

<b>Minimum Faculty Qualifications</b>	Policy Number	406.0
	Effective Date	Jan 1, 2019

### **1.0 POLICY**

UA-Pulaski Technical College (UA-PTC) faculty members, including those in concurrent enrollment, adjunct, contractual, and consortia programs are expected to be appropriately credentialed for the assigned discipline and courses they teach, while also meeting the requirements and assumed practices as set forth by the College’s regional accrediting agency, the Higher Learning Commission (HLC).

#### **A. General Education and Courses Designed for Transfer**

Faculty who teach general education or transferrable courses (as defined by the Arkansas Course Transfer System) shall possess a doctoral or master’s degree in the discipline, or have a master’s degree completed with at least 18 graduate hours in the discipline or subfield of the courses for which he/she is the instructor of record. When evaluating whether or not the graduate-level training is appropriate, evidence must be provided that the content and training in those courses provides expertise necessary to teach the specific course(s) assigned. All departmental decisions are subject to review and approval by the appropriate dean and the Provost/Chief Academic Officer.

#### **B. Associate Degree or Certificate Course Not Designed for Transfer**

Faculty who teach courses not designed for transfer shall possess a degree in the discipline at least one level above the course being taught. Exceptional cases of demonstrated competencies, professional experience, or industry credentials may be considered on an individual basis with recommendation by the school’s dean and approved by the Provost/Chief Academic Officer.

Any exception granted to the above policy must be documented using the Alternative Credentials Form, signed by all designees noted on the form, and must be housed in the faculty member’s file with all supporting documentation in HR before assigning the faculty of record or issuing a faculty contract.

### **2.0 REVISION HISTORY**

Adopted on:  
January 2019  
Revised on:  
October 2018

### **3.0 PERSONS AFFECTED**

This policy applies to all faculty, staff, students, and other entities affiliated with UA- PTC.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	UA-PTC Review	Oct 2018
Ratified by	UA-PTC Provost	Dec 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019