


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 603.1		
	Page 1 of 5		
	Last Revision Date:	04-11-11	
Effective Date:		02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

PURPOSE

Arizona Western College seeks faculty who are diverse, adaptable, collaborative, motivated, creative, and dedicated to fostering our learning-centered culture. The College seeks faculty who are skilled in designing learning activities that encourage higher order thinking and performance and in measuring learning outcomes. Academic credentials and relevant work experience of faculty at Arizona Western College, among many other factors, contribute to the quality of students' educational experience at the college.

PROCEDURE

1. Definitions


- 1.1 *Credential Field* is a defined area of knowledge and skill that is specifically related to a program, service, or academic discipline.
- 1.2 *Minimum Qualifications* are Arizona Western College's established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. The minimum qualifications shall include educational requirements and teaching and learning competency requirements; they may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each credential field.
- 1.3 *College Faculty Credentialing* is the process for evaluating an individual's education and experience in accordance with established minimum qualifications for individuals teaching credit and non-credit based courses.
- 1.4 *Full-time Faculty* are individuals hired to fill a continuing full-time teaching assignment of 15 semester equated load or 30 equated load annually in accordance with Procedure 601.1 Instructional Faculty Teaching Load.
- 1.5 *Temporary Faculty* are individuals assigned full-time or part-time to teach on a temporary basis.

2. *Associate Faculty* are individuals assigned to teach credit or non-credit based courses on a part-time, semester by semester basis totaling 9.5 or fewer equated load in a semester.

3. Hiring Procedure

- 3.1 All college faculty teaching credit and non-credit based courses will meet College Faculty Credentialing requirements. The Human Resources Office, in consultation with the Office of the Vice President for Academic and Student Services, shall complete the credentialing process prior to making an offer for full-time and temporary full-time faculty positions or for current full-time faculty applying for additional


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 603.1		
	Page 2 of 5		
	Last Revision Date:	04-11-11	
	Effective Date:	02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

field(s) subsequent to initial hire in full-time positions. The appropriate Learning Services Division will manage the credentialing process for associate faculty.


- 3.2 Associate Faculty will be deemed qualified for hiring based on peer review credentialing evaluation by full-time faculty content experts, review and approval of the Dean /Associate Dean of the discipline, and final approval by the Vice President for Academic and Student Services.
- 3.3 In addition to the application process, official college transcript(s), employment verification of related occupational experience, state and/or national industry licensure/certification, and any other requirements outlined in the system established minimum qualifications are required.
- 3.4 Human Resources shall maintain appropriate credentialing documentation for all faculty assigned to teach credit and non-credit based college courses. Arizona Western College will honor Arizona Lifetime Community College Teaching Certificates issued prior to July 1, 2002, for continuously employed faculty.
4. Minimum Credential Requirements for Full-time and Temporary Full-time Faculty Positions
 - 4.1 Teaching and Learning Competency Requirement
 - 4.1.1 Prior to being removed from probationary status, a faculty member shall successfully complete EDU 250, *The Community College* (credit course).
 - 4.1.2 EDU 250, *The Community College* may be waived for individuals who have documented evidence of successful completion of equivalent coursework.
 - 4.2 Business and Liberal Arts, Humanities, Science, Mathematics and Agriculture Faculty
 - 4.2.1 Master's degree in the field (as determined by content not prefix) OR
 - 4.2.2 Master's degree in some other discipline with 18 graduate hours (500+) in the field or Master's degree in some other discipline with 24 upper division (300-400) AND graduate hours (500+) in the field (NOT 24 upper division OR graduate hours in the field) OR
 - 4.2.3 Exceptions could include other types of credentialing or certifications.
 - 4.3 Developmental Education Faculty
 - 4.3.1 Developmental English: Bachelor's degree with a minimum 15 hours (300+) in English. Instructor must work with mentor OR
 - 4.3.2 Developmental Math and Reading: Bachelor's degree with a minimum 15 graduate (500+ level) hours in the discipline OR five years experience teaching secondary or higher level in the discipline.
 - 4.4 English as a Second Language Faculty
 - 4.4.1 Master's Degree in Teaching English as a Second Language (TESL), Teaching English as a Foreign Language (TEFL), Teachers of English to Speakers of Other Languages (TESOL) or Applied Linguistics, OR

