

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

**SUBJECT:** Professional and Educational Requirements for Faculty

**REFERENCE:** ~~NCA Accreditation handbook~~ The Higher Learning Commission (HLC) a Commission of the North Central Association of Colleges and Schools (NCA) publication “Commission Guidance on Determining Qualified Faculty”; 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; ~~SCP-2171.A, Faculty Credentials Certification Form~~

**ORIGINATION:** September 1, 2000

**EFFECTIVE:** December 09, 2004

**REVIEWED:** ~~November 06, 2012~~ December 11, 2012

#### **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: ~~Those individuals so designated by the College whose major responsibility is the delivery of courses of instruction.~~ 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. Adjunct faculty teaching load will “normally” be limited to a 9 credit hours per semester.

#### **SECTION 4. POLICY**

- 4.1 All full and part-time teaching faculty of Southern West Virginia community and Technical College will meet the professional and educational requirements of the North Central Association of Colleges and Schools 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 of the North Central Association of Schools and Colleges.

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 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 considered to be in the career/technical associate degree program areas will have a minimum of a bachelor's degree with documented technical competence in the field and/or program area in which they teach.

6.1.1.3 Faculty who teach ~~non-degree or~~ the certificate ~~occupational degree courses~~ programs will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.

6.1.1.4 Faculty who teach in Transitional Studies (remedial) programs will have a ~~master~~ bachelor's degree in the subject(s) taught, or a related field with subject specific certifications.

6.1.1.5 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 Vice President for Academic Affairs.

6.1.1.6 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, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. 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.

6.2.2 In certain circumstances when vacant undergraduate program vocational/technical teaching positions are difficult to fill, applicants who have completed a significant program of study in the discipline for which faculty positions were advertised, with substantial course work at least one level above that of the courses being taught or developed may be considered. The HLC assumes that successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses. Therefore, Faculty teaching in the career/technical associate degree program areas and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree or appropriate licensure or certification.

- 6.2.3 Faculty members teaching in ~~non-degree or certificate occupational courses~~ degree programs and not holding a bachelor's degree must show continuous professional growth in their teaching areas leading to a bachelor's degree or its equivalent.

### 6.3 Faculty/Instructional staff Credentials Certification

- 6.3.1 Each faculty member will furnish the following credentials at time of 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 approval of the Vice President for Academic Affairs.
- 6.3.2 The Faculty Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The Department Chairperson / Dean will provide a list of all courses the employee is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The Department Chairperson / Dean will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

## SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~

### 7.1 Full-time Faculty member 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 Department Chairperson / Deans will:

- 7.2.1 Complete and sign a Faculty Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. ~~Update as necessary. The form must be reviewed annually and submitted with the faculty member's annual evaluation.~~
- 7.2.2 Ensure educational and professional background of all faculty members in their department, division and/or program area meet the standards established by NCA 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
- 7.2.3 Develop, in consultation with the affected faculty member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
- 7.2.4 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.

## 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**

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**Board of Governors Chair**                      **Date**

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**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.

November 12, 2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**SCP-2171.A**

**Faculty Credentials Certification Form**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Campus/Division/Program: \_\_\_\_\_

To be completed by Department Chair.

**Degrees Held (Press "tab" in last cell to add additional row in table):**

Degree Level	Date Official Transcript Received	Granting Institution	Major	Minor

**Courses for which this faculty member meets minimum requirements per SCP-2171:**

Course Dept/No	Courses Title	Qualifications/Justification (i.e. Degree level and major; graduate hours; license; certification; experiences, etc. Provide specific explanation. Press "tab" in last cell to add additional row to table.)

**Professional Development::**

	___ Required
	___ Required
	___ Required

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of employment.

**SIGNATURES:**

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Chief Academic Officer Date