

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE <small>ARIZONA WESTERN COLLEGE</small>		PROCEDURE 603.1	
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		Last Revision Date:	09-06-2018
Effective Date:		02-12-03	
Section:	Instructional	Subject:	Faculty Credentials

PURPOSE

To recruit faculty who are diverse, adaptable, collaborative, motivated, creative, and dedicated to fostering a learning-centered culture.

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 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-based courses.
 - 1.4 *Full-time Faculty* are individuals hired to fill a continuing full-time teaching assignment 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.
 - 1.6 *Adjunct Faculty* are individuals assigned to teach credit-based courses on a part-time, semester by semester basis in accordance with Procedure 601.1 Instructional Faculty Teaching Load.
2. Verification of Credentials
 - 2.1 All full-time college faculty teaching credit-based courses will meet College Faculty Credentialing requirements. Human Resources shall complete the credentialing process prior to making an offer for full-time and temporary full-time faculty positions.
 - 2.2 Adjunct 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/Division Chair/immediate supervisor of the discipline, and final approval by the Vice President for Learning Services.
 - 2.3 Documents necessary to verify credentials include, but are not limited to: 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.
 - 2.4 Human Resources shall maintain appropriate credentialing documentation for all faculty assigned to teach credit-based college courses.
3. Minimum Credential Requirements for Full-time and Temporary Full-time Faculty Positions

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- 3.1 Teaching and Learning Competency Requirement
 - 3.1.1 Within two years of starting employment, a faculty member shall successfully complete EDU 250, *The Community College* (credit course).
 - 3.1.2 EDU 250, *The Community College* may be waived for individuals who have documented evidence of successful completion of equivalent coursework.
- 3.2 Any class that articulates to the university level
 - 3.2.1 Master’s degree in the field (as determined by content not prefix) OR
 - 3.2.2 Master’s degree in a related discipline with:
 - 3.2.2.1 18 graduate hours (500+) in the field
- 3.3 Developmental Education Faculty
 - 3.3.1 Developmental English, Math and Reading: Bachelor’s degree in the discipline with a minimum 15 hours (300+) in the discipline.
- 3.4 English as a Second Language Faculty
 - 3.4.1 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 a Master’s in another field and 18 graduate hours in TESL/TEFL/TESOL.
- 3.5 Career and Technical Education Faculty
 - 3.5.1 Associates Degree, certificate, licensure at the highest level being taught
 - 3.5.2 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.
 - 3.5.2.1 More than three full-time years (or equivalent) may be required for a particular field.
 - 3.5.2.2 One year of this work experience shall be within the five years immediately preceding the date of application for the credential field.
 - 3.5.2.3 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.
 - 3.5.3 State and/or national industry licensure/certification requirement.
 - 3.5.3.1 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).
 - 3.5.4 Program accreditation requirement - Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.
 - 3.5.5 Preferred:
 - 3.5.5.1 Bachelor’s Degree

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4. Minimum Credential Requirements for Adjunct Faculty Positions
 - 4.1 Adjunct 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.
 - 4.2 Adjunct faculty must attend a mandatory Faculty Orientation and meet the requirement for the community college course and a one credit EDU 249 alternate course within the approved timeframe.
5. Exceptions
 - 5.1 Exceptions for hiring faculty who do not meet college established minimum qualifications can be made **ONLY** if one of the following applies:
 - 5.1.1 Emergency Staffing Situations:
 - 5.1.1.1 Unforeseeable circumstances (for example, illness, accident, death, deployment, etc.) resulting in the faculty member being unable to finish teaching the course;
 - 5.1.1.2 A search that did not successfully identify the appropriate faculty;
 - 5.1.1.3 Resignation of a faculty member immediately prior to the start of a term;
 - 5.1.1.4 Addition of course sections immediately prior to the start of a term;
 - 5.1.1.5 Individuals may be hired for no more than two consecutive semesters under these exceptions.
 - 5.1.2 Pending Credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.
 - 5.1.3 Special Expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.
 - 5.1.4 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.
 - 5.1.5 Emerging Fields: If the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined, an exception may be made. This exception shall terminate when the system minimum qualifications are established.
 - 5.2 Faculty appointments under the exception conditions will be requested by the immediate supervisor and approved by the Vice President for Learning Services prior to an offer of employment being made.
 - 5.3 Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by Human Resources.