

FACULTY QUALIFICATIONS

ADMINISTRATIVE RULE NUMBER: D016

LAST APPROVED: June 3, 2014, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

PURPOSE

Tillamook Bay Community College (TBCC) requires faculty to meet minimum qualifications to teach a course. Minimum qualifications are defined as follows;

A. Lower Division College Transfer Courses

- a. A Master's degree in subject area; or
- b. Master's degree in related area plus at least 24 quarter hours or 16 semester hours of graduate credit in the subject area; or
- c. Master's degree in any subject area and hold a bachelor's degree in the subject area and have completed at least 9 quarter hours or 6 semester hours of graduate credit in the subject area (to be approved to teach only specific courses); or
- d. Demonstrate a high level of competency gained through a combination of study, teaching experience, and/or professional performance in the subject area and/or have the qualifications set by the licensing or accrediting organization for the subject area.

B. Career and Technical Education Courses

- a. Master's degree in the subject area (or hold a master's degree in a related area and have completed at least 16 semester hours or 24 quarter hours of upper division credit in the subject area) and have a minimum of three years of recent full-time nonteaching experience in the subject area; or
- b. Bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 16 semester hours or 24 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full-time nonteaching experience in the subject area; or

FACULTY QUALIFICATIONS

ADMINISTRATIVE RULE NUMBER: D016

LAST APPROVED: June 3, 2014, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

- c. Associates of applied science degree in vocational education or in the subject area, whichever is more appropriate, and have a minimum of five years of full-time nonteaching experience in the subject area; or
- d. High level of demonstrable competency gained through a combination of study, teaching experience, and/or professional performance in the subject area, and/or have the qualifications set by the licensing or accrediting organization for the subject area, and have a minimum of five years of recent full-time nonteaching experience.

C. Developmental Education Courses

- a. Master's degree in an appropriate subject area, e.g., developmental education, special education, adult education, reading, mathematics, or English, and have recent experience working with disadvantaged students; or
- b. Master's degree in an appropriate subject area, e.g., developmental education, special education, adult education, reading, mathematics, or English, and have recent experience working with disadvantaged students; or
- c. Bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 24 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full-time nonteaching experience in the subject area; or
- d. Demonstrable competency gained through a combination of study, teaching experience, and/or professional performance in the subject area and/or have the qualifications set by the licensing or accrediting organization for the subject area.

D. Continuing Education Courses

- a. Must be comparable to the above requirements or demonstrated, verifiable, expertise in the subject as exemplified by resume, vitae and/or application.

E. Notes

FACULTY QUALIFICATIONS

ADMINISTRATIVE RULE NUMBER: D016

LAST APPROVED: June 3, 2014, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

- a. Degrees used to qualify instructors must be earned from regionally accredited colleges or universities; international degrees must be certified as comparable
 - b. An instructor who was approved under a prior version of the Instructor Qualifications will remain qualified, provided s/he has taught at least one course in the subject area for TBCC each academic year since approval, except when subject- specific Instructor Qualifications are updated for reasons such as changes in professional registration, government certifications, familiarity with special equipment, processes, or computer software.
- F. On occasion, a non-qualified candidate may be approved to teach a course on an emergency basis or as part of a professional development plan. These non-typical scenarios (provisional approval) necessitate a waiver by the college President made at the Request of the Vice President of Instruction and Student Services.
- G. Types of Waivers;
- a. One course exemption: If a course is needed by the college, but a highly qualified candidate cannot be located, a one-course exemption may be made for an instructor that has the experience and subject area knowledge to teach the course.
 - b. Professional development plan: If an instructor qualified in another discipline wishes to teach a course that they are not yet qualified to teach, and the college has need for this course, and a qualified instructor cannot be located, the college, at its discretion, may approve a professional development plan that results in the instructor becoming qualified in that discipline. The professional development plan must be completed. The plan is good for one year and continual progress must be made (monitored annually). The plan may be extended, as long as regular and agreed upon progress is being made, for a maximum of three years. If at the end of the three years the faculty is still not qualified, the waiver will be considered expired and non-renewable. Note: the faculty member is responsible for furnishing proof of ongoing progress.

FACULTY QUALIFICATIONS

ADMINISTRATIVE RULE NUMBER: D016

LAST APPROVED: June 3, 2014, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

- c. Sponsored Dual Credit: If a dual credit instructor wishes to teach a course that they are not yet qualified to teach, they may do so under a sponsored dual credit agreement.

- H. The faculty qualification process takes place as follows;

- I. Once a faculty resume, vitae and TBCC application have been received they are routed to the Vice President of Academic and Student Services.

- J. Once received they are logged into the qualifications spreadsheet.

- K. Documents are reviewed and routed to Lead Faculty who approve instructor for applicable courses using the course approval form.

- L. This is returned to the Vice President of Instruction and Student Services within 7 days and the spreadsheet is updated.

- M. If the course is needed in the immediate future, or within the next academic year, the candidate is scheduled for an interview with two people including the Vice President of Instruction and Student Services and Lead Faculty.

- N. At this point they are taken to Human Resources to start Background Check paperwork.

- O. Once cleared they are sent a letter of Congratulations with the list of courses they have been approved to teach. They are also sent a Faculty Preference Survey for when they prefer to teach. Preferences are followed whenever possible.

- P. Upon offer and acceptance of course, the faculty must send for official transcripts.

- Q. They will also complete Position Inventory, Mission/Goals/Civil Rights, TBCC Standard of Conduct, Non-discrimination Policy, Sexual Harassment Policy, Mandatory Reporter, FERPA Fundamentals, Use of personal vehicle, Annual Safety (Link), FlashAlert Registration (Web address), SaVE Act Policy &

FACULTY QUALIFICATIONS

ADMINISTRATIVE RULE NUMBER: D016

LAST APPROVED: June 3, 2014, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

Procedures (Link), Emergency Guide (Link), Online Trainings as assigned, New Employee Information form, W-4, I-9, Internet Agreement (routed to IT), and Policy Manual Acknowledgement

- R. They will be on boarded by HR

- S. They will be on boarded by Instructional Support Staff which includes; Faculty handbook, Faculty Resources, textbook request process, Moodle, Syllabus template, Drop Out Detective, RFI database, deadlines and expected trainings.

- T. Faculty may later request to teach, or be approved, for additional courses by using the Request for Additional Courses form.