

308-01 FACULTY CREDENTIALING—PROCEDURE

1. PURPOSE

Coconino Community College employs a diverse faculty who are creative, experienced and dedicated to promoting the mission and values of CCC. The purpose of faculty credentialing is to ensure faculty are hired that possess the content expertise to provide effective, high quality programs.

2. PROCEDURE

- The chart below indicates the minimum requirements necessary to teach in each indicated curricular area and the documentation needed to verify those requirements.

Program/Course(s)	Threshold standards	Documentation required
General Education and MUS 120	Master's degree in the field or Master's degree and 18 graduate hours in the field.	Transcripts from regionally accredited institution
Studio courses in ART, DAN, MUP, THR	Master's degree in the field or Bachelor's degree and a combination of documented education and work experience to prove mastery in the subject area being taught.	Transcripts from regionally accredited institution, documented work experience
DAN exercise courses requiring certification	Bachelor's degree and industry certification in area being taught	Transcripts from regionally accredited institution and current certification.
Developmental ENG & RDG	Bachelor's degree in the field or a Bachelor's degree with 18 upper division hours in the field.	Transcripts from regionally accredited institution
Developmental MAT courses	Bachelor's degree in the field or a Bachelor's degree with 18 upper division hours in the field.	Transcripts from regionally accredited institution
Languages except ASL	Master's degree in the field or a Master's degree with demonstrated mastery of the language being taught. (Exceptions may occur in Native American Languages.)	Transcripts from regionally accredited institution and proof of language mastery in written and oral form. For Native American Languages, may include consultation with tribal leaders.
ASL	Bachelor's degree and industry certification	Transcripts from regionally accredited institution and ASLTA (ASL Teachers Association) Provisional Level Certification upon hire.
ITP	Master's degree and industry certification	Transcripts from regionally accredited institution and RID (Registry of Interpreters for the Deaf) certification.
EGR	Master's degree in engineering or Bachelor's degree in engineering with 5 years directly related work experience and appropriate license	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.

Program/Course(s)	Threshold standards	Documentation required
Career and Technical Education leading to certificate or AAS degree except ECN, BUS, ACC, & NUR	Associate degree, industry standard certification, or licensure and three (3) years of related work experience or equivalent work experience to prove mastery in the subject area being taught.	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
NUR	Instructor qualifications per Arizona State Board standards as defined for the nursing area	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
BUS, ACC, ECN for transfer	Master's degree in the field or Master's degree and professional certification or work experience to prove mastery in the subject area being taught.	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
BUS and ACC not for transfer	Bachelor's degree in the field and industry standard certification where applicable and three (3) years of related work experience or equivalent work experience to prove mastery in the subject area being taught.	Combination of transcripts from regionally accredited institution, certifications, and/or documented work experience.

2. Faculty coursework credits and degrees shall be earned from a regionally accredited institution.
3. New faculty shall complete the following documentation and have these documents placed in their personnel file:
 - a. CCC Employment Application through NeoGOV
 - b. CCC Supplemental Credentials Application
 - c. Proof of completion of the CCC orientation materials.
 - d. Official transcripts for degrees and certificates earned, copies of appropriate industry standard certification(s) and/or documentation of work experience as appropriate for the credentialing type
 - e. Curriculum Vita or resume.
4. With approval from the appropriate division dean and Vice President of Academic Affairs in consultation with the Higher Learning Commission, an exception to the minimum credentials for faculty can be made.

3. BACKGROUND

1. References: none
2. Revision history: 05/11/2011 (new), 05/18/2016
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/18/2016