

Central Texas College District
Human Resource Management Operating
Policies and Procedures Manual

Policy No. 160: Instructional Personnel –
Qualification and Approval Procedures

I. PURPOSE

Central Texas College employs faculty members in accordance with its mission and with Southern Association of Colleges Schools Commission on Colleges (SACS) guidance. *Faculty Credentials – Guidelines* (December 2006) is published by SACS to be used as a guide though there are identifiable parameters when considering the qualifications of prospective instructors. These parameters are discussed throughout this document.

II. SCOPE

This policy applies to all full and part-time faculty members.

III. PROGRAM GOALS AND OBJECTIVES

Faculty qualification is determined by educational attainment, work experience when applicable, and other considerations such as licensure, outstanding discipline recognition, publications, or other demonstrated evidence. The qualification process is consistent regardless of geographic location of the proposed faculty member or of the instructional delivery of the course content.

IV. PROGRAM DESCRIPTIONS

General guidelines for review of educational attainment begin with transcripts. Higher education institutions whose transcripts are presented to document coursework taken by a prospective instructor must be accredited nationally, regionally, or identified at the state level. The national accreditation recognition refers to those institutions identified by the Council for Higher Education Accreditation (CHEA), www.chea.org, regionally refers to the six regional accrediting agencies; Middle States Commission on Higher Education, www.msche.org, New England Association of Schools and Colleges Commission on Institutions of Higher Education, www.neasc.org, North Central Association of Colleges and Schools The Higher Learning Commission, www.hlcommission.org, Northwest Commission on Colleges and Universities, www.nwccu.org, Southern Association of Colleges and Schools Commission on Colleges, www.sacscoc.org, and Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities, www.wascweb.org, and the state level refers to those identified through the Texas Higher Education Coordinating Board (THECB), www.thecb.state.tx.us in the *List of Recognized Accreditors*.

Reviewing degrees attained outside of the United States whose institutions are not reflected in any of the resources noted in the previous paragraph is an additional consideration. Central Texas College will review these transcripts provided there is corresponding translation and evaluation documentation from an acceptable agency such as World Education Services (WES).

V. CONDITIONS

The parameters are delineated according to guidelines related to university parallel courses and those related to career and technical education courses. The following demonstrates the parameters:

- A. University parallel courses require the instructor have an earned Master's degree or higher. Additionally, there must be a minimum of eighteen graduate semester hours in the discipline of the requested courses. Finally, coursework related to the learning outcomes of the requested courses must be identified.
- B. Career and technical education courses require a minimum of an Associate degree. There are some instructional programs that require a Bachelor's degree, such as nursing. Those programs with higher degree requirements note the requirement in the job description. Coursework related to the learning outcomes and/or competencies of the requested courses must be identified. Additionally, wage-earning work experience related to the learning outcomes of the requested courses must also be identified to demonstrate work proficiency. Work experience is exclusive of teaching.
- C. Some occupations require licensure or other credentials in order to participate in the workforce. The specific credential is identified in the job description through the related instructional department. Demonstration of these credentials must be included to be considered for qualification.
- D. There are rare instances when an individual may not hold all the qualifications noted above but instead may have exceptional experiences related specifically to the requested courses. Documentation of the exception should be noted through the faculty qualification form and evidence included that clearly correlates the experience with the learning outcomes of the courses requested. Examples of exceptional items include discipline or industry noted publications, nationally recognized presentations or honors, or other items that are clearly 'above and beyond' the usual discipline or work experience. This exception is only to be used in cases where it is obvious that the items to be considered are exceptional and beyond general expectations.

VI. PROCEDURES

1. Initial qualification is conducted through review of a new-hire packet by the department requesting faculty. The packet should include all items needed for determination of qualification to teach. CTC Form 16B is completed demonstrating the education requirements including accreditation designation, correlated courses taken, correlated work experience, qualification requirements such as licensures, and any additional supporting credentials if needed to clearly demonstrate qualification. After determination of qualification, the hiring department signs and dates the form and it, along with the related documentation in the new hire packet is submitted to the respective campus dean for review.
2. The campus Dean reviews the documentation to determine if the qualification for courses requested to teach is justified. When a determination is made, the Dean signs the form and forwards the packet to the Deputy Chancellor, Academic & Student Services.
3. The Deputy Chancellor, Academic & Student Services ensures the faculty qualification is demonstrated per this policy's requirements. If qualification is verified, the faculty approval notification is sent to the hiring department and the packet is sent to the Human Resource Department.