

<b>Minimum Faculty Qualifications Procedure</b>	Procedure Number	2.7P
	Effective Date	May 22, 2012

## 1.0 PURPOSE

In accordance with Board Policy 2.7, Minimum Faculty Qualifications, the purpose of this procedure is to establish appropriate processes and protocols necessary for ensuring faculty possess the minimum faculty qualifications for compliance with the Higher Learning Commission's (HLC) criteria for accreditation and assumed practices, and quality facilitation of learning at Laramie County Community College (LCCC). Accordingly, the expectations set forth in this procedure pertain to all of the College's faculty, including those in concurrent enrollment, contractual, and consortia programs. This procedure also provides information and clarification regarding faculty qualifications for those individuals responsible for hiring and supervising faculty.

## 2.0 REVISION HISTORY

Adopted on: 5/22/12

Revised on: 5/13/16

## 3.0 PERSONS AFFECTED

All faculty, administrators, students, and supervisors are affected by this policy.

## 4.0 DEFINITIONS

- A. *Academic Subfield* – Components of the discipline in which the instruction is delivered. For example, in business, subfields include management, marketing, accounting, and finance.
- B. *Alternative Credentials* – The sum of equivalent experience acquired by faculty that clearly contributes to subject matter expertise and student learning outcomes and can, under special circumstances, be considered in lieu of formal academic preparation.
- C. *Assigned Field* – A defined area of knowledge and skill that is specifically related to a program, service, or academic discipline and for which minimum qualifications exist.
- D. *Career Technical Education (CTE)* – A defined area of knowledge and skill that is specifically related to specialized trades, applied sciences, modern technologies, and career preparation. CTE offers both academic and career-oriented courses that are intended for job entry and not intended for transfer to a four-year institution.
- E. *Concurrent Enrollment Instructor* – Adjunct faculty who teach a college-level course offered at a high school.
- F. *Credential Evaluation Summary* – The form used by the faculty supervisor to document that faculty meet the credential requirements to teach in their assigned field.

- G. *Credential Field* – A defined area of knowledge and skill that is specifically related to a program, service, or academic discipline.
- H. *Credential Review Committee* – A committee comprised of the Vice President of Academic Affairs, the school chair of the relevant discipline in question, and a faculty of the relevant discipline in question to consider the appropriateness of alternative credentials.
- I. *Developmental Coursework* – The non-credit bearing courses that are numbered below 1000 and into which students may be placed depending on LCCC's procedure for placement testing.
- J. *Education Plan* – A plan agreed to by the faculty and the supervisor within which the parameters of educational opportunities, professional development opportunities, and/or certifications that must be pursued by the faculty in order to comply with LCCC's minimum faculty qualifications are defined.
- K. *Faculty* – Employees that have the primary responsibility of teaching assigned courses, holding regular office hours, being available for students, advising, and collaborating on departmental objectives.
- L. *Faculty Credentialing Manual* – The Faculty Credentialing Manual is developed and maintained by LCCC faculty for each course offered at LCCC. The Faculty Credentialing Manual articulates the faculty credential requirements to instruct any course. The Faculty Credentialing Manual guides the Credential Review Committee when determining the appropriateness of alternative credentials.
- M. *Faculty Qualifications Appeal Committee* – The Faculty Qualifications Appeal Committee is comprised of the President or designee, the Human Resources Executive Director or designee, and the Faculty Senate President or designee. This committee will only consider appeals by faculty employed by the College upon enactment of this procedure, when alternative credentials are denied by the Credential Review Committee.
- N. *Higher Learning Commission* – One of six regional accrediting bodies within the United States. HLC is the accrediting agency for the State of Wyoming, and thus for LCCC.
- O. *Minimum Qualifications* – The credentials, tested experience, or alternative credentials, that LCCC requires faculty obtain and/or maintain to become subject matter experts in their respective discipline or field, in order to convey the subject matter to students to master at various course and program levels.
- P. *Non-Instructional Faculty* – Positions that have primary responsibilities that generally include direct instructional and/or programmatic support with limited instructional responsibilities. Non-instructional faculty include, but is not limited to, Librarians, and some Program Director and Coordinator positions.
- Q. *Tested Experience* – The breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty would be teaching.

## 5.0 PROCEDURE

### A. Minimum Qualification Guidelines

Credentials (primarily degrees or certificates) from a regionally accredited institution of higher education, are the primary means by which LCCC ascertains faculty qualifications. The College verifies faculty qualifications through the evaluation of official transcripts.

