Part 1. Unlimited Faculty. The MnSCU Office of the Chancellor shall hold the responsibility for credentialing unlimited faculty as per the MnSCU System Procedure 3.32.1, Part 7. Procedures set down by the Office of the Chancellor will be followed by the DCTC Academic Affairs Department in conjunction with the DCTC Human Resources Department.

Part 2. Temporary Full-time, Temporary Part-time, Adjunct, and External Instructors

1. The DCTC Academic Affairs Department and the Human Resource Department together will manage the credentialing process for those faculty assigned to teach credit courses.

2. Temporary Full-time, Temporary Part-time, Adjunct and External Instructors shall complete the MnSCU on-line credentialing application which will be reviewed by the DCTC Human Resources Department and Academic Affairs Department. The application process will require submission of an official college transcript(s), employment verifications of related occupational experience, state and/or national industry licensure/certification, and any other requirements outlined in the system-established minimum qualifications.

3. The Human Resources Department will maintain the appropriate credentialing documentation in the employee's personnel file.

4. Temporary Part-time, Adjunct, or External Instructors may be assigned to teach, even if they do not meet the system-established minimum qualifications only if one of the following exception conditions apply:
   a) Emergency staffing situations:
      1) Illness, accident or death of a faculty member during the term, resulting in a faculty member being unable to finish teaching the course.
      2) A failed search for a faculty position, if the position has been advertised at least twice.
      3) Resignation of a faculty member immediately prior to start of a term.
      4) Addition of course sections immediately prior to start of a term.
      5) Immediate deployment in the armed services.
      NOTE: An individual may be hired for no more than two consecutive semesters under any of these emergency staffing exceptions.
   b) Pending credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.
   c) Special expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.
   d) Renowned qualifications: An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. This is no time limit on this exception.
   e) Emerging fields: An exception may be made in instances where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

5. Faculty appointments under the exception conditions will be requested by the Dean to the Vice President of Academic and Student Affairs and reviewed by the Director of Human Resources prior to an offer of employment being made.

6. Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by the Academic Affairs Department and the Human Resources Department.

Reference: MnSCU and DCTC Policy 3.32
MnSCU and DCTC Procedure 3.32.1

Date of Implementation: July 1, 2006