



Policy & Procedure No. AA-001 Northshore Technical Community College

Title:	Faculty Professional & Educational Requirements Policy
Effective Date:	4/1/2014
Last Revision Date:	7/2/2018
Cancellation:	
Office:	Academic Affairs Policy (AA)

Faculty Professional & Educational Requirements Policy

Purpose

All teaching faculty of Northshore Technical Community College (NTCC) must meet or exceed the professional and educational requirements set forth in this policy and must provide NTCC with all required employment/professional credentials in accordance with this document. The professional and educational requirements for faculty members teaching credit courses and the NTCC's system for documenting faculty credentials are described in detail in this policy.

Scope and Applicability

This policy and procedures memorandum applies to all faculty members who teach credit courses at Northshore Technical Community College; including: 9-Month Faculty; 12-Month Faculty; Adjunct Faculty; and Grant-paid Faculty.

Definitions

1. Courses Designed for Transfer

Courses that are designed to transfer to a four-year institution of higher education, which specifically include (1) General Education courses, (2) courses that are part of an Associate of General Studies degree, excluding approved concentrations that are not designed for transfer, and (3) courses that transfer into existing courses at a four-year institution of higher education that are part of an articulation agreement.

2. Equivalent Qualifications

Qualifications that are sufficient to substitute for the educational requirements to teach a course. Equivalent qualifications may include but are not limited to, work experience, licensure, certification, awards, recognitions, accomplishments, artifacts, or any other evidence of qualifications.

Professional and Educational Requirements



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1. **Minimum Professional and Educational Requirements for Employment**

The following professional and educational requirements for teaching faculty meet or exceed the minimum requirements set forth in this policy. In some disciplines, higher requirements have been set to meet accreditation or other standards for a program. If earned in the United States, all degrees and credits used to meet minimal education requirements must be from institutions accredited by a regional accrediting agency recognized by the U.S. Department of Education. Degrees and credits earned in foreign institutions must have been evaluated by a recognized transcript evaluation service and must document a level of educational attainment equivalent to that required for graduates of U.S. institutions (e.g. Educational Credential Evaluators, Inc.). Cost of evaluation is to be paid by applicant.

The degree requirements for rank and promotion are contained in the NTCC's Academic Affairs Policy #13 "Faculty Rank and Promotion Policy." In some cases, degree requirements for promotion may exceed these minimum educational requirements for employment as described in this policy.

a. Faculty members teaching general education courses or courses designed for transfer:

Must have successfully completed a Master's degree in the teaching discipline or completed 18 graduate semester credit hours in the teaching or related discipline and hold an earned Master's degree; or have other equivalent qualified.

b. Faculty members teaching courses not designed for transfer that are components of associate degree programs:

Must possess a Bachelor's degree in the teaching discipline or an Associate's degree in the teaching discipline and related work experience; or other equivalent qualifications.

Because of accreditation/certification standards, all faculty in accredited programs must meet or exceed the degree requirements set for their specific position by the program accrediting agency.

c. Faculty members who teach in the practical nursing technical diploma programs:

Must possess a diploma, Associate or Bachelor's degree in Nursing coupled with unencumbered registered nursing licensure, a minimum of three years of direct client care on a medical-surgical unit, and LSBPNE approval to teach.

d. Faculty members teaching remedial/developmental courses:

Must hold a minimum of Bachelor's degree in the teaching discipline or Bachelor's degree with competencies in teaching discipline; or have other equivalent qualifications.

e. Faculty members teaching non-degree occupational courses, Adult Education, or certificate courses that are not part of an associate degree program:



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Must have related work experience and appropriate degree, license, certificate, or specialized training in the teaching discipline.

2. Minimum Certification/Licensure Requirements for Employment

Faculty members teaching in programs that require certification/licensure to teach in that program must maintain current respective certification/licensure for that program. Also, faculty in clinical or similar settings or director positions may be required to meet additional requirements.

Oral and Written Proficiency

(Reinstated Policy Addition as per Louisiana Revised Statute 17:3388)

All candidates for full-time or part-time teaching positions must demonstrate written and oral proficiency in the English language. Written proficiency will be demonstrated by completing the required application process. Oral proficiency will be demonstrated by an interview with the prospective supervisor and/or the search committee.

At time of selection, the employee will complete the Oral and Written Proficiency Form through the new hire orientation process. The form will be made part of the faculty member's personnel file in the Office of Human Resources.

Faculty Credentials/Qualifications Verification

The Faculty Credentials Verification Flow Chart (Attachment A) outlines the steps in the College's faculty credentials/qualifications verification process. At time of application, each prospective faculty member will furnish official or unofficial* transcripts from each institution where a degree or certificate was earned. The faculty member's official transcripts and the Faculty Qualifications Verification Summary, (Attachment B) must be on file by the date specified following appointment in the Office of Human Resources. ***Any transcript used for credentialing purposes must be official.**

Responsibilities

1. The prospective faculty member will:

Provide official transcripts to their respective Associate Provost and to the Office of Human Resources through the application process.

2. At the time of selection, the Associate Provost will:

Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.

3. Upon receipt of required documents, the Associate Provost will:

- a. Verify prospective faculty member's credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.
- b. Verify completeness and accuracy of academic credentials packet.
- c. Forward packet to the Office of Accreditation and Reporting for review and processing and maintaining the college-wide faculty credential database.



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4. On an annual basis, the Associate Provost will:

Collect all current official credentialing documents—annually updated certifications, licensures, etc., that are appropriate for the courses a faculty member is teaching or with the program in which the faculty member is teaching, as well as those credentialing documents required for each faculty member in a clinical or similar setting or director position—and submitting the updated documentation to the Office of Accreditation and Reporting and the Office of Human Resources.

5. The Provost & Vice Chancellor of Academic Affairs will:

Give final approval of faculty member's credential.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Academic Affairs Committee	6/26/2018	04/01/2014
X	College Leadership Committee	6/26/2018	04/01/2014
X	NTCC Chancellor/Appointing Authority	6/26/2018	04/01/2014

Distribution:

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Northshore Technical Community College Faculty Credentials Verification Flow Chart



<p>Faculty</p> <p>Provide official transcripts to the Associate Provost and to the Human Resources.</p>	<p>Associate Provost</p> <p>Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.</p> <p>Verify prospective faculty member’s credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.</p> <p>Forward packet to the Office of Accreditation and Reporting for review and processing.</p>	<p>Vice Chancellor of Academic Affairs & Provost</p> <p>Give final approval of faculty member’s credentials.</p> <p>Accreditation & Reporting</p> <p>Maintain a College-wide database of faculty credentials.</p> <p>Collect all current official credentialing documents—annually updated certifications, licensures, etc., that are appropriate for the courses a faculty member is teaching or with the program in which the faculty member is teaching, as well as those credentialing documents required for each faculty member in a clinical or similar setting.</p>
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