#### 1) Faculty Teaching in Transfer Coursework, Programs, and/or Disciplines

The minimum qualifications for faculty teaching general education or other coursework designed for transfers to a bachelor's degree program at a four-year institution shall be a master's degree in the teaching discipline or master's degree in a closely related academic field or subfield with a minimum of 18 credit hours of graduate level coursework in the teaching discipline. For appropriate teaching discipline see Faculty Credentialing Manual.

In some instances, faculty without a master's degree or the required 18 graduate credit hours of graduate level coursework, may be deemed qualified by the expertise they have developed through other means. This may include a combination of equivalent tested experience, training, or alternative credentialing qualifications as explained in the Manual's alternative credential guidelines.

#### 2) Faculty in CTE Coursework and Non-Transfer Programs

- a. Faculty teaching in CTE college-level certificate and associate's degree programs (primarily Associates of Applied Science) should hold a bachelor's degree in the teaching discipline or field and/or a combination of education, training, tested experience, and alternative credentialing. When an academic degree or credential does not exist, equivalent tested experience may be applied. For appropriate teaching discipline field or sub-field, refer to the Manual's alternative credential guidelines.
- b. Developmental coursework is not eligible for transfer and falls under this category for determining minimum faculty qualifications.

#### 3) Non-Instructional Faculty

Non-instructional faculty should possess the appropriate academic credentials and experience necessary to satisfy the roles and responsibilities identified on the position description for the respective job. Non-instructional faculty who have regular or intermittent teaching responsibilities must meet the minimum faculty qualifications identified above for the specific coursework they deliver.

### B. Faculty Education Plans

In recognition of the need to adhere to the Higher Learning Commission's (HLC's) minimum faculty qualifications, faculty at LCCC who are transitioning to meet the minimal requirements will have an education plan developed in collaboration with their supervisor. Education plans will be used in the event of curricular changes that require an update to faculty credentialing. Documentation of

credentials cited to substantiate qualifications to teach in the field must be submitted with the justification provided on the Credential Evaluation Summary Form.

### C. Standards for Documentation

All documentation used to qualify faculty to teach in their respective areas of study will be maintained in the faculty's permanent personnel file located in the Human Resources office. The Credentials Evaluation Summary Form is used to provide documentation of the minimum faculty qualifications necessary for faculty employment at LCCC.

The following standards will be applied for documentation of faculty credentials.

- 1) The Faculty supervisor reviews all available documentation related to faculty qualifications, completes the Credential Evaluation Summary Form, and delivers it to Human Resources for placement in the employee's permanent personnel file.
- 2) All official transcripts must be originals received by the Human Resources Department at LCCC directly from the degree-awarding institution. LCCC will not accept, as an official original, transcripts marked *Issued to Student in a Sealed Envelope* or transcripts hand delivered by the faculty. Upon hire new faculty will be instructed to request the official transcripts from institutions they attended, or the national clearinghouse. The original transcripts must be provided directly to LCCC.
- 3) Alternative Credentials
  - a. Tested Experience – Tested experience will be verified by documentation demonstrating that the faculty has directly related non-teaching experience and/or substantial accomplishments in the teaching discipline.
  - b. Teaching Experience – Directly related teaching experience within the discipline may qualify for up to six of the 18 graduate credit requirements.
    - i. Faculty who have successfully taught full-time equivalence of discipline specific courses, will be awarded  $\frac{1}{2}$  graduate credit hours per academic year of experience.
    - ii. Faculty who have successfully taught part-time equivalence (as defined by the Federal Government) of discipline specific courses, will be awarded  $\frac{1}{4}$  graduate credit hours per academic year of experience.
  - c. Licensures or Certifications
    - i. If a professional licensure, certification, award or other demonstrated competencies and achievements are used to qualify faculty to teach in a related credentialed field, then copies of those documents must be included in the faculty's permanent file located in the Human Resource office and be included on the Credential Evaluation Summary Form.
    - ii. If licensures or certifications are used to qualify faculty and if those licensures or certifications have expiration dates, then a new copy of those documents must be forwarded to the Human Resources office, by the faculty supervisor, each time a renewal is received for inclusion in the faculty's permanent personnel file. Licensures or certifications used for this purpose must be current at all times.

d. Continuing Education Credits

- i. Faculty may use up to six credit hours earned through Continuing Education Unit (CEU) credits to satisfy the requirement of 18 graduate credit hours in the appropriate academic discipline.
- ii. LCCC accepts the International Association for Continuing Education and Training (IACET) definition that one Continuing Education Unit (CEU) is equal to 10 contact course hours.
- iii. LCCC defines a credit hour as 15 contact hours (Administrative Procedure 2.18P). A typical three-credit course at LCCC has 45 contact hours per semester.
- iv. One CEU is equal to 2/3 of a credit hour.

