

3357:13-16-041: Determination of Faculty Qualifications Procedure

- (A) All full-time and adjunct faculty at North Central State College--including instructors assigned to on-campus, online, College Credit Plus, and contractual program classes--are appropriately credentialed in accordance with the Higher Learning Commission's and the Ohio Department of Higher Education's guidelines for faculty credentials.
- (B) To ensure that students receive high quality preparation for the workforce, for transfer, and for continuing education, the College hires highly qualified faculty for instruction in all disciplines. Credentials are the primary factor in determining qualifications, but experience and professional credentials and certifications are also considered, particularly for workforce training and technical program courses in applied degrees. The College verifies faculty qualifications through the evaluation of appropriate credentials and professional history. North Central State College only recognizes a college degree or other credential from a regionally accredited institution.
- (C) Faculty in General Education Coursework, Programs, Disciplines. The minimum qualifications for faculty teaching general education are a master's degree in the field or a master's degree in a closely related field with a cohesive set of 18 semester credit hours of graduate coursework in the teaching discipline.
- (D) Faculty in Career and Technical Coursework, Programs, Disciplines. The minimum qualification for faculty teaching in career and technical areas is an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. When a faculty member is employed based on the equivalent experience, the minimum threshold of that experience is 5 years in the field or a combination of experience and education equaling 5 years. Faculty in accredited career and technical programs must hold the minimum qualifications established by their accrediting agency.
- (E) Faculty for Developmental Courses. Faculty members teaching developmental courses must hold a bachelor's degree and preferably a bachelor's degree related to the discipline in which they are teaching.
- (F) Faculty in Workforce and Community Services. The minimum qualification for teaching non-credit workforce and community courses is dependent on certifications, experiences, and education related to the content of the course. Faculty in this area must have evidence of applicable work experience, certification, or other educational credentials related to the course content.

(G) Documentation. All documentation used to qualify faculty employed by the College to teach within their discipline(s) is maintained in the faculty member's permanent personnel file in the Human Resources Department. Transcripts of College Credit Plus instructors are verified as official by the high schools employing them and are furnished to the CCP director for review by the academic divisions and approval by the Chief Academic Officer. All documentation must be kept current; therefore, any renewals need to be sent by the faculty member to the Office of Human Resources.

(H) The following types of documentation are needed for faculty credentials:

(1) Transcripts (required)—Qualifying transcripts are official, original transcripts, received directly from the degree awarding institution. Unofficial transcripts issued to the individual will only be accepted as a temporary measure until transcripts/credentials from the awarding entity can be obtained.

(2) Current Curriculum Vitae (required)

(3) Work Experience (required for applied degrees)

(a) A letter on company letterhead outlining work experience from a current or former employer is necessary to document work experience. The letter should include dates of employment and signature of an authorized company representative.

(b) Employee W2 forms, letters from co-workers, or publications referencing the employee can be used if the company has closed.

(c) Employees whose work experience comes from self-employment are able to document their work experience through letters of reference from clients who can speak to the scope of work performed.

(4) Other Documentation (required in special circumstances)

(a) Professional licensure, certifications, awards, publications, and other documented competencies used to show qualifications must be kept in the employee's permanent personnel file.

Effective: October 24, 2017

Next Review: June 1, 2028

Review Dates: 10/24/17, 6/13/23

A copy of the Higher Learning Commission's "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices" is available at http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf