amendments to the document over the years when adding programs, changes in licensure requirements, when the College recognized a need for further clarification, and so on.
- The Chief Academic Officer and Deans of Instruction are the only credential reviewers at the College. This allows consistency of interpretation and documentation among the instructional leadership. The CAO's office is responsible for compliance and management of this process.

CENTRAL'S CREDENTIAL PROCESS

- Upon applying for a faculty/instructional position at CCC, all faculty/instructional applicants are reviewed using the minimum credential required for the discipline the applicant will teach and a decision is made MET/NOT MET/CREDENTIAL PLAN. Applicants that rank “met” are forwarded for consideration and “not met” are not forwarded to the search committee. Applicants who rate “credential plan” are required to have a credential plan on file prior to hire. Instructional Deans work with HR and the CAO to complete this requirement.
- All reviewed application materials are securely stored with the review document.
- Dual credit instructors who are not primarily employed by CCC are reviewed in the same method, but because HLC allows a credential plan for these instructors, instructors who teach gen ed are allowed to begin teaching when they reach 12 graduate hours in the discipline. A written plan with deadlines and expectations and mutually signed and reviewed until completion. When the credential plan is completed, a credential review is made and filed as “met” if appropriate.

CENTRAL'S CREDENTIAL PROCESS

- All faculty who have taught for credit courses from present back to Spring 2017 term must have credential reviews on file. Any files with missing materials and former faculty who are no longer available to provide documentation are marked as “not met” and a justification about lack of access to credential information from former employee. If the employee should wish to return to CCC, then the College collects needed credential information at the time of application and credentials are reviewed as part of the hiring process described above.
- The credentialing decision is entered into Colleague for each faculty member by discipline.
- To maintain compliance with Central's process, course schedulers can search in Colleague by discipline to see a list of all available credentialed faculty members for each discipline.

CENTRAL'S CREDENTIAL PROCESS

Minimum Criteria Faculty (approved CCC 5/27/2017)

All credits and degrees must be earned at an accredited institution.

Prefix	Prefix Name	Award	Degree Requirements	Additional Required Certification/Licensure	Related Sub Fields	Comments/Work Experience	Relevant Work Experience Equivalencies
CNST	Construction Technology	AAS	A minimum of a bachelor's degree or higher in the field or related field and three (3) years collective relevant work experience; or An AAS degree and recognized industry certification in the field such as solid surface certification (corian, swanstone, megranite, etc.) and three (3) years collective relevant work experience; or An AAS in the field or related field and five (5) years of collective relevant work experience; or More than ten (10) years of collective work experience; industry certification and enrollment in a related AAS degree program.	None Required	Construction Management; Architectural Drafting with Construction course work	Jobsite Construction Coordinator/Supervisor; Construction Superintendent; Self-Employed Contractor; Industrial Tech High School Teacher specializing in Construction; Habitat for Humanity Construction Supervisor; Construction Jobsite Foreman; Construction Building Inspector; Mill shop/Cabinet Shop Foreman; Construction Estimator	Two (2) years experience teaching in the field; 48 hours - CCC or industry workshops; 240 hours return to industry/internships or combination of workshops/industry internships; required industry certifications

NAME:		CCC ID:	
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OFC USE ONLY:

_____ Colleague

_____ Perceptive

_____ Copy to Dept

Updated 4/1/23

STATUS :	Full-time	Part-time	Early College High school teachers teaching through Early College must have 12+ graduate credits in the content and a completed Master's degree; they may be allotted time to obtain the remaining 6 credits. An approved plan for completion must be submitted.
			High School / Position:

Prior to teaching in Academic Education, an instructor must hold a Master's degree with 12+ graduate credits in the discipline.

A plan explaining how the instructor will complete the remaining required six (6) credits must be approved by Division Dean and the Chief Academic Officer.



Prefix Name Dept Award	Credential Qualifications: • Academic (AQ) • Professional (PQ)	Add'l required certification/ Licensure:	Related Subfields:	Comments / Work Experience:	Relevant Work Experience Equivalencies:
CNST Construction Technology Skilled & Technical Sciences AAS	A minimum of a bachelor's degree or higher in the field or related field and three (3) years collective relevant work experience; or An AAS degree and recognized industry certification in the field such as solid surface certification (Corian, swanstone, meganite, etc.) and three (3) years collective relevant work experience; or An AAS in the field or related field and five (5) years of collective relevant work experience; or More than ten (10) years of collective work experience; industry certification and enrollment in a related AAS degree program.	None Required	Construction Management; Architectural Drafting with Construction course work	Jobsite Construction Coordinator/Supervisor; Construction Superintendent; Self-Employed Contractor; Industrial Tech High School Teacher specializing in Construction; Habitat for Humanity Construction Supervisor; Construction Jobsite Foreman; Construction Estimator	Two (2) years experience teaching in the field; 48 hours - CCC or industry workshops; 240 hours return to industry/internships or combination of workshops/industry internships; required industry certifications

Academic & Professional QUALIFICATIONS:	MET	QL (Qualified with Limitations)	NOT MET

ACADEMIC LEVEL:	GR (Masters / PhD)	GC (18 Graduate Credits)	JD (Justified by Dean)	CP (Credentials in Progress) *Complete plan sheet

NOTES and JUSTIFICATION:	<input type="checkbox"/> Instructor meets qualifications to teach PRDV courses.
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REVIEWED BY:		DATE:	
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CREDENTIALS TO DATE

Over 1,000 sets of transcripts and resumes reviewed, documented and filed.

- All full-time and part-time faculty back to January 2017.

On-going:

- Deans review would-be dual credit and adjuncts each week.
- CAO reviews all full-time faculty applications which averages about 5-7 applications a week over the year.

CREDENTIALS ON FILE...

Division	Qualified to teach*	Discipline w/ most qualified #s*
Arts, Sciences & Business	552	MATH (90)
Career Technical Sciences	240	AGRI (32)
Nursing	62	NURS (62)
Health Sciences	54	DENH (20)
Health Services and Safety	152	n/a

Total reviewed faculty with CCC IDs*: 1,037

Total individuals approved to teach in 1+ disciplines: 177

*Numbers are duplicated.

CENTRAL'S CREDENTIAL PROCESS

Challenges:

- Diligence reviewing, documenting, entering, storing credentials every time.
- Keeping credentials expectations and documentation current, accurate.

Benefits:

- Very Transparent.
- Easy to check on credential status.
- Confidence that a standard is being upheld.
- Mature, established process, as evidence for our accreditor.

QUESTIONS?

