



## Procedure 310-01 Faculty Credentialing

Sponsors: Academic Affairs

### 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 ensure that faculty teaching for CCC possess the content expertise to teach their assigned courses and to promote high quality programs.

CCC follows guidelines and standards set forth by the Higher Learning Commission when evaluating the credentials of prospective faculty and authorizing them to teach at CCC. The general standard is that faculty teaching transfer coursework (classes that are primarily intended to count toward a baccalaureate degree) hold a master's degree or higher with a minimum of 18 graduate credits in the discipline they are teaching, while faculty teaching in career and technical education college-level certificate and occupational associate's degree programs hold a bachelor's degree in the field and/or an equivalent combination of education, training and tested experience.

### Definitions

Credentialing: The process of determining whether an individual meets the minimum criteria (possesses at least the minimum required credentials) to teach for CCC in a specific discipline.

LEA: Local Educational Agency, typically a public K-12 school district or charter school.

NACES: National Association of Credential Evaluation Services

Provisional Approval: A temporary approval given to an individual who meets most but not all of the minimum criteria to teach in a specific discipline. This approval allows them to teach while completing the remaining requirements to be fully approved.

Qualification Rubric: A discipline-specific rubric used to determine whether an individual meets the minimum criteria to teach for CCC in that discipline.

### Procedure

CCC's Qualification Rubrics are established and maintained by the Credentialing Committee at Coconino Community College and approved by the Provost. Each rubric contains two options for meeting minimum credentialing standards. Option A uses academic credentials to determine whether a faculty member is minimally qualified while Option B uses tested experience (a combination of education and professional experience) to determine whether a faculty member is minimally qualified. Academic credentials must be awarded by regionally or nationally accredited institutions if earned in the United States or by institutions abroad with equivalent quality certification. Foreign credentials must be evaluated by a recognized foreign credential evaluation service, such as National Association of

Credential Evaluation Services (NACES) members or AACRAO's International Education Services, at the expense of the candidate.

### Documentation Requirements

In addition to any necessary employment documents, the following documents must be on file prior to teaching for CCC:

1. Completed Qualification Rubric with appropriate signatures or letter granting provisional approval.
2. All supporting documentation noted in the Qualification Rubric, including official transcripts for degrees and certificates earned, copies of appropriate industry standard certification(s), verification of related employment, etc. Scanned copies or photocopies of official transcripts are acceptable, as are electronically transmitted official transcripts from a transcript service such as Parchment. Beginning Fall 2022, an electronic degree verification conducted as part of the background check for new faculty will also be included as documentation of degree attainment for degrees earned in the United States.
3. Current curriculum vita (CV) or resume.

### Credentialing Process

When a prospective faculty expresses interest in teaching for CCC either through applying for employment or through a new dual enrollment request from a partner LEA, the following steps take place.

1. The candidate submits all required documentation during the application process (for prospective full- and part-time faculty) or the dual enrollment course proposal process (for prospective dual enrollment faculty). The Qualification Rubric is used as a guide when the hiring supervisor works with Human Resources to screen candidates for minimum qualifications.
2. Once a finalist has been selected, the hiring supervisor (instructional dean for full-time faculty or lead faculty/coordinator for part-time and dual enrollment faculty) fills out the Qualification Rubric based on the supporting documentation to certify that the prospective faculty meets the minimum criteria to teach for CCC.
  - a. If the prospective faculty clearly meets the minimum criteria under Option A of the rubric based on the evidence submitted, the direct supervisor completes the Qualification Rubric and forwards it to the second-level supervisor for final approval.
  - b. If the prospective faculty does not clearly meet the minimum criteria under Option A (e.g. graduate level coursework requires further evaluation) or needs to be evaluated under Option B, the Qualification Rubric and supporting documentation (credentialing file) are forwarded to the Credentialing Committee for additional review and discussion. The Credentialing Committee may approve the candidate, provisionally approve the candidate (see below), or deny the candidate based on the evidence provided. In cases of exigency when the full Credentialing Committee cannot meet before the prospective faculty needs to begin teaching, a subset of the Credentialing Committee and the provost (or designee) can review the credentialing file and grant temporary authorization, and the credentialing file will be reviewed at the next meeting of the full committee.
  - c. If the prospective faculty clearly does not meet the minimum criteria under either Option A or Option B based on the evidence submitted, the direct supervisor indicates on the Qualification Rubric that the candidate has been denied.

3. The direct supervisor notifies the candidate (for prospective employees) or the Senior Manager of Admissions and High School Programs, who then notifies the candidate (for prospective dual enrollment faculty) of the determination.

Any prospective faculty who disagrees with the outcome of the credentialing process may submit additional documentation and request a new review. Faculty who are approved to teach on a provisional approval must go through the full credentialing process at the end of their provisional agreement. Existing faculty who want to be credentialed in an additional teaching discipline should submit their request and documentation to the lead faculty/coordinator over that discipline and the review of their credential file will take place as outlined above.

### Provisional Approvals

CCC prefers to enter into teaching agreements with fully qualified faculty. However, special circumstances can make it necessary to provisionally approve a faculty to meet the needs of the College. Only individuals who have completed at least some of the minimum criteria and demonstrate that they are working toward completing the remaining criteria are eligible for provisional approval. This includes (but is not limited to) the following:

1. Prospective faculty who have completed at least 18 graduate credits in the teaching discipline and are actively enrolled but have not yet finished their master's degree.
2. Prospective faculty who have completed a master's or higher degree and at least some of the necessary 18 graduate credits in the teaching discipline and are actively enrolled in relevant graduate coursework.
3. Prospective faculty who have all of the relevant industry certifications and licensure and are actively enrolled in a postsecondary program of study.

Provisional approvals are discussed and approved by the Credentialing Committee. When granting a provisional approval, the Provost outlines in writing the remaining requirements that must be met to become fully credentialed and the deadline by which these requirements must be met. Provisional approvals are typically no more than one year in duration but may be extended by the Credentialing Committee based on extenuating circumstances.

Once the requirements of the provisional approval are met, a full credentialing review is conducted and final approval is granted. If the individual teaching on a provisional approval fails to make progress toward meeting the requirements during the period of the provisional approval, the provisional approval expires and the individual may no longer teach for CCC unless they subsequently complete the minimum requirements and submit their credentials for a new review.

### Retention and Review of Credentialing Records

The required credentialing documentation for all faculty who teach or have taught for CCC is stored by Human Resources in accordance with Policy and Procedure 160 Records Retention. Professional licenses and certificates that expire and must be renewed will be reviewed annually and updated as needed. The credentialing records of approximately one-fifth of current faculty are audited each year to ensure that all credentialing records are reviewed at least once every five years.

**References**

*Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices*,  
September 2020.

Policy and Procedure 160 - Records Retention

**Procedure History**

05/11/2011 New

05/18/2016 Revised

12/06/2017 Revised and Approved by College Council

12/13/2017 Renumbered from 308-01 after policy 310-00 was approved by the District Governing Board

03/30/2021 Revised and Approved by Executive Leadership Council

09/22/2022 Revised and Approved by Executive Leadership Council

**Legal Review**

None