

BOARD POLICY**No. 105**

TITLE: Minimum Faculty Credentials

DATE ADOPTED: January 15, 2019

EFFECTIVE DATE: January 15, 2019

SUPERSEDES: October 16, 1996

PURPOSE:

This policy establishes and defines the minimum faculty credentials required for the employment of new faculty members, lecturers, and clinicians.

Moreover, it sets forth a deadline by which any currently employed faculty member who does not presently meet the specified minimum credentials for her/his discipline must attain such credentials under the provisions of a formal written Professional Development Plan (PDP).

Further, the policy will serve as a guide in the employment of adjunct faculty. While adjunct faculty need not necessarily meet all specified criteria, all adjunct faculty members must possess a minimum of a Bachelor's degree.

POLICY:**Minimum Faculty Credentials:**

1. For purposes of specifying minimum faculty credentials, disciplines are divided into two general categories as follows:
 - a. Disciplines requiring the Master's degree; and
 - b. Disciplines in which the Master's degree is not generally expected or available.
2. In addition to specified educational standards, experiential, licensure, and other requirements may be mandated.
3. The Provost is responsible for maintaining an up-to-date list of minimum faculty credentials for each discipline. This list will be updated by the Provost as often as deemed appropriate. The Provost will review the entire list at least every two years. Copies of the current list will be kept on file in the Office of the Provost and the Human Resources Department.

Institutional Accreditation Requirements:

1. All degrees and courses granted by United States institutions of higher education must be accredited by one of the following agencies:
 - The New England Association of Colleges and Secondary Schools
 - The Commission on Higher Education of the Middle States Association of Colleges and Schools
 - The Commission on Colleges of the Southern Association of Colleges and Schools
 - The Commission on Institutions of Higher Education of North Central Association of Colleges and Schools
 - The Accrediting Commission for Colleges and Universities of the Western Association of Schools and Colleges
 - The Commission on Colleges of the Northwest Association of Schools and Colleges
2. All degrees and courses granted by institutions from outside of the United States must be approved for acceptance and equivalency in the United States by the World Educational Services, New York City, New York.

Professional Development Plan (PDP) Requirements:

1. The PDP will clearly delineate a curriculum guide (including any prerequisites) which must be met in order to fulfill the requirements of this policy.
2. A faculty member must earn a minimum of nine (9) semester credit hours toward meeting the requirements of the PDP each calendar year in order to continue employment beyond that year. Failure by a faculty member to make satisfactory progress toward meeting the requirements specified in the PDP during any year may result in the termination of employment.
3. A faculty member must submit a transcript documenting satisfactory progress toward meeting the requirements of the PDP as soon after the conclusion of any semester/term during which courses are taken as the transcript is available from the granting institution.
4. The College will reimburse the full cost of tuition for courses required by the PDP if the faculty member achieves a grade of "B" or better in each course taken.

President

Date:

Chairman

Date: