

# CPTC Procedure: Faculty Qualifications and Verification of Credentials

Coastal Pines Technical College (CPTC) employs competent faculty members qualified to accomplish the mission and goals of the College. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline. The College also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the College is responsible for justifying and documenting the qualifications of its faculty.

## Faculty Credentialing

Faculty credentialing decisions are based upon the course to be taught by the faculty member. The following minimum guidelines are followed in selecting faculty:

### General Education Courses

#### 1. Associate Degree

- A master's degree in the teaching discipline from an accredited college or university in the discipline, or
- A master's degree from an accredited institution with a minimum of 18 graduate semester hours (or 27 graduate quarter hours) concentration in the teaching discipline.

#### 2. Diploma or Technical Certificate of Credit (Non-Transfer)

- A bachelor's degree in the teaching discipline from an accredited institution, or
- A bachelor's degree with 18 semester hours (or 27 quarter hours) of completed coursework comparable to the curriculum taught and/or other demonstrated competencies and achievements.

### Learning Support Courses

1. A bachelor's degree from an accredited institution in the teaching discipline, or
2. A bachelor's degree with 18 semester hours (or 27 quarter hours) of completed coursework in the specific teaching discipline of Reading, Mathematics, or English.

### Occupational Courses

#### 1. Associate Degree and Embedded Technical Certificate of Credit within Articulation Agreements (Transfer)

- A master's degree from an accredited institution in the teaching discipline, or
- A master's degree from an accredited institution with a minimum of 18 graduate semester hours (or 27 graduate quarter hours) concentration in the teaching discipline.
- All applicable licensure, certification, and/or program specific accreditation/certification requirements, TCSG curriculum standards and/or professional employment requirements must be met.

## **2. Associate Degree and Embedded Technical Certificate of Credit (Non-Transfer)**

- A bachelor's degree from an accredited college or university in the teaching discipline, or
- An associate degree from an accredited institution and demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to the following:
  - Professional in-field certifications/licensures,
  - In-field work experience,
  - Occupational related course and/or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
  - All applicable licensure, certification, and/or program specific accreditation/certification requirements, TCSG curriculum standards and/or professional employment requirements must be met.

## **3. Diploma and Embedded Technical Certificate of Credit**

- A diploma in the teaching discipline, or
- Demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to the following:
  - Professional in-field certifications/licensures,
  - In-field work experience,
  - Occupational related course and/or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
  - All applicable licensure, certification, and/or program specific accreditation/certification requirements, TCSG curriculum standards and/or professional employment requirements must be met.

## **4. Non-embedded Technical Certificate of Credit**

- A diploma or certificate in the teaching discipline, or
- Occupation-related courses, or
- Specialized training directly related to the courses taught, or
- Competence gained through work experience and/or other demonstrated competencies and achievements.
- All applicable licensure, certification, and/or program specific accreditation/certification requirements, TCSG curriculum standards and/or professional employment requirements must be met.

## **5. Commercial Truck Driving**

- A minimum of 3 years of over-the-road experience absent any formal training, or
- A certificate of completion from a training program and a minimum of one-year over-the-road experience.

### **Justifications**

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic training for faculty members. Such cases MUST be justified on an individual basis. Justifications must be on a course by course basis. The individual preparing the justification shall consider course competencies and explain how the applicant is qualified to teach those competencies.

## **Faculty Qualifications**

Acceptable qualifications for faculty are determined using earned degrees, competence, effectiveness, and capacity. A roster of full and part-time faculty is generated and maintained by the Vice President for Academic Affairs. Qualifications are presented and justified through documented academic achievement, professional in-field certifications and licensures, continuous documented excellence in teaching that contribute to student learning, in-field work experience, and/or other demonstrated competencies and achievements. Degrees must be from an accredited college or university. If degrees are from a college or university that is not regionally or nationally accredited within the United States or are from an institution outside the United States, additional evidence of appropriate academic preparation must be provided.

## **Credential Documentation**

Upon employment as a faculty member, the new instructor and his or her Dean for Academic Affairs shall verify that proper documentation has been provided to the College verifying that the new faculty member meets credential guidelines. All documentation shall be kept in the employee's credential file in Academic Affairs on the main campus. Documentation shall also be reviewed and verified by the Office of Institutional Effectiveness. Such documentation shall include the following:

- Resume
- Official transcripts of academic work
- Licenses, certifications of academic work
- CPTC employment application
- Justification of why the faculty member is credentialed to teach the identified course(s), if needed in lieu of formal academic training
- Employment verification letters if needed as a substitute for or supplement to formal academic preparation
- Any other documentation needed to justify the qualifications of the faculty member.

It is the faculty member's responsibility to update the information within his or her file upon completion of additional degrees, certifications, training, etc. The faculty member shall notify his or her Dean for Academic Affairs and the Institutional Effectiveness office whenever they make updates to their file.

## **Responsibility**

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** April 28, 2014

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