

### 3357:13-16-042: Faculty Qualification Exception Process

- (A) The College recognizes that some circumstances, albeit infrequent, may necessitate the College to hire faculty who do not fully satisfy the minimum qualifications; where a full-time faculty member may have been permitted to teach based on tested experience; or, where a visiting or adjunct faculty member would have a specific experience allowing the teaching of a specialty course. In light of these cases, to meet the requirements of the Higher Learning Commission and create a consistent and documented process, the College uses this Faculty Qualification Exception Process.
- (B) The Chief Academic Officer, in conjunction with the dean and assistant dean, may approve exceptions to the minimum qualifications for a faculty member for a maximum of 5 years. However, an important note is that the Higher Learning Commission does not recognize previous teaching of a course alone as tested experience, which it defines as “breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”
- (1) An exception may be granted for an individual in the process of completing courses, required to teach within the discipline(s), as documented with an educational plan indicating how the faculty member will meet the minimum qualifications within a specified time frame, not to exceed 5 years. The dean/assistant dean monitor the plans in their division each semester to ensure that progress is being made and to determine whether the faculty member may continue to teach in the discipline.
  - (2) An exception may be granted for an individual with the necessary breadth and depth of tested experience outside of the classroom in a real-world situation, which is relevant to faculty to teach within the discipline(s), and as documented.
- (C) An application form entitled “Faculty Credentials Exception Form” has been developed for faculty who wish to request a credentials exception on the basis of tested experience. This form, along with all necessary supporting documentation, must be received and approved by the Chief Academic Officer prior to the selection of a course outside the faculty member’s documented credentials as described above.

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 here:

[http://download.hlcommission.org/FacultyGuidelines\\_2016\\_OPB.pdf](http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf)