



Title: Professional and Educational Requirements for Faculty

Effective Date: 4/2018

Last Revision Date: 4/2018

Cancellation:

Department/Office: Academic Affairs

Professional and Educational Requirements for Faculty

PURPOSE

To establish guidelines for faculty qualifications for faculty. To publish the College's established professional and educational requirements for faculty, including those required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program-specific accrediting agencies, and a system for documenting credentials of faculty members who teach courses at Nunez Community College.

SCOPE

This policy and procedures memorandum applies to all faculty members who teach credit courses at Nunez Community College. This policy and procedures memorandum applies to teaching faculty as follows: 9-Month Faculty; 12-Month Faculty; Adjunct Faculty; and Grant Employees – 9 Months and 12-Months who are in grant positions comparable to teaching faculty.

POLICY

Faculty teaching courses intended for transfer to a university should meet the following guidelines;

- Hold an earned master's degree, or higher with significant graduate credit (18 hours) in the content area or a closely related area.
- OR hold a graduate degree and have demonstrated expertise in a content area through research, publication, professional experience, professional recognition or other demonstrable means or a combination of any of those criteria.

Faculty teaching in courses that are not designed for transfer to a university meet the following guidelines:



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- Faculty teaching developmental, student development, study skills, job seeking, etc. courses should hold an earned baccalaureate degree or higher with demonstrated training or experience in the area of instruction.
- Faculty teaching courses in programs intended to prepare students to enter the workforce without additional training or credential achievement beyond the community college program hold an earned or technical diploma, associate degree or higher. Faculty also hold any industry required certifications or licensure as required by relevant industry or regulatory agencies.
- Nunez Community College may require additional credentials or experience for particular departments, content areas or courses.
- Any exceptions to educational or other requirements may be granted with appropriate documentation of other qualifying factors and must be approved by the program manager, department chair, dean or Vice Chancellor for Academic Affairs.

All faculty qualifications should be documented on the ***Nunez Faculty Qualification Form***. The department chair for the content area, Dean and/ or Vice Chancellor of Academic Affairs approves faculty credentials. Completed and signed forms should be maintained electronically.

Faculty are responsible for furnishing all employment and teaching credentials to Human Resources for his/her official personnel file. Human Resources is responsible for documenting receipt of all official documents, transcripts and resumes.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Academic Council	11-2-2018	11-9-2018
X	College Compliance Committee	11-7-2018	11-9-2018
X	Chancellor’s Council	11-9-2018	11-9-2018

Forms Referenced: Identify any forms referenced in the policy as “NUNEZ ___ Form”

Nunez Faculty Qualification Form

Distribution: Distributed Electronically via College’s Internet 1-14-2019

Chancellor’s Signature/Approval

SIGNATURE: _____
Chancellor

DATE: 11-15-2018