

PROCEDURES MEMORANDUM

TO: MCC Faculty and Staff

FROM: Office of the President

SUBJECT: Academic Credentials and Tested Experience

DATE: June 20, 2017

PURPOSE: To establish guidelines and expectations for considering academic qualifications and tested experience in the hiring process.

SCOPE: This procedures memorandum applies to all internal and external candidates for employment as full-time faculty or adjunct/dual credit instructors.

1. General Principles

Employing qualified personnel is vital to the success of the College and its students. Thus, the College is committed to ensuring that all hiring decisions for full-time faculty and adjunct/dual credit instructors are based on individuals' academic credentials or tested experience in accordance with the Higher Learning Commission Guidelines: Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices.

Note: When the term "faculty" is used throughout this document, both full-time faculty and adjunct/dual credit instructors are being referenced. Individuals hired into full-time faculty positions must meet the criteria listed in the ACF (Academic Advisors, Counselors, and Faculty) collective bargaining agreement.

A. Faculty Qualifications - Qualified faculty members are identified either by academic credentials or tested experience. Metropolitan Community College expects academic credentials to be the primary mechanism used to ascertain minimal faculty qualifications. Nonetheless, the College recognizes tested experience may be considered in determining faculty qualifications.

- 1) Academic Credentials - If qualified faculty members are identified by academic credentials, the following criteria apply:
 - a) Faculty must possess an academic degree relevant to what they will be teaching and at least one level above the level at which they teach. Refer to the latest

collective bargaining agreement for Full-Time Academic Advisors, Counselors, and Faculty, Appendix D (2) for specific minimum criteria.

- b) When faculty members are employed to teach in a program outside of their academic degree, employment is based on tested experience. The area Dean will assess whether the candidate meets a minimum threshold of experience and document said assessment on the appropriate College form as part of the appointment process.
 - c) Faculty teaching general education courses, or other non-occupational courses, must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
 - d) Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs must hold a bachelor's degree in the discipline or related discipline and/or a combination of education, training, and tested experience. See section 2) below for more information about tested experience.
 - e) Faculty teaching developmental courses must hold a bachelor's degree in the discipline or in a related discipline.
 - f) Qualified faculty members are obligated to maintain their credentials, and expand upon any and all equivalent experience that was considered previously by the College in determining whether they were qualified per their contract. Annually, contracted faculty are required to report any and all professional development, supplemental education, and relevant/applicable service or experience that has expanded their qualifications portfolio.
- 2) Tested Experience as a Basis for Determining Minimally Qualified Faculty - If qualified faculty members are identified by tested experience, the determination as to whether a faculty member has the expertise necessary to teach students in a discipline will be made by the area Dean with input from Human Resources and/or the Vice President for Academic Affairs, as appropriate.
- a) Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.
 - b) The value of using tested experience to determine minimal faculty qualifications depends upon the relevance of the experience both to the degree-level and to the specific content of the courses for which the faculty member is responsible.

- c) Tested experience may include years of teaching experience, but this work experience must be considered in conjunction with other experiential factors that will contribute to the content knowledge needed to teach college credit courses. Tested experience can include skill sets, types of certifications or additional credentials, and experiences that would meet the requirements for specific disciplines and programs. Experiences considered pertinent may include experience gained while working in other sectors or through professional development, as well as active membership in professional organizations or learned societies including presentations and publications on topics relevant to the courses being taught.
- B. Qualifications Review Process - Applicants will be selected for interview based either on their academic credentials or tested experience or both. Academic credentials will be examined first using the 'Minimum Criteria for Initial Hire' located in Appendix D(2) of the Academic Advisors, Counselors and Faculty collective bargaining agreement. If an applicant's academic credentials are insufficient, tested experience will be examined.
- 1) Individuals hired into full-time faculty positions must meet the criteria listed in the ACF (Academic Advisors, Counselors, and Faculty) collective bargaining agreement or they may not be hired.
 - 2) Beginning September 1, 2017, an 'Academic Credentials and Tested Experience Evaluation Form' will be completed for all newly hired adjuncts/dual credit instructors.
 - 3) Records will be maintained in the Dean's Office and Human Resources for every faculty hire, documenting academic qualifications and tested experience.

Adopted: 06/20/17