

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
SIP-2171.A
Faculty Qualifications Including Tested Experience
Teaching Field: English

REFERENCE: SIP-2171, Faculty Credentialing and Tested Experience
SCP-2171, Professional and Educational Requirements for Faculty
SCP-2171.A, Faculty Credentials Certification Form

ORIGINATION: August 9, 2018

EFFECTIVE: September 10, 2019

REVIEWED: New

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the field of English: English, Journalism, or Communication.
2. A Master's Degree (or higher) in any field with 18 graduate hours in English, Journalism, or Communication.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the English program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master’s Degree in any field and must satisfy either:

1. one (1) of the four Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i>Group A Criteria</i>	<i>Evidence Required</i>
1	At least 12 graduate credit hours in English, Journalism, or Communication	Graduate transcript
2	Bachelor’s Degree in English, Journalism, or Communication	Transcript
3	National Board for Professional Teaching Standards Certificate in English, Adolescent and Young Adulthood with documentation of teaching collegial-level outcomes.	Copy of Certificate or other written evidence of successful completion.
4	Fellowships, awards, or recognitions for excellence related to the teaching of English at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i>Group B Criteria</i>	<i>Evidence Required</i>
1	Three (3) years or more of High School Advanced Placement English teaching with advanced (collegial-level) outcomes.	Student and supervisor course evaluations affirming teaching effectiveness and three years a data documenting student exam scores at or above national average for advanced placement
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming English teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed English conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed English assessment activity, such as Advanced Placement scoring in English or related field, item writing for national English competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level English professional organization.	Letter of appointment, organizational chart, or similar evidence.

7	Evaluator of grants or other scholarly function in a collegial-level English-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications and reviews
9	Extensive experience as an editor or publisher of a newspaper or magazine.	Letter of appointment, organizational chart, copy of work, or similar evidence.
10	Participation in equivalent of 18 credit hours of English-related professional development.	Certificates of completion.
11	Other collegial-level English related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the English discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

Qualification Alignment			
Degree or Tested Experience	English	Journalism	Communication
Course Prefix	EN TH		CA SP