

02-16-00 Faculty Credentialing Guidelines Policy

PURPOSE

The purpose of this policy is to outline minimum credentials required for faculty to be assigned to teach a credit-bearing class.

POLICY/GUIDELINE

When assigning a faculty member as instructor of record to a credit-bearing class at Nashville State Community College, hiring supervisors must ensure that the faculty member meets or exceeds the credentials required by the Tennessee Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The following guidelines are to be used to define faculty qualifications using faculty credentials:

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.

It is understood that in professional, technical, and technology-dependent fields, the emphasis may be on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials may well be the standard qualification for faculty members in most cases, other types of qualifications may prove to be appropriate; such as, appropriate related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching.

Consideration of other non-academic teaching qualifications, either in conjunction with or in lieu of academic credentials, is made on a case-by-case basis. Credentials based on professional qualifications must be approved by the Vice President of Academic Affairs. The Request for Exception form will be used to document and approve professional qualifications.

Faculty rosters shall be created by Instructional Dean and submitted to the Vice President for Academic Affairs (VPAA) for review and approval. Upon approval by the VPAA the faculty roster shall be stored in the faculty member credentialing file in Human Resources. Instructional Deans shall upload new faculty

credentials, including the Request for Exception form if applicable, into Compliance Assist in the semester of their initial teaching assignment.

SOURCES

SACSCOC Standard 6.2.a (Faculty qualifications) of the Principles of Accreditation Guidelines.

RELATED POLICIES

N/A

Approved by NSCC Cabinet 7/10/23