D. Credential Review Committee

- 1) When a hiring supervisor recommends an applicant be hired as faculty based on alternative credentials, the Credential Review Committee (CRC) will evaluate the applicant's alternative credentials in relation to the Faculty Credentialing Manual for discipline specific relevancy. The CRC will make a final decision to the hiring supervisor based on the Faculty Credentialing Manual.
- 2) Current faculty, who desire to use alternative credentials to meet the minimum faculty qualifications, will have their credential evaluated by the CRC and verified by the Faculty Credentialing Manual.

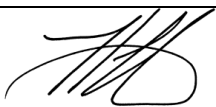
E. Faculty Qualifications Appeals Committee Process

- 1) To have an appeal considered, faculty must file an appeal to the Faculty Qualifications Appeal Committee within five (5) working days after formal notification of the CRC's decision on the denial of alternative credentialing. The appeal must be filed with the Vice President of Academic Affairs as outlined on the appeal form. Failure to file an appeal within five (5) working days makes the CRC's decision final.
- 2) To file an appeal, faculty must submit the Faculty Qualifications Appeal Committee petition available from the Human Resources office. Appealable items include:
  - a. Established procedures were not followed in a significant way and as a result, the factual findings were not correct.
  - b. There is new information that would have been important to the outcome had it been presented at the time of the review.
- 3) The President or a designated appointee will review the Faculty Qualifications Appeal Committee petition for relevancy under the procedure. The faculty will be notified within five (5) working days whether the appeal has been accepted or rejected. If the Faculty Qualifications Appeal Committee petition is accepted, the President or his/her appointee will notify the faculty and coordinate amongst the Faculty Qualifications Appeal Committee members, and the faculty, to hold the hearing. Once the Faculty Qualifications Appeal Committee petition is accepted, the hearing must be held within ten (10) working days.
- 4) The CRC will be notified if the Faculty Qualifications Appeal Committee petition is accepted. Upon notification, the CRC will present the rationale for denying the acceptance of the alternative credentials to the Faculty Qualifications Appeal Committee.
- 5) The faculty may be supported by an advisor of their choosing. If the faculty chooses to be supported by an advisor, the faculty must notify the Faculty Qualifications Appeal Committee of their decision to have an advisor present five (5) days prior to the Faculty Qualifications Appeal Committee hearing, along with the name and contact information of that advisor. The advisor may not address the Faculty Qualifications Appeal Committee, for or on behalf of the faculty and has no role in the

hearing process. The faculty and the advisor may step outside the hearing room if they wish, but the advisor does not have voice in the hearing.

- 6) Both the faculty filing the appeal and the CRC must submit the documentation to the Faculty Qualifications Appeal Committee five (5) working days prior to the hearing. This information must be submitted to the Human Resources office.
  - a. Three (3) working days prior to the hearing, Faculty Qualifications Appeal Committee members, the faculty and the CRC may obtain the packet containing the supporting documents for the hearing from the Human Resources office. The Faculty Qualifications Appeal Committee has the authority to further question other witnesses or ask for additional information as it sees fit.
  - b. The Faculty Qualifications Appeal Committee may uphold the CRC decision, or grant the appeal.
  - c. The Faculty Qualifications Appeal Committee will be disbanded once all faculty, employed at the College when this procedure is enacted, have had their Credential Evaluation Summary completed and have exhausted their avenues for appeal.

- F. Concurrent Enrollment instructors have the same responsibility to meet minimum faculty qualifications as established with this procedure.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Joe Schaffer, President	5/8/12
Approval by President's Cabinet		5/22/12
Ratified by College Council	Co-chair Chad Marley	5/13/16*
Approval by President (Signature)		5/22/12

\*College Council was not organized at the time of this procedure was approved 5/22/12. The ratification date shown is associated with the procedure's revision date of 5/13/16.

