

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
PROCEDURE  
SIP-2171**

**SUBJECT:** Faculty Credentialing and Tested Experience

**REFERENCE:** The Higher Learning Commission (HLC) publication “*Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*,” March 2016; SCP-2171, *Professional and Educational Requirements for Faculty*; SCP-2171.A, *Faculty Credentials Certification Form*

**ORIGINATION:** August 6, 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

**SECTION 1. PURPOSE**

- 1.1 This guidance sets forth the procedure used by the Office of Academic Affairs to ensure that each faculty member employed with Southern West Virginia Community and Technical College possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This procedure applies to faculty at Southern West Virginia Community and Technical College and to other individuals assigned to perform faculty work.

**SECTION 3. DEFINITIONS**

- 3.1 Tested experience - Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline and course content in which the faculty member is teaching.

**SECTION 4. PROCEDURE**

- 4.1 The School Dean may submit guidelines for determining faculty qualifications, including tested experience as deemed appropriate.
- 4.2 Revisions to the Faculty Credentials Matrix may be proposed to the academic administration team by any of the following groups: faculty members, program directors, or academic heads. Chief Academic Officer will review the Faculty Credentials Matrix upon receipt of proposed revisions or updates. The updated Faculty Credentials Matrix will be disseminated to faculty, program directors, and Dean after each revision.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The Higher Learning Commission requires institutions to justify and document qualifications of faculty as part of its accreditation process. The faculty hiring qualifications related to tested experience should be

reviewed and approved through the faculty governance process at the institution.

**SECTION 6. GENERAL PROVISIONS**

6.1 The general information related to the faculty credentialing procedure for implementation and review of tested experience for faculty qualification.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Division Heads/Lead Faculty - Division Heads/Lead Faculty members will define minimum faculty qualification guidelines, with input from faculty, including tested experience as appropriate. These guidelines are forwarded to the School Dean for review and approval.
- 7.2 School Dean - The School Dean reviews the proposed minimum qualification guidelines for approval and then forwards the guidelines to the Faculty Senate for review and approval. The School Dean or Chair is responsible for ensuring these guidelines are reviewed every 5 years.
- 7.3 Faculty Senate - The Faculty Senate will review the proposed faculty qualifications, including tested experience, for approval. The Faculty Senate will then forward to the Chief Academic Officer.
- 7.4 Chief Academic Officer - The Chief Academic Officer, working with his/her respective leadership team and the Human Resources department, maintains a comprehensive list of faculty credential requirements and current credentialing forms.
- 7.5 Human Resources Department - The Human Resources department will maintain an electronic database of faculty credentials that contains the same information as in the Faculty Credentials folders. The Human Resources department will use this database to provide accurate, timely information to various accrediting agencies, federal/state agencies, and College departments.

**SECTION 8. CANCELLATION**

8.1 None

**SECTION 9. REVIEW STATEMENT**

9.1 This procedure 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 Cabinet-level Administrator may recommend to the President’s Cabinet that the procedure be amended or repealed.

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
President 09/10/2019  
Date

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Cabinet-level Administrator 09/10/2019  
Date

**Attachments:** SIP-2171.A, Faculty Qualifications Teaching Field: English  
SIP-2171.B, Faculty Qualifications Teaching Field: Mathematics

SIP-2171.C, Faculty Qualifications Teaching Field: Science  
SIP-2171.D, Faculty Qualifications Teaching Field: Social Science  
SIP-2171.E, Faculty Qualifications School of Career and Technical Studies

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** Originated August 6, 2018