

I. Overview

The University of Arkansas Community College at Batesville (UACCB) faculty members, including those in concurrent enrollment, adjunct, contractual, and consortia programs are expected to be appropriately credentialed for the assigned discipline and courses they teach, while also meeting the requirements and assumed practices as set forth by the College's regional accrediting agency, the Higher Learning Commission (HLC).

The purpose of this procedure is to establish appropriate processes and protocols necessary for ensuring faculty possess the minimum faculty qualifications for 13110 compliance with HLC criteria for accreditation and assumed practices, and quality facilitation of learning at UACCB. Accordingly, the expectations set forth in the procedure pertain to all of the College's faculty, including those in concurrent enrollment, adjunct, contractual, and consortia programs. This procedure also provides information and clarification regarding faculty qualifications for those individuals responsible for hiring and supervising faculty.

II. Action**1. Minimum Qualifications Guidelines**

Credentials (primarily degrees or certificates) from a regionally accredited institution of higher education, are the primary means by which UACCB ascertains faculty qualifications. The College verifies faculty qualifications through the evaluation of official transcripts.

a. Faculty Teaching in Transfer Coursework, Programs, and/or Disciplines

Faculty who teach general education or transferrable courses (as defined by the Arkansas Course Transfer System) shall possess a doctoral or master's degree in the discipline, or have a master's degree with at least 18 graduate hours in the discipline or subfield of the course for which he/she is the instructor of record. When evaluating whether or not the graduate-level training is appropriate, evidence must be provided that the content and training in those courses provides expertise necessary to teach the specific courses(s) assigned. All departmental decisions are subject to review and approval by the appropriate dean and the Vice Chancellor for Academics.

b. Faculty Teaching Career and Technical Education Coursework (CTE) and in Non-Transfer Programs

Faculty who teach courses not designed for transfer shall possess a degree in the discipline at least one level above the course(s) being taught. Exceptional cases of demonstrated competencies, professional experience, or industry credentials may be considered on an individual basis with recommendation by the hiring supervisor and approved by the Vice Chancellor for Academics.

Any Exception Granted to the above policy must be documented using the Faculty Qualifications Justification for Tested Experience form, signed by all designees noted on the form, and must be housed in the faculty member's file with all supporting documentation in Human Resources office before assigning the faculty of record or issuing a faculty contract.

2. Standards for Documentation

All documentation used to qualify faculty to teach in their respective areas of study will be maintained in the faculty's permanent personnel file located in the Human Resources Office.

The following standards will be applied for documentation of faculty credentials:

- a. The faculty supervisor reviews all available documentation related to faculty qualifications and approves the faculty to teach specific courses.
- b. All official transcripts must be received by the UACCB Human Resources office directly from the degree-awarding institution. Any hand-delivered transcripts must be sealed in the original envelope from the degree-awarding institution and stamped official. Official transcripts must be on file with the Human Resources office before an official offer of employment can be made. Provisional offers may be made based on unofficial transcripts depending on the length of time a transcript request may take in relation to starting date.
- c. Any exceptions to the Minimum Faculty Qualifications Policy must be documented on the Faculty Qualification Justification for Tested Experience form and approved by all designated signees at the time of hire.
 - i. If a professional licensure, certification, award, or other demonstrated competencies and achievements (outside of those addressed in the Minimum Instructor Qualifications Table) are used to qualify faculty to teach in a related credentialed field, then copies of those documents must be included in the faculty's permanent file located in the Human Resource office and be included on the Faculty Qualification Justification for Tested Experience form. Licensures or certifications used for this purpose must always be current and kept on file with Human Resources.

III. Clarifying Points

1. Tested experience is defined as the sum of equivalent experience acquired by faculty that clearly contributes to subject matter expertise and student learning outcomes and can, under special circumstances, be considered in lieu of formal academic preparation.
2. Assigned discipline is defined as an area or knowledge and skill that is specifically related to a program, service, or academic curriculum, and for which minimum qualifications exist.
3. Career Technical Education (CTE) is defined as an area of knowledge and skill that is specifically related to specialized trades, applied sciences, modern technologies, and career preparation. CTE offers both academic and career-oriented courses that are intended for job entry and not intended for transfer to a four-year institution.
4. Faculty are defined as employees that have the primary responsibility of teaching assigned courses, including full-time, concurrent, and part-time faculty.
5. A Concurrent Enrollment Instructor is a part-time faculty who teaches college-level courses offered at a high school for concurrent credit.
6. The Minimum Instructor Qualifications Table is developed and maintained by UACCB for each course offered at UACCB and articulates the faculty credentials to instruct any course. The Minimum Instructor Qualifications Table guides division chairs, faculty hiring managers, division chair, and the Office of the Vice Chancellor for Academics when determining the appropriateness of tested experience.
7. The Higher Learning Commission (HLC) is the accrediting agency for UACCB.

University of Arkansas Community College at Batesville
INSTRUCTOR QUALIFICATION FORM

New - Anticipated Start Date: _____
Change in Status/Qualifications
Change in Course(s) Taught

Last Name: _____ First Name: _____ Employee ID: _____

Phone: _____ H W C E-Mail: _____

Address: _____
City State Zip

Status:	Teaching Levels(s):
Full-time Faculty	1. Non-credit
Full-time Employee, Non-Faculty	2. ABE/ESL/GED
Part-time Faculty	3. Developmental Education
	4. Career/Technical
	5. General Education

Division/Department: _____

Official Transcript in Personnel File: Yes No Anticipated Date: _____ Received Date: _____

Qualifications (attach copies of transcripts, application, and other relevant documentation)

	Institution	Date
Associate	in	_____
Bachelor's	in	_____
Master's	in	_____
Master's Plus	in	_____
Doctorate	in	_____
Additional Degrees	in	_____

Is Masters/Doctorate in field? N/A Yes No

PLEASE LIST COURSE INFORMATION BELOW ONLY IF MASTER'S/DOCTORATE IS NOT IN THE FIELD OR INSTRUCTOR HAS 18 GRADUATE SEMESTER HOURS IN ANOTHER FIELD.

Course ID Number	Title	Credits

Meets minimum UACCB/HLC qualifications: Yes No If no, special justification must be attached.

Teaching Area/Courses: List Specific Course number or prefix area(s) and level (* for all courses within prefix area)

Director/Division Chair	Date	Approved	Not Approved
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Vice Chancellor for Academic Affairs	Date	Approved	Not Approved
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**FACULTY QUALIFICATIONS
JUSTIFICATION FOR TESTED EXPERIENCE**

Faculty Member: _____
Last Name First Name

(Please see Instructor Qualification Form for details)

Initial Review: _____

Revised: Yes No
Date: _____

Updated: Yes No
Date: _____

EXPLANATION:

DOCUMENTATION (attach copies):

APPROVAL:

Prepared By Date

Acting Chief Academic Officer Date