

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 33

TITLE: Faculty Credentialing

EFFECTIVE DATE: October 1, 2014

PROCEDURE

1. PURPOSE

To provide guidance for the process of evaluating an individual's education and experience in relation to New River Community and Technical College's minimum standards for teaching credit-bearing courses.

2. SCOPE AND APPLICABILITY

This procedure applies to all individuals who are employed or are offered employment as faculty members; or who are assigned to perform faculty work at or through New River Community and Technical College (hereafter, the College).

3. DEFINITIONS

- A. **Credentialing**-the process of evaluating an individual's education and experience in relation to minimum institutional standards for teaching credit-bearing courses.
- B. **Credentialed fields**-are established to align with approved disciplines and programs of study at the College. Each credentialed field will be based on established minimum qualifications that are based on educational attainment, teaching and learning competency, and may also include related occupational experience, state or national industry licensure or certification, or other requirements for each credentialed field. Standards established by programmatic accrediting bodies will be incorporated into the minimum qualifications for field(s) where separate, programmatic accreditation has been attained or is being sought.
- C. **Full time equivalency**-each 30 credit hours of documented teaching experience in a post-secondary or secondary institution will be considered the equivalent of one year of full time teaching.
- D. **Other College Faculty status** refers to the following classifications:
 - i. Limited full-time—individuals who are assigned to teach credit-bearing courses at a level generally expected of full time faculty (30 credit hours per academic year) for a limited period of time due to unusual circumstances (such as the mid-term resignation or death of a faculty member who has been assigned a full teaching load).

- ii. Adjunct—individuals assigned to teach credit-bearing courses to a maximum of 8 credit hours per term or to perform an equivalent amount of non-teaching work as defined in their employment contract
 - iii. External—individuals who do not hold faculty positions at the College, but who teach at an alternate location (i.e., dual enrollment courses, those teaching courses in programs that qualify for EDGE credit, or courses under consortia or contractual obligations)
- E. **Unlimited status**-means that a faculty member has attained full time status and is fully credentialed to teach any/all courses within a given discipline or program at the time s/he is hired. This would include those in the following classifications:
- i. Tenured faculty holding an annual contract;
 - ii. Term faculty holding an annual contract;
 - iii. Instructional specialists holding an annual contract; or,
 - iv. Visiting instructors holding an annual contract

4. PROCEDURES

A. Individuals with unlimited status must meet all minimum institutional standards for teaching in the discipline or programs of study in which s/he is assigned. Individuals with other College faculty status must meet the minimum educational, occupational, and licensure/certification requirements prior to the date of hire. If retained for a period longer than 2 consecutive academic years, these individuals will be strongly encouraged to complete the teaching and learning requirements as well.

B. MINIMUM QUALIFICATIONS

i. TRANSFER COURSES AND PROGRAMS

a. For programs leading to an Associate of Arts or Associate in Science degree or intended to facilitate transfer to a 4-year institution (AA, AS, transfer) as the highest award and for individuals teaching courses in the general education areas traditionally denoted for transfer (housed within the departments of language arts; mathematics and natural sciences; humanities, social and behavioral sciences) – the minimum educational qualification will be:

- 1) a Master's degree in the discipline from a regionally accredited institution; or,
- 2) a Master's degree in a closely related discipline from a

regionally accredited institution, with 15 graduate semester hours attained within the discipline.

b. Prior to being granted unlimited status, a faculty member teaching in the disciplines within the general education or transfer core courses or programs, should demonstrate competence in all of the following areas, specifically related to post-secondary teaching and learning:

- 1) the philosophy of community and technical college education;
- 2) course construction/instructional design;
- 3) teaching/instructional methods; and,
- 4) student learning outcomes assessment and evaluation.

c. Demonstration of attainment of these competencies may be accomplished through the following:

- 1) a degree in education OR documentation of three years of successful, full time post-secondary teaching experience (NOTE: 1 year equivalency will be granted for every 30 credit hours) in the field for which they are being hired;
- 2) documented coursework in the specific competency areas; and/or,
- 3) completion of appropriate internal or external professional development opportunities in these areas as well as documented observation by the Academic Dean of the application of these competencies.

ii. TECHNICAL AND CAREER PATHWAY PROGRAMS

a. The minimum educational qualifications for those teaching in technical and career pathway programs that provide the graduate with opportunities for immediate employment are based on industry standards and generally accepted post-secondary institutional practice, as follow:

- 1) For programs leading to either a Certificate (CAS or CASTS) or an Associate of Applied Science (AAS or AASTS) degree as the highest award – the preferred standard is a baccalaureate degree from a regionally accredited institution in an appropriate content area; however, the minimum educational qualification will be an Associate's degree (AA, AS, or AAS) in an appropriate content area and/or directly

related career or technical training specialty.

