3.32.1.1 College Faculty Credentialing Policy/Procedure

Purpose: Academic credentials and relevant work experience of faculty at Century College, among many other factors, contribute to the quality of students' educational experience at the college. The purpose of this policy, as stated in Minnesota State Colleges and Universities 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: 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 Minnesota State Colleges and Universities Board Policy 3.32.

Minimum Qualifications: Minnesota State Colleges and Universities established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. The 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 credential field.

College Faculty Credentialing: The process for evaluating an individual's education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses, as well as 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 Minnesota State College Faculty 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 Minnesota State College Faculty collective bargaining agreement.

External Instructors: Individuals not holding faculty positions as defined in the Minnesota State College Faculty collective bargaining agreements who are assigned to teach college credit-based courses (e.g., high school teachers, administrators, and other college employees).

Policy:
All college faculty teaching credit-based courses and counselors and librarians will meet College Faculty Credentialing requirements as established by Minnesota State Colleges and Universities Board Policy 3.32 and Procedure 3.32.1. The System Office shall complete the credentialing process prior to making an offer for unlimited faculty positions or for current unlimited faculty applying for additional fields(s) subsequent to initial hire in unlimited positions. The Human Resources Department, in consultation with the Academic Affairs, will manage the credentialing process for temporary-full time faculty and part-time faculty, adjunct faculty, and external instructors.

Unlimited Faculty Positions
Liberal Arts and Science Faculty - Educational Requirement:
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 credential field.

Teaching and Learning Competency Requirement:
Requirements apply to faculty in unlimited positions including counselors and librarians.

1. Prior to being granted unlimited status, a faculty member shall successfully complete courses in the following content areas focused on the post-secondary student learning environment:
    a. course construction (credit course)
    b. teaching/instructional methods (credit course)
    c. student outcomes assessment/evaluation (credit course) and
    d. philosophy of community and technical college education (credit or non-credit course)
2. The teaching and learning competency requirements in course construction, teaching/instructional methods, and student outcomes assessment/evaluation set forth in 1.a-c above shall be waived for individuals who at the time of hire have:
    a. a degree in education, or have documented evidence of successful completion of equivalent coursework in the specified teaching and learning content areas, or
    b. Three years of successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired.
3. The teaching and learning competency requirement in 1.d above, philosophy of community and technical college education, shall be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework.
4. The teaching and learning competency requirement shall apply to credential fields established under Minnesota State Colleges and Universities Board Policy 3.32.

Career, technical, and professional credential fields – Educational Requirement: Minimum requirements are based on established industry standards and accepted higher education standards.

Program Academic Award	Faculty Educational Requirement
Associate in Arts or Science (AA/AS) degree	Master's Degree
Associate in Applied Science (AAS) degree or diploma as highest (technical content) Academic award	Associate degree (AA, AS, AAS); baccalaureate degree preferred
Certificate as highest academic award	Two years of related education and training culminating in a diploma or an associate degree or additional career or technical training
Certificate or diploma (career-laddered program structure) articulating into the next higher level program and culminates in an associate degree or diploma	Academic credential at a level that accommodates all academic awards offered in the specific program area throughout the system.
Counselors and librarians	Master's degree in-field

Teaching and learning competency requirement as established above.

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. One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement 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.

State and/or national industry licensure/certification requirement. Industry licensure/certification or other credential required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: Registered nurse is a Minnesota Registered Nurse license; law enforcement is Minnesota POST certification).

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

Counselor and librarian credential fields and minimum qualifications follow the educational requirement and teaching and learning competency noted under unlimited faculty.

Temporary full-time liberal arts and science 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. Human Resources shall maintain documentation regarding the determination of the individual meeting system-established minimum qualifications.

Temporary part time, adjunct, and external instructors 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. An exception is allowed under the exception conditions outlined in these policy/procedures.

In addition to the application process, official college transcript(s), employment verification of related occupational experience, state and/or national industry licensure/certification, and any other requirements outlined in the system-established minimum qualifications are required.

Human Resources shall maintain appropriate credentialing documentation for temporary full-time, temporary part-time, adjunct, and external instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.

Exception conditions for temporary part-time, adjunct, or external instructor meeting system-established minimum qualifications can be made ONLY if one of the following applies:

1. **Emergency Staffing Situations:**
   a. Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course;
   b. A failed search for a faculty position, if the position has been advertised at least twice;
   c. Resignation of a faculty member immediately prior to the start of a term;
   d. Addition of course sections immediately prior to the start of a term; or
   e. Immediate deployment in the armed services

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

3. **Special Expertise:** An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.
4. **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.
5. **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.

Faculty appointments under the exception conditions will be requested by the dean, approved by vice president of academic affairs, and reviewed by Human Resources prior to an offer of employment being made.

Documentation of "exception" appointments and the applicable time limits will be maintained and monitored by Human Resources.

Individual Professional Development Plans

Faculty in unlimited positions shall prepare an individual professional development plan at the beginning of each academic year. The purpose of the professional development plan is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credentialing field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency.

The plan shall be developed each year by the faculty member in consultation with the faculty member's dean and shall address specific objectives and expected outcomes with respect to the following components, as appropriate to the faculty member's needs:

1. content knowledge and skill in the discipline/program;
2. teaching methods and instructional strategies;
3. related work experience;
4. study appropriate to the higher education environment;
5. service to the college and the greater community; and
6. other areas, as appropriate.

Progress/completion of the plan must be discussed with the appropriate dean by the end of the academic year. The approved, completed report shall be sent to Human Resources to include in the annual report to the Chancellor's Office and be placed in the faculty member's personnel file.

References:
Minnesota State Colleges and Universities Board Policy: 3.32 College Faculty Credentialing and 3.32.1 College Faculty Credentialing Procedures

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