## Laramie County Community College Credential Evaluation Summary

PART I				
Name: Click here to enter text.			Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
Position: Click here to enter text.				
<b>EDUCATION</b> List degree(s) in order earned				
Year	Major Field	Degree	Institution	Regionally Accredited
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART II Credentialing Fields for Transfer Coursework, Programs, and/or Disciplines****Academic Transfer Courses – Meets Criteria** ☐ Yes ☐ No**Master's Degree in teaching discipline** ☐ Yes ☐ No**Discipline Field:** [Click here to enter text.](#)**Credentialed Discipline Courses:**[Click here to enter text.](#)**Master's Degree and 18 graduate hours in teaching discipline:**☐ Yes ☐ No**Discipline Field:** [Click here to enter text.](#)**Credentialed Discipline Courses:**[Click here to enter text.](#)

Course #/Name	Institution	Credits
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<a href="#">Click to enter.</a>	<a href="#">Click to enter.</a>	Number
<b>Total</b>		Number

**Deficient:** ☐ Yes ☐ No

An instructor found with a credential deficiency during the review process will be informed in writing by the Vice President of Academic Affairs and an appropriate course of action will be determined to remedy the credential deficiency.

**Attach Educational Plan**

**APPROVAL:**[Click here to enter text.](#)[Enter a date.](#)[Click here to enter text.](#)[Enter a date.](#)

School Dean

Date

Vice President Academic Affairs

Date



PART III Credentialing Fields in Career/Technical and Non-Transfer Coursework				
<b>Career/Technical Courses – Meets Criteria</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Hold one degree higher in teaching discipline than the discipline program: <b>Discipline Field:</b> Click here to enter text.  OR  <input type="checkbox"/> Hold equivalent degree in the teaching discipline, AND/OR current certification/licensure in discipline AND/OR tested work experience AND/OR continuing education equivalent to one degree higher in teaching discipline: <b>Discipline Field:</b> Click here to enter text.		<b>Certification/Licensure, tested work experience, continuing education, additional coursework</b>	<b>Equivalent Credits*</b>	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
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		Click here to enter text.	Number	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
		Click here to enter text.	Number	
		<b>Total</b>		Number
		<b>*Refer to Alternative Credentialing Guidelines</b>		
<b>Deficient:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		An instructor found with a deficiency during the review process will be informed in writing by the Vice President of Academic Affairs and an appropriate course of action will be determined to remove the deficiency. <b>Attach Professional Development Plan</b>		
<b>APPROVAL:</b>				
Click here to enter text.		Click here to enter text.		
Enter a date.		Enter a date.		
School Dean	Date	Vice President Academic Affairs	Date	

As a condition of continued employment, \_\_\_\_\_ acknowledges and agrees to the requirement for completion of a \_\_\_\_\_ degree to meet defined qualifications of the position held and identified in the initial contract to which this addendum is attached.

This addendum will be supplemented with milestone achievement updates and this page plus any and all additional pages will be reattached to each subsequent conditional employment contract as long as it may be applicable. Failure to successfully fulfill the conditions identified in this conditional employment contract addendum in a satisfactory manner may result in termination of any and all employment with Laramie County Community College (LCCC). The specific applicable conditions outlined in this addendum include:

- 1 – Successful satisfactory progress to timely degree achievement via completing the milestones as identified below, AND
- 2 – Degree attainment by the end date specified.

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**Employee:**

**Degree Required:**

**Identified Completion Date** (date by which the degree must be fully conferred and considered earned):

December 15, 2019

**Required Milestones** (that which must be achieved to validate employment condition compliance intent and show satisfactory progress):

1. Successfully complete 6 semester hours during 2016FA – 2017SU
2. Successfully complete 6 semester hours during 2017FA – 2018SU
3. Successfully complete 6 semester hours during 2018FA – 2019SU

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*By signing below, the employee indicates acknowledgment and declares their intent to fulfill the identified conditions of their employment relationship with LCCC. The employee understands how to fulfill the conditions and agrees that the conditions are reasonable and achievable within the timeframe specified. The employee also acknowledges and fully understands that failure to comply with the conditions identified will result in termination of any and all employment relationships with LCCC.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

*The conditions of the **Conditional Employment Contract** have been identified by the appropriate Administrator who has signed below. The Administrator also acknowledges that they provided full explanation to the employee of the need for their compliance with, and fulfillment of, the conditions as specified.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date