



Where Your Future Is Waiting

POLICY NUMBER: AA 1016

Title:	Faculty: Professional and Educational Requirements
Effective Date:	10/24/2018
Last Revision Date:	02/02/2023
Office:	Academic Affairs

Policy Statement

All teaching faculty of Central Louisiana Technical Community College must meet or exceed the professional and educational requirements set forth in this policy and must provide the College all required employment/professional credentials in accordance with this document. The professional and educational requirements for faculty members teaching credit courses and the College's system for documenting faculty credentials are described in detail in this policy. To publish the College's established professional and educational requirements for faculty, including those required by the Council on Occupational Education and program-specific accrediting agencies, and a system for documenting credentials of faculty members who teach credit courses at Central Louisiana Technical Community College.

Scope and Applicability

This policy and procedures memorandum applies to all faculty members who teach credit courses at Central Louisiana Technical Community College. This policy and procedures memorandum applies to all teaching faculty at Central Louisiana Technical Community College; including: 9-Month Faculty; 12-Month Faculty; Temporary Faculty; Adjunct Faculty; and Dual Enrollment Faculty.

Definitions

A. Courses Designed for Transfer

Courses that are designed to transfer to a four-year institution of higher education, which specifically include (1) General Education courses, (2) courses that are part of an Associate of General Studies degree or an Associate of Science degree program, excluding approved electives that are not designed for transfer, and (3) courses that transfer into existing courses at a four-year institution of higher education that are part of an articulation agreement.

B. Equivalent Qualifications

Qualifications that are sufficient to substitute for the educational requirements to teach a course. Equivalent qualifications may include but are not limited to, work experience, licensure, certification, awards, recognitions, accomplishments, artifacts, or any other evidence of qualifications.

Professional and Educational Requirements

A. Minimum Professional and Educational Requirements for Employment

The following professional and educational requirements for teaching faculty meet or exceed the minimum requirements set forth in this policy. In some disciplines, higher requirements have been set to meet accreditation or other standards for a program. If earned in the United States, all degrees and credits used to meet minimal education requirements must be from institutions accredited by a accrediting association recognized by the U.S. Department of Education. Bachelor's, graduate degrees, and graduate credits must be from a regionally

accredited institution. Degrees and credits earned in foreign institutions must have been evaluated by a recognized transcript evaluation service and must document a level of educational attainment equivalent to that required for graduates of U.S. institutions. Cost of evaluation is to be paid by applicant.

B. Faculty members teaching general education courses or courses designed for transfer:

Must have successfully completed a master's degree in the teaching discipline or completed 18 graduate semester credit hours in the teaching or related discipline and hold an earned Master's degree; or have other equivalent qualifications.

1. Faculty members teaching courses not designed for transfer that are components of Associate of Applied Science degree programs:

Must possess a Bachelor's degree in the teaching discipline or an Associate's degree in the teaching discipline and related work experience; or other equivalent qualifications.

Because of accreditation/certification standards, all faculty in programmatically accredited programs must meet or exceed the degree requirements set for their specific position by the program accrediting agency.

2. Faculty members who teach in the practical nursing technical diploma programs:

Must possess a diploma, Associate or Bachelor's degree in Nursing coupled with unencumbered registered nursing licensure, a minimum of three years of direct client care on a medical-surgical unit, and LSBPNE approval to teach.

3. Faculty members teaching remedial/developmental courses:

Must hold a minimum of bachelor's degree in the teaching discipline or bachelor's degree with competencies in teaching discipline; or have other equivalent qualifications.

4. Faculty members teaching non-degree occupational courses, Adult Education, or certificate courses that are not part of an associate degree program:

Must have related work experience and appropriate degree, license, certificate, or specialized training in the teaching discipline.

C. Minimum Certification/Licensure Requirements for Employment

Faculty members teaching in programs that require certification/licensure to teach in that program must maintain current respective certification/licensure for that program. Also, faculty in clinical or similar settings or director positions may be required to meet additional requirements.

D. Oral and Written Proficiency

(Reinstituted Policy Addition as per Louisiana Revised Statute 17:3388)

All candidates for full-time or part-time teaching positions must demonstrate written and oral proficiency in the English language. Written proficiency will be demonstrated by completing the required application process. Oral proficiency will be demonstrated by an interview with the prospective supervisor and/or the search committee.



INTERNAL PROCEDURES

Faculty Credentials/Qualifications Verification

At time of application, each prospective faculty member will furnish official or unofficial* transcripts from each institution where a degree or certificate was earned. The faculty member’s official transcripts and the Faculty Qualifications Verification Summary, (Attachment A) must be on file by the date specified following appointment in the Office of Human Resources. *Any transcript used for credentialing purposes must be official.

Responsibilities

A. The prospective faculty member will:

1. Provide official transcripts to the Office of Human Resources through the application process.

B. At the time of selection, the Program Dean will:

1. Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.

C. Upon receipt of required documents, the Program Dean/Chair will:

1. Verify prospective faculty member’s credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.
2. Verify completeness and accuracy of academic credentials packet.
3. Forward packet to the Vice Chancellor of Academic Affairs and Institutional Effectiveness for approval.

D. On an annual basis, the Program Dean/Chair will:

1. Review all current official credentialing documents annually and collect updated certifications, licensures, etc., that are appropriate for the courses a faculty member is teaching or with the program in which the faculty member is teaching, as well as those credentialing documents required for each faculty member in a clinical or similar setting or director position - Submit the updated documentation to the Vice Chancellor of Academic Affairs and Institutional Effectiveness and the Office of Human Resources.

E. The Chief Academic Officer will:

1. Give final approval of faculty member’s credential.
2. Return packet to the Program Dean, who in turn sends original application documents and faculty qualifications verification summary form to the Office of Human Resources for processing.
3. Maintain a college-wide database of faculty credentials.
4. Maintain copies of all official transcripts and documents related to faculty qualifications.

Review Process:

	<i>Reviewing Committee/Entity</i>	<i>Review Date</i>	<i>Approval Date</i>
	<i>Chancellor</i>	10/24/18	02/01/2023

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