

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2171**

- SUBJECT:** Professional and Educational Requirements for Faculty
- REFERENCE:** The Higher Learning Commission (HLC) publication “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices,” March 2016; SCP-2250, *Hiring Adjunct Faculty*; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 45, *Community and Technical College Faculty Instructional Load*; SIP-2171, *Faculty Credentialing and Tested Experience*; SIP-2171.A-E, *Faculty Qualifications Including Tested Experience*.
- ORIGINATION:** September 1, 2000
- EFFECTIVE:** January 17, 2020
- REVIEWED:** August 29, 2019

SECTION 1. PURPOSE

- 1.1 To establish professional and educational requirements for faculty members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all full and part-time faculty, and instructional staff, teaching courses for Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Faculty – Those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.
- 3.2 Full-time Faculty – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 Adjunct Faculty – Those individuals employed by the College on a part-time basis for the delivery of courses of instruction. An adjunct faculty teaching load will be limited to nine (9) credit hours per semester.
- 3.4 Instructional Specialist – A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to received reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

SECTION 4. POLICY

- 4.1 All full- and part-time teaching faculty and instructional specialists of Southern West Virginia Community

and Technical College will meet the professional and educational requirements of the Higher Learning Commission (HLC) as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Professional and Educational Requirements

6.1.1 Minimum Requirements: The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of the Higher Learning Commission (HLC).

6.1.1.1 Faculty who teach courses at the associate degree level in the general education transfer area will have a minimum of a master's degree in the discipline or sub-field of study in which they teach OR a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.

6.1.1.2 Faculty who teach courses in the career/technical associate degree and certificate program areas will have a minimum of a bachelor's degree in the field and/or a combination of education, training and tested experience, with documented technical competence in the field and/or program area in which they teach.

6.1.1.3 Academic Lab Managers who provide instructional support for programs/courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and/or the Chief Academic Officer.

6.1.1.4 Faculty who teach courses as part of an academic program that maintains national accreditation or state licensure will have at least the minimum credentials required by the accrediting/licensing body.

6.2 Exceptions to Minimum Requirements

6.2.1 In certain exceptional cases, and after exhausting avenues to obtain a credentialed candidate meeting the specific requirements of 6.1.1. and the position being advertised for a minimum of two (2) advertisements unsuccessfully, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Chief Academic Officer. 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.

6.3 Faculty/Instructional Specialists Credentials Certification

6.3.1 Each faculty member will furnish the following credentials at time of the 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 documented approval of the Director of Human Resources.

- 6.3.2 The Faculty Credentials Certification Form (SCP-2171.A) has been designed to ensure all required credentials are part of an employee's official personnel file. The School Dean will provide a list of all courses the employee is qualified to teach and the degrees, special certifications, and/or experiences which meet HLC credentialing requirements for teaching these courses. The School Dean will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

SECTION 7. RESPONSIBILITIES

- 7.1 Full-time and part-time faculty members and instructional specialists will:
 - 7.1.1 Furnish all employment and teaching credentials for his/her official personnel file.
 - 7.1.2 Make continuous progress in their professional growth.
 - 7.1.3 If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.
- 7.2 School Dean will:
 - 7.2.1 Complete and sign a Faculty Credentials Certification Form (SCP-2171.A) for each faculty member within his/her school and/or program area and send the Faculty Credentials Certification Form (SCP-2171.A) to Human Resources to include in the personnel files.
 - 7.2.2 If additional credentials are gained, an updated Faculty Credentials Certification Form (SCP-2171.A) must be completed and sent to the Human Resources Office.
 - 7.2.3 Ensure educational and professional background of all faculty members in their department, school, and/or program area meet the standards established by HLC and this institution. Full-time faculty employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time
 - 7.2.4 Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
 - 7.2.5 Review annually, as part of the performance evaluation, progress made by each faculty member on his/her professional development plan, particularly those teaching under an approved exception.
- 7.3 Human Resource Director will:
 - 7.3.1 Add faculty credentials to the Faculty Credentialing database once the Faculty Credentials Certification Form (SCP-2171.A) is shared with the Office of Human Resources.
 - 7.3.2 File the Faculty Credentials Certification Form (SCP-2171.A) in the personnel file.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: SCP-2171.A, Faculty Credentials Certification Form

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 29, 2007 – Revised to exclude references to instructional staff, to update titles, and to add references.

December 11, 2012 – Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of a full-time faculty modified to match that found in other institutional policies. Expanded requirements for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Included the requirement to review Faculty Credentials Certification Form annually with faculty evaluation.

March 2, 2016 – Revised to reflect changes in guidelines in determining qualified faculty through the HLC’s criteria for accreditation and to reflect any title and name changes for the College and the HLC.

August 29, 2019 – Revisions include added references: inserted the definition for an instructional specialist to match that found in other institutional policies; clarification of the minimum number of advertisements required in 6.2.1; included process for updating the Faculty Credentials Certification Form (SCP-2171.A); included responsibilities for the Human Resource Director; and title changes.