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## FACULTY QUALIFICATIONS

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**Policy Number: AC 160**

**Responsibility: Academic Deans**

Kettering College (KC) follows the Higher Learning Commission's (HLC) guidelines for faculty qualifications (based on HLC's *Assumed Practice B.2*) to ensure quality academic and clinical instruction. The following provisions are in concert with these guidelines and articulate what the expectations are for KC faculty. They apply to all faculty members whose primary responsibility is teaching, including full-time, part-time, adjunct, dual credit and temporary faculty as well as those who are responsible for developing curriculum. The policy ensures that qualified faculty are able to engage professionally with colleagues regarding the learning outcomes of the institutional, program and class levels as well as provides assurance that each faculty member demonstrates the knowledge, skills, and attitudes appropriate to both the college's mission as well as the degree awarded by the college. Faculty members are deemed qualified primarily on the basis of their educational credentials although equivalent tested experience or other factors may be considered in determining qualifications. Following are the expectations for qualified faculty members at Kettering College. A person is considered qualified if their degree or focus in a specialization appropriately matches the courses they teach according to conventions in the academic field in which they are teaching.

### Standard Qualifications

Faculty members normally possess an academic degree at least one level above the level of the degree in the discipline or subfield\* in which they teach. Exceptions may be made in terminal degree programs or when equivalent experience is determined (see below). For terminal degree programs, the faculty members will have the same degree as is being taught (e.g. doctoral degree for a doctoral program). Faculty teaching general education courses should hold a master's degree or higher in the discipline or subfield. If the master's degree is in a discipline or subfield different than what is being taught, then the faculty member must have successfully completed minimum 18 graduate credits in the discipline or subfield in which they are teaching.

\*Subfield – a component of the discipline in which the instruction is delivered.

Graduate faculty should hold the terminal degree determined by the discipline and have a record of research/scholarship or professional achievement appropriate for the graduate program.

### Tested Experience

Tested experience may substitute for all or some of an earned credential and should include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline, the degree level and the courses taught. Tested experience will not be based exclusively on years of teaching experience, although this may be a factor in consideration along with other experiential elements.

When faculty members are hired based on equivalent tested experience, the following threshold of experience will aid in determining qualifications. Accompanying this is the evaluation process used in the appointment process. A new faculty member will need to provide acceptable documentation of the tested experience.

#### *Process of evaluation of potential candidate*

All faculty who wish to use tested experience as a basis for determining minimum qualifications will provide Kettering College an *Evidence Document* which demonstrates the appropriateness of the equivalent experience in relation to the courses taught. The *Evidence Document* should contain several indicators from the following list:

- skill sets
  - must be specific to the course/clinical being taught
- certifications related to the specific course/clinical. Examples may include supporting documents from accrediting bodies that determine specialty accreditation.
  - evidence from professional bodies (i.e. ACEN, ACOTE, ARC-PA, CAAHEP, CoARC, JRCERT, or similar and relevant accrediting bodies)
- additional credentials (i.e. licensure or certification in a relevant area). May include credentials from
  - state registries
  - national registries
  - any relevant licensure related to the course being taught

- proficiency in teaching the specific course/clinical. May be demonstrated by
  - class/clinical evaluations
  - submission of a course in a Learning Management System (LMS)
  - course syllabus
  - letter from a direct supervisor stating specific dates the faculty member taught the course
  - documentation demonstrating command of the subject matter (i.e. “Grand Rounds” presentations, lectures, symposia, peer reviews, demonstration of student learning experiences in an online class, etc.)
- relevant real-world experiences. These may include
  - clinical experience related to the course being taught
    - ❖ minimum of three (3) years of professional experience working in a field closely related to the course content.
    - ❖ If no other credential presented, then five (5) years of professional experience working in a field closely related to the course content
  - Consulting in the area relevant to the course
- recognition as an expert in the field. Evidence may include
  - awards
  - service on national committees related to the discipline
  - professional consultation on the subject area
  - publication of a textbook
- scholarly work related to the discipline and the course
  - presentations to a professional conference
  - publications in relevant journals
- significant progress toward a relevant degree.
  - must have the majority of the degree work completed along with a reasonable expectation and timeline for successful completion.

*Process of hiring*

- The candidate presents the Evidence Document to the Department Chair and the Academic Dean. Once reviewed, a recommendation to the search committee will be made.

*Process of evaluation after hiring*

- Experienced faculty member in the same department will
  - Review course syllabi
  - Assess course during first half of term. This will include:
    - ❖ Attending one or more class periods
    - ❖ Regularly checking with the new faculty member in the first half of term.
    - ❖ For online or clinical classes, a student satisfaction survey is to be conducted around mid-term of the semester.
  - Assess how the course was conducted at the end of term
  - Review the assessment data with faculty member and forward to the Department Chair and Academic Dean

*Graduate faculty*

Graduate faculty who present tested experience for qualifications for teaching in master's or doctoral level courses must also

- Hold a master's or doctoral degree in an appropriate discipline with
  - National or state licensure or certification
  - Three (3) or more years of relevant work experience
- Meet both the programmatic accreditation and the state standards for the specific discipline with regards to graduate level credentials.

Graduate faculty who teach master's or doctoral level skill/activity based courses must hold a master's or doctoral degree in an appropriate discipline and have

- Five (5) years of performance experience or demonstrated mastery in the skill/activity based teaching area

Graduate faculty who do not meet the above guidelines must demonstrate national or international discipline-based expertise through scholarly activities such as

- publications
- conference presentations
- professional engagement
- consulting

- honors
- awards
- continuing education

#### Dual Credit

Kettering College enters into dual-credit arrangements with specific secondary schools. KC will apply the same policy and procedures to determine faculty qualifications in this setting as listed above. This is to ensure confidence in the equivalence to the same college credit offered on the main KC campus and to assure quality and integrity of these offerings. A Master of Education (MEd) degree does not alone demonstrate the qualification to teach dual-credit courses. It must be accompanied with content related to the discipline of the dual-credit course being taught. This can be accomplished within the content of the degree itself or through 18 credit hours in the discipline or subfield being taught.

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**LAST REVIEWED:**

**LAST REVISED:**

**REPLACES: N/A**

**APPROVED BY: College Council**

**EFFECTIVE DATE: April 30, 2017**