



Procedures Manual

Number:	AC-104
Policy Number (if applicable):	N/A
Office of Primary Responsibility:	VP, Academic Affairs & Workforce Development
Title of Procedure:	Faculty Credentials Procedure
Effective Date:	Spring 2018
Revised Date:	Spring 2019
Reviewed Date:	N/A

Purpose:

In support of its goal to ensure high-quality teaching and learning in its curricula, Hocking College (HC) ensures that members of its instructional staff are well-qualified to teach students enrolled in credit-bearing courses. This procedure establishes the minimum standard for ensuring all members of the instructional staff are qualified to teach courses to which they are assigned. This policy complies with the Assumed Practices of the Higher Learning Commission.

Procedures:

Degrees earned are acceptable only if documented by an official transcript, or the international equivalent, with the degree posted (or via letter from an appropriate university official attesting that all requirements for the degree have been completed and that the degree will be awarded on a particular date according to the university schedule for doing so). Additionally, the degree must be awarded by a regionally-accredited U.S. institution or by a recognized foreign institution, as determined by the Office of the Vice President of Academic Affairs and Workforce Development.

It is the responsibility of any prospective member of the instructional staff to supply any and all documentation attesting to the awarding of an appropriate degree or other documents required to ensure that the individuals meet minimum standards. Such documentation must be on file with Hocking College, verified, and approved by the Faculty Credential Committee prior to the first day that the individual is scheduled to teach.

A member of the instructional staff may be deemed academically qualified if they meet qualifications as established by the Higher Learning Commission: Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practice:

- 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. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.
- Faculty teaching general education courses, or other no-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield 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 or subfield in which they teach.

Exceptions may be granted in the following cases:

- Members of the instructional staff assigned to teach physical education activity classes need only possess a bachelor's degree in a closely related field; alternatively, they may possess appropriate certifications, licenses or a documented high-level of achievement in the activity coupled with a high-level of understanding of the pedagogy pertaining to the activity.
- Members of the instructional staff in the music program who are assigned to teach music lessons or to provide studio instruction need only possess a bachelor's degree in a closely related field; however, they must have achieved substantial regional or national recognition in the skill that they teach and ordinarily must have accumulated at least 5 years of professional experience in the field.
- Members of the instructional staff assigned to teach courses applicable to the Fire, EMS & Policy Academy programs who have been qualified by the State and/or National Accreditation Agency with appropriate valid instructor certification are considered qualified.
- Teaching assistants without a master's degree may teach at the associate degree level within the teaching field or a closely related field, as defined by the academic department/unit in which they are pursuing a degree provided that they are supervised by an appropriately qualified member of the instructional staff.
- Technicians may be hired as part of the instructional staff to teach associate degree level students without regard to educational attainment if they have tested experience equal to or greater than the minimum required institutional score on the *Tested Experience* section of the *Faculty Credential form*, and have a demonstrable regional, national or international reputation for excellence in the field in which they are being hired to teach.