310-01 FACULTY CREDENTIALING—PROCEDURE

1. PURPOSE

Coconino Community College (CCC) employs diverse faculty who are creative, experienced, and dedicated to promoting the mission and values of CCC. The purpose of faculty credentialing is to assure the students and community that faculty hired possess the content expertise to teach their assigned courses and to promote high quality programs.

Minimum qualifications are set in place for Coconino Community College faculty in General Education transfer courses, degree programs, and in Career and Technical Education (CTE) to guarantee students are taught by faculty who are authorities in the subject they teach. Qualified faculty are able to communicate knowledge in their subject matter, support student success in academic programs and mentor their students on the way towards achieving their careers goals upon completion of their terminal degrees.

Faculty teaching General Education or transfer level courses must hold a Master's degree or higher in the subject field they are teaching in from a regionally accredited institution. If they hold a Master's degree in an area other than the one they are instructing, the faculty member must have 18 graduate hours in the subject field they are teaching.

CCC follows the Higher Learning Commission's *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices*, which states, "Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs preferably should hold a bachelor's degree in the field and/or a combination of education, training and tested experience" (Higher Learning Commission: 2016). To clarify what a combination of education, training and tested experience refers to in this procedure, Coconino Community College has determined: Faculty teaching courses in Career and Technical Education (CTE) must hold an associate degree and have a documented 5000 hours of professional experience that is current in the field they are instructing in or hold an associate's degree and nationally recognized licenses. These licenses must be current at the time they begin teaching their courses.

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. These requirements are established by the credentialing committee at Coconino Community College and confirmed by the Chief Academic Officer.   For transfer courses, the credentialing committee consults with faculty members holding a terminal or Master's degree in the individual content area in the process of certifying the credentials for faculty. For CTE courses, the credentialing committee consults with faculty members that hold the highest credentials within the content area at Coconino Community College. The credentialing committee, which is made up of faculty members, the dean from the content area, and the Chief Academic Officer, follows established Higher Learning Commission (HLC) guidelines and has the final say in certifying the credentials of all faculty at Coconino Community College (CCC).

Program/Course(s)	Threshold standards	Documentation required
General Education: All courses in ANT, BIO, CHM, GEO, GLG, HUM, PHI, PHY, PSY, and SOC. Additionally: AJS 101, 230, 280; ART-100, 201,202, 221; BUS 214, 204, 232; DAN 201; ECN 204, 205; ENG-101 and higher; ENV 111, 113, 253; HIS 131, 132, 201, 202, 211, 212; MAT: 140 and higher; MUS 100, 145, 207; POS 101, 110, 120, 220, 233; SPC 100; THR 101	Master's degree in the discipline area or Master's degree and 18 graduate hours (typically 500 level or higher) in the discipline area.	Transcripts from regionally accredited institution.
Developmental Courses: ENG 095,100; MAT 101,111,088,091,096,097; RDG 099	CCC instructors should have a Master's degree in the discipline or a Master's degree and 18 graduate hours in the discipline area. However, the minimum threshold is a Bachelor's degree in the discipline area or a Bachelor's degree and 18 upper division (300 level or higher) hours in the discipline area.	Transcripts from regionally accredited institution.
Studio courses in ART-105, 110, 111, 120, 121, 130, 135, 136,160, 165, 180, 190, 191, 194, 195,210, 212, 211,235, 236, 279, 280, 281, 285; DAN-105, 110, 120, 150, 151, 152, 157, 211, 212, 217; MUP 105 & 107; THR 110	Master's degree in the discipline area or Master's degree and 18 graduate hours (typically 500 level or higher) in the discipline area. (See item 4 below).	Transcripts from regionally accredited institution OR transcripts and tested experience as demonstrated through approved Evidence Template.
FIT exercise courses	Bachelor's degree and industry certification in area being taught.	Transcripts from regionally accredited institution and current certification.

