
SECTION IV: Policy

Determination by Credentials

Faculty credentials generally refer to the degrees faculty have earned from a regionally-accredited institution that provide a foundation for knowing what students should learn in a specific discipline or field. UTTC recognizes the following hallmarks and common expectations for faculty credentials:

- A faculty member will have completed a program of study in the discipline or subfield from a regionally-accredited institution in which they teach or will teach, and for which they will develop curricula, with coursework at least one level above that of the courses being taught or developed.
- A faculty member will hold a degree at least one level above that of the program in which they are teaching from a regionally accredited institution. Those teaching general education courses, or other courses that transfer per the state's articulation agreement, shall have the following:
 - A master's degree or higher in the discipline or subfield from a regionally accredited institution.
 - If a faculty member holds a master's degree or higher in a discipline or subfield from a regionally-accredited institution other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- Faculty positions in developmental studies (reading, writing and math) require documentation of a bachelor degree with a major in the teaching field.

Determination for Faculty Teaching Career & Technical Education Coursework

The faculty members teaching Career & Technical Education (CTE) coursework shall have a degree at least one level higher than the program in which they are teaching and at least one of the following:

- A state or nationally recognized certification relevant to the program they are teaching (e.g. ND CTE certification).
- Years of experience that can only be acquired through the unique knowledge, skills and abilities obtained through an occupational career for the program they are teaching.

Determination for Faculty Teaching Certificate Coursework

The faculty members teaching Career & Technical Education (CTE) coursework exclusively for certificate programs (e.g. Heavy Equipment Operator and Medical Billing & Coding) shall have the following:

- Experience and expertise that uniquely qualifies the individual in the discipline. The qualifications must be documented and approved by the Director of Career & Technical Education. This will generally be satisfied by three years of experience or evidence of outstanding performance in the discipline.
- A state or nationally recognized certification relevant to the program they are teaching (e.g. ND CTE certification).

Using “Tested Experience” as a Basis for Determining Qualified Faculty

The value of tested experience to determine faculty qualifications depends upon the relevance of the experience to the certificate, associate or bachelor’s degree for transfer coursework and to the specific content of the course(s) for which the faculty member is responsible.

- Tested experience implies that some objective measures ensure the individual’s knowledge and expertise are sufficient for determining what students should learn and have learned.
- A faculty member teaching a transfer-eligible course may not possess a graduate degree but might have publications, industry certification or years of experience working in that field.
- A faculty member teaching an indigenous or foreign language may demonstrate his or her qualification through a tribal, state or nationally recognized rating of proficiency in language.
- UTTC defines “tested experience” for faculty teaching short-term workforce certificate courses as three years of experience as equivalent to one year of education if it is within the discipline to be taught.
- Teaching experience does not equate to tested experience.

Determination for Teaching Online

In addition to the other requirements, faculty members teaching online coursework shall have at least one of the following:

- An official certification issued by industry-recognized discipline (e.g. Microsoft)

- An official certification issued by a regionally-accredited institution of higher education specific to teaching and learning online
- Completion of an e-learning training course
- At least twelve (12) credits of experience teaching online at UTTC or another accredited institution within the past three (3) years.

Process for Determining and Assuring Qualified Faculty

Candidates for Faculty Positions (full-time, part-time and adjunct):

- Applicants must submit unofficial transcripts as part of the application packet. In addition, a resume or curriculum vitae with cover letter detailing the applicant's education, training, and experience directly relates to the listed minimum qualifications and job description is included. Proof of certificates and licenses as they apply to the job will also be submitted.
- The department chair (or Vice President of Academic Affairs if the applicant is applying for a chair position) shall complete the *Qualified Faculty Determination Standard Form* for the teaching discipline.
- The Human Resources Office will maintain the transcripts and the completed *Qualified Faculty Determination Standard Form*.

Continuing Faculty:

The qualifications of full-time, part-time, and adjunct faculty members will be reviewed on an annual basis concurrent with annual performance evaluations. If a faculty member's qualifications have changed within the year, an updated *Qualified Faculty Determination Standard Form* will be provided to the Human Resources Office to accompany the completed performance evaluation. New credentials or other qualifying factors shall be supported by official documentation such as transcripts, proof of certification, proof of licensure, or an updated resume or curriculum vitae.

Deficient Qualifications:

Candidates for employment who do not provide transcripts and other qualifying factor documentation (proof of certification, proof of licensures, etc.) within 30 days of hire date will be subject to disciplinary action up to and including termination of employment. Faculty members will provide official documentation of new credentials or other qualifying factors on an annual basis, included with the annual performance evaluation.

Faculty members whose qualifications are deemed deficient in the discipline they teach will be provided notification to include:

- The nature and discipline of the deficient qualification.
- Timeline permitted to acquire the qualifications.
- Personnel action if qualifications are not met within timeline provided. Employment action may include: non-renewal of appointment; course load reassignment within department or area dependent upon the needs of UTTC at that time to include but not exclusive to student demand, other faculty members and their respective loads, and funding availability; demotion; status change; or termination of employment.

The above policy follows the faculty credential requirements specified by the **Higher Learning Commission**, as stated below:

Faculty Roles and Qualifications

1. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.
2. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield (or if master's is in another discipline or subfield, has completed 18 graduate credit hours in the discipline or subfield in which they teach).
3. Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.
4. When faculty members are employed based on equivalent experience, a defined minimum threshold of experience and an evaluation process is used in the appointment process.
5. Faculty participate substantially in:
 1. Oversight of the curriculum—its development and implementation, academic substance, currency, and relevance for internal and external constituencies;
 2. Assurance of consistency in the level and quality of instruction and in the expectations of student performance;
 3. Establishment of the academic qualifications for instructional personnel; analysis of data and appropriate action on assessment of student learning and program completion.