**DAKOTA COUNTY TECHNICAL COLLEGE**  
Chapter 3 – Education/Instruction  
3.32 – College Faculty Credentialing

**Part 1. Purpose.** Academic credentials and relevant work experience of faculty at Dakota County Technical College, among other factors, indicate the quality of course work and the effectiveness of pedagogical methods. The purpose of this policy, as stated in MnSCU Board Policy 3.32, is to “assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications. Credential fields will replace assigned fields and license fields upon completion of the conversion process specified in MnSCU Procedure 3.32.1. Recognizing that full conversion of assigned fields and license fields to credential fields must occur field by field, each assigned field or license field shall remain in effect only until replaced by a corresponding credential field.

**Part 2. Definitions.**

1. **Assigned Field:** Assigned field means a defined area of knowledge and skill that is specifically related to a program, service, or academic discipline and for which system-established minimum faculty qualifications exist. The assigned field is associated with faculty positions formerly governed by the Minnesota Community College Faculty Association bargaining agreement.

2. **License Field:** License field means a defined area of knowledge and skill that is specifically related to a program, service, or academic discipline and for which system-established minimum faculty qualifications exist. The license field is associated with faculty positions formerly governed by the United Technical College Educators bargaining agreement.

3. **Credential Field:** Credential Field means a defined area of knowledge and skill that is specifically related to a program, service or academic discipline, and for which system-established minimum qualifications are created under MnSCU Board Policy 3.32.

4. **Minimum Qualifications:** Minimum qualifications mean system-established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. The minimum qualifications shall include educational requirements and teaching and learning competency requirements; they may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each credential field.

5. **College Faculty Credentialing:** College Faculty Credentialing means the process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses and for counselors and librarians.

6. **Temporary Faculty:** Individuals assigned full-time or part-time to teach credit-based courses or to work as counselors or librarians on a temporary basis as defined in the Employment Agreement between the MnSCU Board and the Minnesota State College Faculty.

7. **Adjunct Faculty:** Individuals assigned to teach credit-based courses totaling fewer than five (5) credits in a term or to perform an equivalent amount of non-teaching work as defined in the Employment Agreement between the MnSCU Board and the Minnesota State College Faculty.

8. **External Instructors:** Individuals not holding faculty positions as defined in the Employment Agreement between the MnSCU Board and the Minnesota State College Faculty who are assigned to teach college credit-based courses. This definition does not include high school teachers who are assigned to teach postsecondary enrollment options concurrent enrollment courses.

**Part 3. Applicability.** All College Faculty teaching credit-based courses and counselors and librarians will meet the College Faculty Credentialing requirements as established by MnSCU Board Policy 3.32 and Procedure 3.32.1.

The Office of the Chancellor shall complete the credentialing process for unlimited faculty positions.

Faculty, including counselors and librarians, in unlimited positions must also meet the Teaching and Learning Competency Requirement as outlined in the MnSCU System Procedure 3.32.1, Part 5, Subpart B.
The Dakota County Technical College Academic Affairs Department and Human Resources Department together will manage the credentialing process for temporary full-time (TFT) faculty, temporary part-time (TPT) faculty, adjunct faculty, and external instructors.

TFT faculty shall meet the system-established minimum qualifications for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement referenced in Part 5, Subpart B of MnSCU Board Procedure 3.32.1

TPT and Adjunct Faculty, and External Instructors shall meet the system-established minimum qualifications for the credential field aligned with the courses being taught, except as allowed under the exception conditions outlined in the DCTC Credentialing Procedures.

References:

MnSCU Board Policy 3.32
MnSCU System Procedure 3.321

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