Program/Course(s)	Threshold standards	Documentation required
Language courses FRE, GER, ITA, JPN, NAV, and SPA.	Master's degree in the discipline area or a Master's degree with 18 graduate credits with the subject prefix.	Transcripts from regionally accredited institution and proof of language mastery. Language mastery can be proven through tested experience on an approved Evidence Template. For Native American Languages, may include consultation with tribal leaders.
CIS 120 & 215	Master's degree and 3 years related industry experience in IT.	Transcripts from regionally accredited institution and resume documenting work experience.
COM	Master's degree in the discipline area including English, Communication, or Media Arts or a Master's degree with 18 graduate hours in the discipline area.	Transcripts from regionally accredited institution.
CPS 100 & 290	Master's degree including coursework in liberal arts, such as history, art, literature, and/or geography related to the Southwest. Could include research or experience related to the Colorado Plateau.	Combination of transcripts from regionally accredited institution and tested experience as proved through an Evidence Template.
REL 201, 241	Master's degree in discipline area and at least 9 graduate level credit hours in different religious thoughts or Master's degree and 18 graduate hours, typically 500 level or higher, in Religion with at least 9 credit hours in different religious thoughts.	Transcripts from regionally accredited institution.

Program/Course(s)	Threshold standards	Documentation required
Career and Technical Education: All courses in AUT, CTM, EMS, FOR, FSC, HRM, WLD. Additionally, AJS 105, 110, 120, 130, 141, 150, 160, 170, 200, 209, 215, 216, 220, 240, 250, 260, 291, 292, 295; HDE 102	Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational experience or an Associate's degree and professional licenses/specialized certificates	Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).
ACC, BUS (if not listed in General Education)	Master's degree in the discipline area or Master's degree and professional certification or work experience to prove mastery in the discipline area being taught.	Transcripts from regionally accredited institution, and industry certifications and/or resume documenting work experience.
AHS 100, 101, 105, 110, 131	Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational experience or an Associate's degree and professional licenses/specialized certificates	Transcripts from regionally accredited institution and resume documenting work experience (note: resume must include number of hours per week in each relevant position).
AHS 145, 146, 147, 148, 149	Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational and current certification as a Medical Assistant.	Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).

Program/Course(s)	Threshold standards	Documentation required
AHS 157, 160, 161	Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational and current certification as a Phlebotomist.	Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).
ASL	Bachelor's degree and industry certification.	Transcripts from regionally accredited institution and ASLTA (ASL Teachers Association) Provisional Level Certification upon hire.
CIS (if not listed in General Education)	Bachelor's degree in the discipline and 3 years directly related work experience and relevant certifications	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
EGR	Master's degree in engineering or Bachelor's degree in engineering with 5 years directly related work experience and appropriate licenses.	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
ITP	Master's degree and industry certification.	Transcripts from regionally accredited institution and Registry of Interpreters for the Deaf (RID) certification.
LDR	Master's degree in discipline area or Master's degree in any discipline and 3 years work experience with proven leadership experience.	Transcripts from regionally accredited institution and resume documenting work experience (note: Resume must include number of hours per week in each relevant position).
NTR	Bachelor's Degree in Nursing, Nutrition, or related discipline area and 3 years' experience in healthcare.	Transcripts from regionally accredited institution and resume documenting work experience (note: Resume must include number of hours per week in each relevant position).

Program/Course(s)	Threshold standards	Documentation required
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.

2. Faculty coursework credits and degrees shall be earned from a regionally accredited institution.

3. New faculty must have the following documents on file prior to being offered a teaching position:
   a. Official transcripts for degrees and certificates earned, and/or copies of appropriate industry standard certification(s).
   b. Curriculum Vita or resume.
   c. Qualification Determination Form. The Academic Operations Coordinators fill out the form, with the Dean and CAO approving it and listing approved courses.

4. In rare and compelling cases where a faculty member does not meet minimum qualifications based on degrees or certificates, Higher Learning Commission (HLC) allows for "using tested experience as a basis for determining minimally qualified faculty". The process of determining minimal qualifications is a rigorous assessment of an individual's educational attainment or experience. At CCC, Tested Experience ("cross walking") is established by an involved process defined in CCC's Evidence Template for Determining Equivalent Experience. The determination of meeting qualifications is made by the Credentialing Committee and Chief Academic Officer. When determining equivalent experience for qualified faculty, exceptions can be made when the faculty member has compelling proof of academic success via such things as publications or peer reviewed art and in the case of CTE, the instructors possess an industry specific certification relevant to what they are teaching.

5. All faculty at Coconino Community College that teach online will have taken an internal course or its equivalent to certify them as online instructors. Completion of this course will result in the faculty member being awarded an Online Coconino Teaching Certificate issued by the director of online learning.

3. BACKGROUND
1. References: *Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices*, March 2016.
2. Revision history: 05/11/2011 (new), 05/18/2016, 12/13/2017 (renumbered from 308-01 after policy 310-00 was approved by District Governing Board)
3. Legal review:
4. Sponsor: Academic Affairs

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