

## **DCTC Policy 3.33 College Faculty Credentialing**

### **Part 1. Policy Statement.**

Academic credentials and relevant work experience of faculty at Dakota County Technical College, among other factors, contribute to the quality of students' educational experience at the college. The purpose of this policy, as stated in Minnesota State Colleges and Universities Board Policy 3.32 is to 'assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications'.

### **Part 2. Definitions.**

**Credential Field-** A defined area of knowledge and skills that is specifically related to a program, service, or academic discipline, and for which system-established minimum qualifications are created under Minnesota State Colleges and Universities Board Policy 3.32.

**Minimum Qualifications** Minnesota State Colleges and Universities 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.

**College Faculty Credentialing** The process for evaluating an individual's education and experience in accordance with system-established minimum qualification for individuals teaching credit-based courses, as well as for counselors and librarians.

**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 Minnesota State College Faculty collective bargaining agreement.

**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 Minnesota State College Faculty collective bargaining agreement.

**External Instructors** Individuals not holding faculty positions as defined in the Minnesota State College Faculty collective bargaining agreements who are assigned to teach college credit – based courses (e.g., high school teachers, administrators, and other college employees).

**Policy** All college faculty teaching credit-based courses and counselors and librarians will meet College Faculty Credentialing requirements as established by Minnesota State Colleges and Universities Board Policy 3.32 and Procedure 3.21.1 and in alignment with the Higher Learning Commission requirements as of June 26, 2015. The System Office shall complete the credentialing process prior to making an offer for unlimited faculty positions or for current unlimited faculty applying for additional field(s) subsequent to initial hire in unlimited positions. The Human Resources Department, in consultation with the Academic Affairs designee, will manage the credentialing process for temporary-full time faculty and part-time faculty, adjunct faculty, and external instructors.

## **Faculty Positions**

**Unlimited Liberal Arts and Science Faculty – Educational Requirement** Master's degree in the credential field or a master's degree in any field with a minimum of 18 graduate semester credits (or equivalent quarter credits) in the credential field.

**Temporary part time, adjunct, and external instructors** shall meet the system-established minimum qualification for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement. An exception is allowed under the exception conditions outlined in these policy/procedures.

**Career, technical and professional credential fields – Educational Requirement** Minimum requirements are based on established industry standards and accepted higher education standards.

**Occupational experience requirement** for career, technical, and professional credential fields shall be two full-time years (or equivalent) of verified related paid work experience in the specific credential field; more than two full-time years (or equivalent) may be required for a particular field. One year of the work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.

**State and/or national industry licensure/certification requirement** Industry licensure/certification or other credential required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: Registered nurse is a Minnesota Registered Nurse license; law enforcement is a Minnesota POST board certification).

**Program accreditation requirement** Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

**Pending Credentials:** Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

**Special Expertise:** An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

**Renowned qualifications:** An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

**Emerging Fields:** An exception may be made 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.

### **Part 3. Process**

1. TFT, TPT, Adjunct and External Instructors shall complete an on-line credentialing application to be reviewed by the Chief Human Resources Officer. 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. (Currently, these faculty submit Column/Step paperwork reviewed by the Chief Human Resources Officer and the Office of the Chancellor – Personnel Department.)
2. The Human Resources Department shall maintain appropriate credentialing documentation on TFT, TPT, Adjunct, and External Instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.
3. Faculty will receive notification of the credentialing decision. As noted in the policy, TFT faculty must meet system-established minimum qualifications, without exception. The college may assign a TPT, Adjunct or External Instructor, without meeting system-established minimum qualifications, if one of the following exception conditions applies:

#### **Emergency staffing situations:**

- Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course.
  - A failed search for a faculty position, if the position has been advertised at least twice.
  - Resignation of a faculty member immediately prior to the start of a term.
  - Addition of course sections immediately prior to the start of a term;
  - Or immediate deployment in the armed services (an individual may be hired for no more than two consecutive semesters under this exception).
4. Faculty appointments under the exception conditions will be requested by the Supervising/Academic Dean. The Vice President and the Chief Human Resources Officer will review the request for meeting one of the noted exceptions listed above. The Vice President will give final approval prior to an offer of employment being made by the Supervising/Academic Dean.
  5. Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by the Human Resources Department.

#### **Related Documents:**

- Minnesota State Colleges and Universities Board Policy 3.32
- Higher Learning Commission Assumed Practice B.2.a and B.2.b.

**Responsible Administrator:** Chief Human Resources Officer

#### **Policy History:**

Date of Adoption: 7/1/2006

Last Revision date: 4/17/2017

Date most recent policy revisions go into effect: 6/5/2017

**Date and subject of revisions:**

Policy completely re-written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.