

Evaluation Instrument for Faculty Qualifications^{1,8}



Courses/Programs: Career & Technical Education College-Level Certificate and Occupational Associate's Degree Programs²

Qualification Checklist

I. Academic Credentials (Qualifying Factor)

Candidate must have one of the following qualifying factors:

- Bachelor's degree or higher in field in which they are to teach²
- Unrelated bachelor's or higher degree *and* 18 graduate credit hours in the discipline in which they are to teach³

☞ If the candidate does not qualify under Qualifying Factor I, Qualifying Factors II should be used. ☞¹⁰

II. Education, Training and/or Tested Experience (Qualifying Factors)^{4,5,6}

Candidate must have two of the following qualifying factors:⁷

- Relevant qualifying professional credentials*
- 60 or more months of professional experience**
- Professional certificate, diploma or associate's degree in discipline in which they are to teach

Note: Candidate must satisfy either Qualifying Factor(s) I or II. Unique programmatic standards (e.g. accreditation) may require additional qualifications exceeding the defined criteria.

* Relevant qualifying professional credentials will be those generally recognized by the discipline in which the faculty member would be teaching.

** Professional experience should be a breadth and depth of experience outside the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.⁹

Description of candidate's qualifying factors:

Program Director and/or Dean recommendation:

Program

Name: Faculty Member

Date:

Program Director Signature

Date:

Dean Signature

Date:

VPAA Signature

1. “An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. In their policies on tested experience as a basis for hiring faculty members, institutions are encouraged to develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluation.”
2. “Faculty teaching in career and technical education college-level certificate and occupational associate’s degree programs should hold a bachelor’s degree in the field and/or a combination of education, training and tested experience. (Note: See the Tested Experience section below.) Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.”
3. “With the exception noted in the bullet immediately following (*reference to endnote 2*), faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master’s degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.”
4. “Accreditation agencies expect that accredited institutions will use credentials as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that experience also may be considered in determining faculty qualifications.” “Faculty teaching in career and technical education college-level certificate and occupational associate’s degree programs should hold a bachelor’s degree in the field and/or a combination of education, training and tested experience.”
5. HLC recognizes the exception for “faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching” when teaching in career and technical education college-level certificate and occupational associate’s degree programs. Faculty are not required hold one level above when used in “a combination of education, training and tested experience” for determining faculty qualifications. See endnote 3 and 4 for exception references.
6. “The value of using tested experience to determine minimal faculty qualifications depends upon the relevance of the individual faculty member’s experience both to the degree level and to the specific content of the courses the faculty member is teaching.”
7. “Tested experience qualifications should be established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences.”
8. Effective September 1, 2017. “When HLC’s Board of Trustees approved the revisions to Assumed Practice B.2. in June 2015, it also extended the date of compliance to September 1, 2017, to allow institutions time to work through the details of the requirement and to bring their faculty into compliance through individual professional development plans.”
9. “This experience should be tested experience in that it includes a 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.”
10. Tested experience may substitute for an earned credential or portions thereof. Assumed Practice B.2. allows an institution to determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience in that it includes a 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.