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 603.1		
	Page 3 of 5		
	Last Revision Date:	04-11-11	
Effective Date:		02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

- 4.4.2 Master's Degree in Bilingual Multicultural Education with at least one year experience teaching English as a Second Language (ESL)/English as a Foreign Language (EFL) OR
- 4.4.3 Bachelor's Degree in any field plus 18 graduate (500+) hours in TESL, TEFL, TESOL, Applied Linguistics, or Bilingual Multicultural Education.
Exception: At least three Transcribed courses (300+) related to ESL and three years experience teaching ESL
- 4.5 Program Specific Educational Faculty
 - 4.5.1 Required as appropriate to the discipline:
 - 4.5.1.1 Minimum three years of related work experience in the field or local, state, federal credentialing requirements
 - 4.5.1.2 Associates Degree, certificate, licensure at the highest level being taught
 - 4.5.1.3 Associate in Arts or Science (AA/AS) Degree Associate in Applied Science (AAS) Degree
 - 4.5.1.4 Master's Degree
- 4.6 Career and Technical Education Faculty
 - 4.6.1 Associates Degree, certificate, licensure at the highest level being taught
 - 4.6.2 Occupational experience requirement for career, technical, and professional credential fields shall be three full-time years (or equivalent) of verified related paid work experience in the specific credential field.
 - 4.6.2.1 More than three full-time years (or equivalent) may be required for a particular field.
 - 4.6.2.2 One year of this work experience shall be within the five years immediately preceding the date of application for the credential field.
 - 4.6.2.3 The recency requirement shall be waived if the individual has three years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.
 - 4.6.3 State and/or national industry licensure/certification requirement.
 - 4.6.3.1 Industry licensure/certification or other credential required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: Registered nurse is an Arizona Registered Nurse license; law enforcement is Arizona POST certification).
 - 4.6.4 Program accreditation requirement - Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.
 - 4.6.5 Preferred:

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 603.1		
	Page 4 of 5		
	Last Revision Date:	04-11-11	
Effective Date:		02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

4.6.5.1 Bachelor's Degree

4.7 Lifelong Learning (not for transfer)

Associates Degree OR two years of related training/education OR produce a portfolio that consists of a combination of the following supporting documents:

4.7.1 Examples or illustration of skills, verifiable years of experience at the mastery level, licensure or certification,

4.7.2 A resume/CV,

4.7.3 A plan of instruction similar to the 1st Day Handouts given in GEN ED classes, AND

4.7.4 Complete a demonstration of skills. A 3-person recommendation committee comprised of the Dean/Associate Dean in the area of interest, lead faculty, and a faculty member closest to the discipline will view the demonstration.

5. Minimum Credential Requirements for Associate Faculty Positions

5.1 Associate faculty shall meet the College established minimum qualifications for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement.

5.2 Associate faculty must attend a mandatory Associate Faculty Orientation and meet the requirement for the community college course or a one credit EDU 249 alternate course within the approved timeframe.

6. Exceptions

6.1 Exceptions for faculty in meeting college established minimum qualifications can be made ONLY if one of the following applies:

6.1.1 Emergency Staffing Situations:

6.1.1.1 Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course;

6.1.1.2 A failed search for a faculty position; resignation of a faculty member immediately prior to the start of a term;


6.1.1.3 Addition of course sections immediately prior to the start of a term; or

6.1.1.4 Immediate deployment in the armed services (An individual may be hired for no more than two consecutive semesters under this exception.)

6.1.2 Pending Credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

6.1.3 Special Expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 603.1		
	Page 5 of 5		
	Last Revision Date:	04-11-11	
	Effective Date:	02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

- 6.1.4 **Renowned Qualifications:** An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.
- 6.1.5 **Emerging Fields:** An exception may be made where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.
- 6.2 Faculty appointments under the exception conditions will be requested by the Dean/Associate Dean, approved by the Vice President for Academic and Student Services prior to an offer of employment being made.
- 6.3 Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by Human Resources.