

## Pine Technical College

### Policy and Procedure

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**Division/Department:** Academic Affairs and Human Resources

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**Subject:** FACULTY CREDENTIALING FOR TEMPORARY FACULTY

**Authorities:** MnSCU Policy 3.32 College Faculty Credentials, MSCF Contract Article 2

**Purpose:** Academic credentials and relevant work experience of faculty at Pine Technical College (PTC), among many other factors, indicate the quality of course work and the effectiveness of pedagogical methods. The purpose of this policy, as stated in MnSCU Board Policy 3.32, is to “assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications...”

#### **Definitions:**

**Credential Field:** Credential Field means a defined area of knowledge and skill that is specifically related to a program, service or academic discipline, and for which system-established minimum qualifications are created under MnSCU Board Policy 3.32 and Procedure 3.32.1.

**Minimum Qualifications:** Minimum qualifications mean system-established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. Minimum qualifications shall include educational requirements and teaching and learning competency requirements; they may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each assigned field, license field, or credential field.

**College Faculty Credentialing:** College Faculty Credentialing means the process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses and for counselors and librarians.

**Temporary Faculty:** Individuals assigned full-time or part-time to teach credit-based courses or to work as counselors or librarians on a temporary basis as defined in the MSCF collective bargaining agreement.

**Adjunct Faculty:** Individuals assigned to teach credit-based courses totaling fewer than five (5) credits in a term or to perform an equivalent amount of non-teaching work as defined in the MSCF collective bargaining agreement.

**External Instructors:** Individuals not holding faculty positions as defined in the MSCF collective bargaining agreement who are assigned to teach college credit-based courses (e.g. high school teachers teaching PSEO concurrent enrollment courses, administrators, and other college employees).

**Policy:** All College Faculty teaching credit-based courses and counselors and librarians will meet the College Faculty Credentialing requirements as established by MnSCU Board Policy 3.32 and Procedure 3.32.1. The Office of the Chancellor shall complete the credentialing process for unlimited faculty positions. The Pine Technical College Human Resources Department, in consultation with the Academic Affairs Department, will manage the credentialing process for temporary-full time (TFT) faculty, temporary part-time (TPT) faculty, adjunct faculty, and external instructors including high school teachers teaching PSEO concurrent enrollment courses.

**TFT Faculty** shall meet the system-established minimum qualifications for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement referenced in Part 5, Subpart B of procedure 3.32.1.

**TPT, Adjunct, and External Instructors**, including high school teachers teaching PSEO concurrent enrollment courses shall meet the system-established minimum qualifications except as allowed under the exception conditions outlined in the procedures section of this policy.

The following **minimum qualifications** for liberal arts and sciences credential fields must be met:

**Educational requirement**—A master’s degree in the credential field or a master’s degree in any field with a minimum of 16 graduate semester credits (24 graduate quarter credits) in the credential field

The **minimum educational requirement** for career, technical and professional credential fields shall be based on established industry standards and accepted higher education standards. This educational requirement shall be established at a level that accommodates all academic awards offered throughout the system in a specific program area aligned with a specific credential field. The educational criteria for this requirement shall comply with the following except as provided for in item a.a. At the time the minimum qualifications are established or revised, exceptions to the educational criteria for designated credential fields under this

subpart may be approved by the chancellor upon recommendation of the Joint Committee on Credential Fields.

b. For credential fields aligned with programs that offer an Associate in Science (AS) degree (transfer degree), the minimum educational requirement for faculty shall be a master's degree.

c. For credential fields aligned with programs that offer an Associate in Applied Science (AAS) degree or a diploma as the predominant highest academic award in the system's colleges, the minimum educational requirement for faculty who teach the technical content in the AAS or diploma program shall be an associate degree (e.g. AA, AS, or AAS), with a preferred standard being an appropriate baccalaureate degree and/or additional career or technical training in an appropriately related content area.

d. For credential fields aligned with programs that offer a certificate as the highest academic award at any college in the system, the minimum educational requirement shall be two years of related education and training culminating in a diploma or associate degree; the educational requirements shall be determined based on state and national industry standards and available educational and training opportunities.

e. For credential fields aligned with programs that have a certificate or diploma as part of a career-laddered program structure where each program articulates into the next higher level program and culminates in an associate degree or diploma, the minimum educational requirement for faculty shall be established at a level that accommodates all academic awards offered in the specific program area throughout the system.

The Teaching and learning competency requirement-- The requirement referenced in Part 5, Subpart B of procedure 3.32.1.

**Occupational experience requirement**—In order to establish recency of experience, the minimum occupational experience requirement for career, technical, and professional credential fields shall be two full-time years (or equivalent) of verified related paid work experience in the specific credential field; more than two full-time years (or equivalent) may be required for a particular field. In order to assure recent occupational experience in the field, one year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirements shall be waived if the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years. This requirement also shall apply to assigned fields and license fields granted after the implementation date of Policy 3.32.

**State and/or national industry licensure/certification requirement** required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: RN License for Practical Nursing; Master Electrician's License for Construction Electrician).

**Program Accreditation Requirement** - Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

**Procedure:**

1. TFT and TPT instructors shall complete an online credentialing application to be reviewed by the PTC Human Resources Department. The application process will require submission of official college transcripts, employment verifications of related occupational experience, state and/or national industry licensure/certification and any other requirements outlined in the system-established minimum qualifications. External Instructors teaching Concurrent Enrollment Courses shall complete the Concurrent Enrollment Teacher Credential Form, obtaining the required signatures, and provided requested documentation.
2. The PTC Human Resources Department shall maintain appropriate credentialing documentation for Adjunct instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.
3. Faculty will receive official notification of the credentialing decision. As noted in the policy section above, TFT faculty must meet system-established minimum qualifications, without exception. The college may assign a TPT, Adjunct or External instructor, without meeting system-established minimum qualifications, **ONLY** if one of the following exception conditions applies:

**Emergency staffing situations:**

- \*Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course;
- \*A failed search for a faculty position, if the position has been advertised at least twice;
- \*Resignation of a faculty member immediately prior to the start of a term;
- \*Addition of course sections immediately prior to the start of a term; or
- \*Immediate deployment in the armed services

*An individual may be hired for no more than two consecutive semesters under this exception.*

**Pending Credentials:** Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

**Special Expertise:** An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

**Renowned qualifications:** An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

**Emerging Fields:** An exception may be made where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

4. Faculty appointments under the exception conditions will be requested by the - CAO/Dean, reviewed by the Director of Human Resources and forwarded to the President for final approval prior to an offer of employment being made.
5. Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by the Human Resources Department.

**Responsibilities and Dissemination:**

Chief Academic Officer and Director of Human Resources will insure distribution and implementation of this policy.

**Revision Reviewed by Leadership Team:** 4/03/06; 11/02/11

**Revision Reviewed by Faculty Shared Governance Council:** 4/11/06; 9/19/11

**Original Approved Date:** 03/13/02

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Robert L. Musgrove, Ph. D., President**