



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

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<b>Title:</b>	Faculty Professional & Educational Requirements Policy
<b>Effective Date:</b>	04/01/2014
<b>Last Revision Date:</b>	02/21/2014
<b>Cancellation:</b>	
<b>Office:</b>	Academic Affairs Policy (AA)

### **Faculty Professional & Educational Requirements Policy**

#### **Purpose**

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

To publish the College's established professional and educational requirements for faculty, including those required by the Council on Occupational Education and program-specific accrediting agencies, and a system for documenting credentials of faculty members who teach credit courses at Northshore Technical Community College.

#### **Scope and Applicability**

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

#### **Definitions**

##### **A. 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 program, excluding approved electives 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.

##### **B. 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,



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certification, awards, recognitions, accomplishments, artifacts, or any other evidence of qualifications.

### **Professional and Educational Requirements**

#### **A. 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 association 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. Cost of evaluation is to be paid by applicant.

The degree requirements for promotion-in-rank are contained in the College's Promotion & Rank policy. In some cases, degree requirements for promotion may exceed these minimum educational requirements for employment as described in this memorandum.

#### **1. 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.

#### **2. 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.

#### **3. 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.

#### **4. 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.



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

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

### **B. 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**

#### **A. The prospective faculty member will:**

1. Provide official transcripts to the Office of Human Resources through the application process.

#### **B. At the time of selection, the Divisional Dean will:**

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

#### **C. Upon receipt of required documents, the Divisional Dean will:**

1. Verify prospective faculty member's credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.
2. Verify completeness and accuracy of academic credentials packet.
3. Forward packet to the Office of Accreditation and Institutional Research for approval.



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**D. On an annual basis, the Divisional Dean will:**

- A. 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 Institutional Research and the Office of Human Resources.

**E. The Vice Chancellor for Student Learning and Development will:**

1. Give final approval of faculty member's credential.
2. Return packet to the Division Dean, who in turn sends original application documents and faculty qualifications verification summary form to the Office of Human Resources for processing.
3. Maintain a College-wide database of faculty credentials.
4. Maintain copies of all official transcripts and documents related to faculty qualifications on file in the Office of Accreditation and Institutional Research.

*Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Academic Affairs Committee	02/21/2014	04/01/2014
X	College Leadership Committee	03/05/2014	04/01/2014
X	NTCC Chancellor/Appointing Authority	03/05/2014	04/01/2014

*Distribution:*

Distributed Electronically via College's Internet  
All Employee Email Dated May 6, 2014



## Northshore Technical Community College Faculty Credentials Verification Flow



### Chart

Faculty	Human Resources	Division Deans	Vice Chancellor of Student Learning & Development
<ol style="list-style-type: none"> <li>1. Provide official transcripts to the Office of Human Resources.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide official transcripts to the Division Deans for recommended faculty.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.</li> <li>2. Verify prospective faculty member's credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.</li> <li>3. Verify completeness and accuracy of academic credentials packet.</li> <li>4. Forward packet to the Office of Accreditation and Institutional Research for approval.</li> <li>5. 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 Institutional Research.</li> </ol>	<ol style="list-style-type: none"> <li>1. Give final approval of faculty member's credential.</li> <li>2. Return packet to the Division Dean, who in turn sends original application documents and checklist to the Office of Human Resources for processing.</li> <li>3. Maintain a College-wide database of faculty credentials.</li> <li>4. Maintain copy of official transcripts and documents related to faculty qualifications on file in the Office of Accreditation and Institutional Research. Originals will be maintained in the faculty member's personnel record with the Office of Human Resources.</li> </ol>



### Faculty Qualifications Verification Summary Form

Name:	<input type="text"/>	LoLA Number:	<input type="text"/>
Division:	<input type="text"/>	Program:	<input type="text"/>
Position:	<input type="text"/>	Status:	<input type="text"/>

#### Education

Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		

Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		

Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		

#### Other Qualifications

##### Licensures/Certifications

Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		

Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		

Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		

##### Work Experience



Summarize qualifying work experience. Include job descriptions, employers, and calendar years of experience.

**Awards/Recognitions**

Describe qualifying awards and recognitions. Include relevant calendar years.

**Artifacts**

Describe qualifying artifacts (drawings, diagrams, artwork, exhibits, etc.). Include relevant calendar years.

**Other Evidence of Qualifications**

Describe other qualifying qualifications. Include relevant calendar years.



**Courses approved to teach:**

\_\_\_\_\_  
Division Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor of Student Learning & Development

\_\_\_\_\_  
Date





**Policy & Procedure No. AA-001**  
**Attachment B**  
**AA Form 001**