

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6120 Faculty Credentialing	Page 1 of 3
Associated Regulations: PR 4170 College Hiring Procedure; IR 6120 Faculty Credentialing	
Associated Policies: GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 02-15-2017	Last Revision: 12-07-2017

Three Rivers College and the Board of Trustees employ competent faculty who are qualified to accomplish the mission and goals of the College and have appropriate credentials from a regionally accredited institution for their position. The college ensures full compliance with the Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2. *“All instructors are appropriately qualified, including those in dual credit, contractual, and consortia programs.”*

In hiring full-time and adjunct faculty members, the academic leadership of the College gives primary consideration to the highest earned degree in the teaching discipline. To be considered for employment as a faculty member of the college, the minimum credentials must be met. Minimum requirements for faculty are outlined as follows:

General Education and other Non-Occupational Courses:

Faculty teaching General Education and other Non-Occupational Courses must hold a minimum of the master's degree in the discipline, subfield or related field in the area in which they will teach or a minimum of the master's degree in any field with a minimum of 18 semester hours at the graduate level in the teaching discipline, subfield or related field in the area in which they will teach.

Occupational Courses:

Faculty teaching in career and technical education college-level certificate and occupational associate degree programs must hold a bachelor's degree in the teaching discipline

or

an associate degree in the field and sufficient tested experience to demonstrate the required level of expertise shown by five thousand (5000) hours of related occupational experience within the most recent ten (10) years in the subject matter to be taught

or

a state teaching certificate in the area to be taught

or

appropriate certificates and certifications in the field in which they are teaching and

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verification of six thousand (6000) hours of related occupational experience obtained within the most recent ten (10) years in the subject matter to be taught or a state teaching certification in the area to be taught.

Developmental Courses:

Faculty teaching developmental courses designated as not for college transfer must hold a bachelor's degree with a major in the teaching discipline or other related discipline. A state teaching certificate in the developmental topic to be taught shall be deemed to be equivalent to a related discipline for developmental courses.

College Experience and Exploration Courses:

ACAD and GNST Courses: Faculty teaching ACAD and GNST courses shall be deemed qualified if they have a Master's Degree or a Bachelor's Degree with at least one of the following additional qualifiers: credentialed to teach courses at the College; have a state teaching license; or have professional experience in an educational setting.

Credential Requirement:

No faculty applicant may be employed for more than one semester until all official transcripts and other required credentials are received and verified by the Chief Academic Officer of the college or demonstration of documented competencies approved, and without prior approval from the President.

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DOCUMENT HISTORY:

02-15-2017: Initial approval of IP 6120 Faculty Credentialing.

12-07-2017: Minor changes to wording regarding ACAD and GNST courses