

TOPIC:  
Faculty Qualifications – Procedures

Policy Number:  
D22

### Faculty Qualifications

Faculty will be qualified to teach for Cloud County Community College based on their academic credentials, industry certifications or licensures, non-academic work experiences in the field or discipline, or a combination of these criteria. No more than nine (9) graduate credit hours based on industry certifications or licensures or non-academic work experiences will be attributed toward a faculty member's qualifying credentials (see below). Faculty will be classified in one of the following ways:

- MasterA (or DocA): The individual holds a master's degree (or doctorate) in the field of study/discipline or subfield in which they teach.
- MasterB (or DocB): The individual holds a master's degree (or doctorate) in a related field and has 18 graduate hours in the field of study/discipline or subfield in which they teach.
- MasterC (or DocC): The individual holds a master's degree (or doctorate) in a related field and has a minimum of 9 graduate hours in the field of study/discipline and an additional 9 graduate hours determined by calculating additional qualifying criteria.
- Degree with Industry Tested Experience: The individual teaching in career and technical education (occupational) college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or combination of education, training and tested experience.

Faculty teaching non-occupational courses (courses at the 100 level and above in the disciplines of communications, mathematics, fine arts, humanities, sciences, and social and behavioral sciences) must meet MasterA, MasterB or MasterC qualifications. If the master's degree is in a related discipline, the faculty must have a minimum of 18 graduate hours in the discipline in which they teach (MasterB) or if the master's degree is in a related discipline, the faculty must have a minimum of 9 graduate hours in the discipline in which they teach and an additional 9 graduate hours determined by calculating additional qualifying criteria (MasterC). Any concurrent faculty not meeting one of the designated qualifications will be placed on a "Plan of Action" with a designated timeline to become qualified, see applicable dean and/or department chair. The waiver for concurrent faculty expires at the end of Summer 2023, so the institution can remain in accreditation compliance. Faculty who do not follow the "Plan of Action" will not be re-hired for teaching assignments.

Faculty teaching career and technical education or occupational courses (courses incorporated into an associate of applied science degree or certificate and not within the non-occupational disciplines) will hold a bachelor's degree or, at a minimum, an associate's degree and/or industry endorsed certification/licensure or a recognized distinction in the field in which they are teaching.

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If the individual does not meet the applicable classifications in MasterA, MasterB, MasterC, or Degree with Industry Tested Experience, the faculty member must implement a professional improvement plan to come into compliance, see applicable dean or department chair.

Deviation from this policy may be made in extreme or emergency situations with the approval of the Vice President for Academic Affairs, with the expectation of faculty pursuing the minimum qualifications. In the rare and/or extreme situation that this occurred, faculty who did not meet the requirements would be placed on a waiver for that semester. Waiver will be housed in the Office of Academic Affairs

### Definition of Graduate Hours

College courses deemed to be graduate hours is determined by the institution issuing the transcript. Hours transcribed as graduate hours will be counted to fulfill the qualification requirements.

### Definition of Industry Certification of Licensure

Documented, industry-endorsed courses of training in the field in which the faculty teaches, which result in a certificate or license may be used as partial fulfillment of qualification requirements.

### Definition of Tested Experience

*National Board Certification:* Faculty members completing candidacy requirements for the National Board for Professional Teaching Standards' (NBPTS) Certification will be credited three (3) graduate credit hours. Those achieving NBPTS certification will be credited six (6) graduate credit hours. Advanced professional development through recertification will equate to three (3) graduate credit hours.

*PRAXIS Exams:* A faculty member who meets the minimum score to qualify for the *Education Testing Service (ETS) Recognition of Excellence Award* on the PRAXIS Exam in his or her discipline or content area, will be credited three (3) graduate credit hours toward meeting the minimum qualifying criteria. (See Table 1.)

*Continued Professional Development:* Participating in training, workshops, or seminars in the discipline in which the faculty member teaches and passing a test at the completion of the experience will equate to graduate credit hours based on the number of Professional Development Points (PDP) or Continuing Education Units (CEU) as derived from contact hours. Each twenty contact hours will equate to one (1) graduate credit hour for a maximum of three (3) graduate credit hours.

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*Evidence of Distinction in the Discipline:* Faculty members will be credited up to three (3) graduate credit hours for the following distinctions: presenting as an expert at a discipline-related professional organization’s regional or national conference; publishing or co-authoring discipline-related works or research in peer reviewed journals or books; contributing to or reviewing textbooks in the faculty member’s discipline; achieving renown through professional exhibitions, performances, presentations, or public address; or other documented awards of recognition in the discipline.

*Recognition of Quality of Work in the Discipline:* Faculty members will be credited up to three (3) graduate credit hours for the recognitions of quality of work as identified and documented by superiors and/or peers. Faculty members will be credited up to three (3) graduate credit hours for attainment of a promotion that is based on acquisition of new skills/knowledge in the discipline.

*Graduate Work Outside the Discipline:* Graduate credit hours in a curriculum and/or instruction course will be counted toward satisfying the graduate hour requirement.

Table 1: Source <https://www.ets.org/praxis/ks/requirements>

To Be Certified in	You Need to Take	Test	Qualifying
Agriculture	Agriculture	5701	147
Biology	Biology: Content Knowledge	5235	150
Business Education	Business Education: Content Knowledge	5101	150
Chemistry	Chemistry: Content Knowledge	5245	152
Communication	Technology Education	5051	160
Earth and Space Science	Earth and Space Sciences: Content Knowledge	5571	150
English Language Arts 6–12	English Language Arts: Content Knowledge	5038	162
Family and Consumer Science	Family and Consumer Sciences	5122	153
History & Government 6–12	Social Studies: Content Knowledge	5081	158
Journalism	Journalism	5223	150
Mathematics 6–12	Mathematics: Content Knowledge	5161	152
Physics	Physics: Content Knowledge	5265	141
Power, Energy, Transportation Tech	Technology Education	5051	160

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To Be Certified in	You Need to Take	Test	Qualifying
Production Technology	Technology Education	5051	160
Psychology	Psychology	5391	154
Speech/Theatre	Speech Communication: Content Knowledge	5221	148
Technology Education	Technology Education	5051	160