

## **NUNEZ COMMUNITY COLLEGE**

### **SUBJECT:**

**Professional and Educational Requirements for Faculty and Instructional Staff**

### **PURPOSE**

To establish professional and educational requirements for faculty and instructional staff members of Nunez Community College and a system for documenting faculty and instructional staff credentials.

### **SCOPE AND APPLICABILITY**

This issuance applies to all full and part-time faculty and instructional staff teaching courses for Nunez Community College.

### **DEFINITIONS**

- A. Full-time Faculty—**Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction and who are eligible for full-time status and benefits.
- B. Adjunct Faculty—** Those individuals whose major responsibility is the delivery of courses of instruction and who are hired on a part-time basis. Adjunct faculty teaching load will “normally” be limited to three courses per semester.
- C. Instructional Staff—**Those individuals employed as staff whose major responsibility is the delivery of courses of instruction, research, and other academic services and that hold faculty rank.

### **POLICY**

All full and part-time teaching faculty and instructional staff of NUNEZ COMMUNITY COLLEGE will meet the professional and educational requirements of the Southern Association of Colleges and Schools as outlined in this policy statement (with the exception as indicated in Part B “Professional and Educational Requirements”) and will provide the College all required employment and educational/professional credentials.

### **PROFESSIONAL AND EDUCATIONAL REQUIREMENTS**

#### **A. Minimum Requirements:**

The following NUNEZ COMMUNITY COLLEGE professional and educational requirements for full and part-time teaching faculty and instructional staff are consistent with the requirements of SACS:

1. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

**B. Exceptions to Minimum Requirements.**

**In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice Chancellor for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.**

**FACULTY /INSTRUCTIONAL STAFF CREDENTIALS CERTIFICATION**

Each faculty member will furnish the following credentials at time of application: application with resume/vita and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Vice Chancellor for Academic Affairs.

**RESPONSIBILITIES**

**A. Full-time Faculty member /Instructional Staff will:**

1. **Furnish all employment and teaching credentials for his/her official personnel file.**
2. **Make continuous progress in their professional growth.**

**B. Deans/Department Heads will:**

**Review annually, as part of the performance evaluation, any educational professional progress made by each faculty/instructional staff member, particularly those teaching under an approved exception.**