- b. Prior to being granted unlimited status, a faculty member teaching in technical or career pathway programs that provide the graduate with opportunities for immediate employment, should demonstrate competence in all of the following areas, specifically related to post-secondary teaching and learning:
 - 1) the philosophy of community and technical college education;
 - 2) course construction/instructional design;
 - 3) teaching/instructional methods; and,
 - 4) student learning outcomes assessment and evaluation.
- c. Demonstration of attainment of these competencies may be accomplished through the following:
 - 1) a degree in education OR documentation of three years of successful, full time post-secondary teaching experience (NOTE: 1 year equivalency will be granted for every 30 credit hours) in the field for which they are being hired;
 - 2) documented coursework in the specific competency areas; and/or,
 - 3) completion of appropriate internal or external professional development opportunities in these areas as well as documented observation by the Academic Dean of the application of these competencies.
- d. Each individual teaching in technical and career pathway programs that provide the graduate with opportunities for immediate employment is expected to:
 - 1) document two years of recent full time industry occupational experience (with recent defined as within the last five years prior to date of hire); this requirement may be waived if there are two years of documented successful, full time (NOTE: 1 year equivalency will be granted for every 30 credit hours) post-secondary teaching experience the field for which they are being hired;
 - 2) documentation at the time of hiring, and subsequent evidence that s/he maintains current state or national licensure or certification in their credentialed field; and/or,
 - 3) met the minimum standards of programmatic accrediting bodies, if applicable.

iii. ADDITIONAL CREDENTIALING

- a. Full time faculty members who earn credentials that would qualify them to teach in a discipline or program of study other than that for which they were originally hired may initiate a credentialing review through the Office of Academic Affairs. Once a determination is made by the Academic Dean or Vice President for Academic Affairs that the new credentials have qualified them to teach in a different discipline (or specific courses within a program), assignments can be requested and granted accordingly.

iv. LIMITED EXCEPTIONS

- a. If an individual does not meet minimum credentialing requirements, a limited exception may be granted under certain conditions. There should be a documented determination as to whether one of the following circumstances exist prior to assignment under exception:
- 1) Emergency staffing situation(s), which may occur as follow:
 - a) a failed search for a full time faculty position;
 - b) resignation or termination of a faculty member immediately prior to the start of, or during a given term;
 - c) illness, accident, or death of a faculty member immediately prior to the start of, or during a given term which precludes completion of contracted faculty work;
 - d) addition of course sections within two weeks of the start of the term; and/or,
 - e) immediate deployment of a faculty member to serve in the armed forces.
 - 2) Pending credentials, which may occur when the individual has completed 80% of the coursework or requirements necessary to meet the necessary educational qualifications for employment.
 - 3) Special expertise, which may occur when an individual with specialized credentials or expertise is hired to teach a specialized course.
 - 4) Renowned qualifications, which may occur when an individual of exceptional status or broad recognition is hired to teach a course or courses in the field of recognition.
 - 5) Emerging fields, which may occur in cases where the program area is so new that the educational, occupational,

and licensure/certification requirements are not yet established.

NOTE: The limitation on exceptions is dependent upon the particular circumstance, and may be renewed based on an annual evaluation when conditions warrant. At no time will an exception continue without an annual review and evaluation.

- v. SPECIFIC PROVISIONS FOR FULL TIME FACULTY PREVIOUSLY HOLDING UNLIMITED STATUS (as of July 1, 2014)
 - a. All new full time faculty, as well as adjuncts and individuals who do not hold faculty positions at the College but are hired or offered courses on or after July 1, 2014 must meet minimum qualifications or one of the limited exceptions previously noted.
 - b. Full time faculty hired as full time faculty and holding unlimited status prior to July 1, 2014 will not be required to meet current or future changes in the minimum requirements, UNLESS the requirements of current or future changes would require retraining or additional education, licensure or certification. In such cases, any deficiencies would need to be remedied within a period of two years from the date of the change.
 - c. Full time faculty hired as full time faculty and holding unlimited status as of July 1, 2014 may be assigned available work outside of their credentialed field, if they meet the current minimum established qualifications, as provided under the following conditions:
 - 1) the College determines that the faculty member possesses educational or occupational experience appropriate to the specific assignment; and
 - 2) the assignment is essential to meeting unexpected or sudden staffing needs, or to provide a full workload in accordance with the faculty member's contractual obligations; and,
 - 3) written documentation providing the rationale for the assignment is on file with the Office of the Vice President for Academic Affairs prior to the assignment.

C. CREDENTIALING STEPS

- i. The credentialing process will be initiated by the Department Chair of the respective discipline or program in which the individual is seeking assignment or may be assigned.

- ii. The Chair will use the credentialing/qualifications form and documents supplied by the Offices of Academic Affairs and Human Resources to perform the process and forward all documents to the Dean responsible for the academic department to which the individual may be assigned.
- iii. The Dean of the academic department in which the individual seeks assignment or may be assigned will review the credentialing documents and provide a recommendation on qualifications and assignment to the Vice President for Academic Affairs.
- iv. The Vice President for Academic Affairs will be responsible for ensuring that credentialing is completed and that the assignment is appropriate prior to any offer of employment and will notify the Director of Human Resources, Dean and Department Chair of such.
- v. The completed credentialing forms and professional development files for all faculty, including those not extended an offer of teaching based on the credentialing process, will be maintained in the Office of Academic Affairs.

RELATED POLICIES AND/OR PROCEDURES: Administrative Department Procedure for Faculty Credentialing maintained by the VP of Academic Affairs

RESPONSIBLE OFFICES: Office of Academic Affairs; Human Resources Office

Approved by: President's Cabinet 9/30/14