

# Northland Community and Technical College

## 4045 College Faculty Credentialing 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 Northland Community and Technical College Supervising Administrator 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.

**Temporary Full-Time 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.

**Temporary Part-Time, 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 minimum educational requirement for career, technical and professional credential fields shall be based on established industry standards and accepted higher education standards. In accordance with MnSCU Board procedure 3.32.1:

| <u>Program Academic Award</u>                               | <u>Faculty Educational Requirement</u>  |
|---|---|
| 1. Associate in Arts or Science (AA/AS) degree              | 1. Master's Degree (transfer degree)  |
| 2. Associate in Applied Science (AAS) degree or diploma     | 2. Assoc. Degree (AA, AS, AAS);<br>Baccalaureate degree preferred   |
| 3. Certificate  | 3. Two years of related education<br>and training culminating in a<br>diploma or an Assoc. Degree   |
| 4. Certificate or Diploma/career-laddered program structure | 4. Academic Credential at a level<br>that accommodates all academic<br>awards offered in the specific<br>program area throughout the<br>system. |
| 5. Counselors and Librarians                                | 5. A Master's Degree in-field   |

The **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 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** 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; Post Board certification for Law Enforcement.)

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

## **Purpose**

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.

**Minimum Qualifications:** Minimum qualifications mean system-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:** 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.

**Subpart A. College faculty or college faculty member.** College faculty or college faculty member means individuals teaching credit-based courses and counselors and librarians at system community, technical, and combined community and technical colleges. This definition includes unlimited faculty and other college faculty as specified below.

1. **Unlimited college faculty.** Unlimited college faculty means individuals employed by a college in unlimited full-time or part-time positions as defined in the Employment Contract between the Board and the Minnesota State College Faculty.
2. **Other college faculty.** Other college faculty means individuals defined as temporary or adjunct faculty, or external instructors as follows:
  - a. Temporary faculty. Temporary faculty means 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 Employment Contract between the Board and the Minnesota State College Faculty.
  - b. Adjunct faculty. Adjunct faculty means 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 Employment Contract between the Board and the Minnesota State College Faculty.
  - c. External instructors. For purposes of this procedure, external instructors means individuals not holding faculty positions as defined in the Employment Contract between the Board and the Minnesota State College Faculty who are assigned to teach college credit-based courses, (e.g., high school teachers, administrators, and other college employees).

**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 for 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).

Date of Implementation: 7/1/06  
Date of Adoption: SGC 5/4/06  
Date & Subject of Revisions: