

Number: AC-102

Office of Primary Responsibility: VP, Academic Affairs & Workforce Development

Effective Date: Spring 2018, revised Spring 2019

Faculty Credential Committee Procedure

Purpose:

In support of its goal to ensure high-quality teaching and learning in its curricula, Hocking College (HC) utilizes a Faculty Credential Committee to ensure that members of its instructional staff are well-qualified to teach students enrolled in credit-bearing courses.

Procedures:

This procedure is meant to ensure all instructional staff at Hocking College are appropriately credentialed in accordance with regional and national accrediting bodies. It also clarifies the individuals responsible for faculty and credentialing. The college verifies faculty qualifications through the evaluation of appropriate credentials and professional history, such as degrees from accredited institutions, professional industry related tested experience and/or professional certifications and licensures.

The Chief Academic Officer may approve exceptions to the minimum qualifications for faculty members ensuring high quality professional experiences are represented in the delivery of course content.

Note: The Higher Learning Commission does not recognize previous teaching of a course alone as tested experience, which it defines as “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.”

- 1) An exception may be granted for an individual in progress of a degree, which is relevant to the faculty to teach within the discipline(s), as documented with an educational plan indicating how the faculty member will meet the minimum qualifications within a specified time frame, not to exceed 5 years.

Membership:

The Faculty Credential Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each school, one faculty from each school.

Specific Duties of the Committee

1. Establish a work plan to ensure its responsibilities are being met.
2. Review faculty credentials prior to the beginning of each academic term.
3. Established a review cycle calendar

Documentation

All documentation used to qualify faculty to teach within their discipline(s) will be maintained in the faculty member's permanent personnel file in the Office of Human Resources. The following standards will be applied for the documentation of faculty credentials:

1) Transcripts

- a. Transcripts must be official, received directly from the degree awarding institution. Unofficial transcripts issued to the individual will not be accepted.

2) Current Curriculum Vitae

- a. Each faculty member should have a current CV on file detailing educational and work experience.

4) Other Documentation

- a. Professional licensure, certifications, awards, publications, and other documented competencies used to show qualifications must be kept in the employee's permanent personnel file.
- b. All documentation must be kept current; therefore, any renewals need to be sent by the faculty member to the Office of Human Resources.

A form entitled "Faculty Credentials Form" has been developed in order to review faculty credentials, and approve any exception on the basis of tested experience or education plan. This form, along with all necessary supporting documentation, must be received and approved by the Faculty Credentialing Committee and the Chief Academic Officer.