

Minimum Faculty Qualifications Procedure	Procedure Number	406.1
	Effective Date	Jan 1, 2019

1.0 PURPOSE

In accordance with UA-Pulaski Technical College Policy 406.0, Minimum Faculty Qualifications, the purpose of this procedure is to establish appropriate processes and protocols necessary for ensuring faculty possess the minimum faculty qualifications for compliance with the Higher Learning Commission's (HLC) criteria for accreditation and assumed practices, and quality facilitation of learning at UA-PTC. Accordingly, the expectations set forth in this procedure pertain to all of the College's faculty, including those in concurrent enrollment, adjunct, contractual, and consortia programs. This procedure also provides information and clarification regarding faculty qualifications for those individuals responsible for hiring and supervising faculty.

2.0 REVISION HISTORY

Adopted on:
December 2018
Revised on:

3.0 PERSONS AFFECTED

All faculty, administrators, students, and supervisors are affected by this policy.

4.0 DEFINITIONS

- A. *Alternative Credentials* - The sum of equivalent experience acquired by faculty that clearly contributes to subject matter expertise and student learning outcomes and can, under special circumstances, be considered in lieu of formal academic preparation.
- B. *Assigned Discipline* - A defined area of knowledge and skill that is specifically related to a program, service, or academic curriculum and for which minimum qualifications exist.
- C. *Career Technical Education (CTE)* - A defined area of knowledge and skill that is specifically related to specialized trades, applied sciences, modern technologies, and career preparation. CTE offers both academic and career-oriented courses that are intended for job entry and not intended for transfer to a four-year institution.
- D. *Concurrent Enrollment Instructor* – Part-time faculty who teach college-level courses offered at a high school for concurrent credit.
- E. *Faculty Education Plan* – A plan using a Professional Improvement Plan (PIP) Form and agreed to by the faculty and the supervisor within which the parameters of educational opportunities, professional development opportunities, and/or certifications that must be pursued by the faculty to comply with UA-PTC’s minimum faculty qualifications are defined.
- F. *Faculty* – Employees that have the primary responsibility of teaching assigned courses, including full-time, concurrent, and part-time faculty.

- G. *Faculty Credentials Table* – The Faculty Credentials Table is developed and maintained by UA-PTC for each course offered at UA-PTC and articulated the faculty credentials to instruct any course. The Faculty Credentials Table guides department chairs, faculty hiring managers, school deans, and the Office of the Provost when determining the appropriateness of alternative credentials.
- H. *Higher Learning Commission* - HLC is the accrediting agency for the State of Arkansas, and thus for UA-PTC.
- I. *Minimum Qualifications* - The credentials, tested experience, or alternative credentials, that UA-PTC requires faculty obtain and/or maintain to become subject matter experts in their respective discipline or field, in order to convey the subject matter to students to master at various course and program levels.
- J. *Tested Experience* - The breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty would be teaching.

5.0 PROCEDURE

A. Minimum Qualification Guidelines

Credentials (primarily degrees or certificates) from a regionally accredited institution of higher education, are the primary means by which UA-Pulaski Technical College ascertains faculty qualifications. The College verifies faculty qualifications through the evaluation of official transcripts.

1) Faculty Teaching in Transfer Coursework, Programs, and/or Disciplines

The minimum qualifications for faculty teaching general education or other coursework designed for transfers to a bachelor's degree program at a four-year institution shall be a master's degree in the teaching discipline or master's degree in a closely related academic field or subfield with a minimum of 18 credit hours of graduate level coursework in the teaching discipline. For appropriate teaching discipline see Faculty Credentials Table.

2) Faculty Teaching CTE Coursework and in Non-Transfer Programs

Faculty teaching in CTE college-level certificate and associate's degree programs (primarily Associates of Applied Science) should hold a bachelor's degree in the teaching discipline or field and/or a combination of education, training, tested experience, and alternative credentialing. When an academic degree or credential does not exist, equivalent tested experience may be applied. For appropriate teaching discipline field or sub-field, refer to the Faculty Credentials Table.

B. Faculty Education Plans

In recognition of the need to adhere to the Higher Learning Commission's (HLC's) minimum faculty qualifications, faculty at UA-PTC who are transitioning to meet the minimal requirements will have an education plan developed using a Professional Improvement Plan (PIP) form in collaboration with

their supervisor and placed on file in the Human Resources office. Education plans will be used in the event of curricular changes that require an update to faculty credentialing or in the event of unexpected circumstances. Documentation of credentials cited to substantiate qualifications to teach in the field must be submitted with the justification provided on the Alternative Credentials Form.

C. Standards for Documentation

All documentation used to qualify faculty to teach in their respective areas of study will be maintained in the faculty's permanent personnel file located in the Human Resources office.

The following standards will be applied for documentation of faculty credentials:

- 1) The Faculty supervisor reviews all available documentation related to faculty qualifications and approves the Faculty to teach specific courses.
- 2) All official transcripts must be received by the UA-PTC Human Resources Department directly from the degree-awarding institution. Any hand-delivered transcripts must be sealed in the original envelope from the degree-awarding institution and stamped Official. Official transcripts must be on file with the Human Resources Department before an official offer of employment can be made. Provisional offers may be made based on unofficial transcripts depending on the length of time a transcript request may take in relation to starting date.
- 3) Any exceptions to the Minimum Faculty Qualifications Policy must be documented on the Alternative Credentials Form and approved by all designated signees at the time of hire.
 - a. If a professional licensure, certification, award or other demonstrated competencies and achievements (outside of those addressed in the Faculty Credentials Table) are used to qualify faculty to teach in a related credentialed field, then copies of those documents must be included in the faculty's permanent file located in the Human Resource office and be included on the Alternative Credentials Form. Licensures or certifications used for this purpose must always be current and kept on file with Human Resources.

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