

Procedure on Hiring Qualified Faculty

Procedure Information	
Reviewing Body	Academic Administration/Faculty Senate
Review Cycle	Annually or As Needed
Effective Date	September 2017
Last Revised Date	7/1/17; 7/10/17;8/16/17; 8/21/17 (See End of Document)
Type of Policy	Hiring

Overview

In order to meet the multi-dimensional academic mission of the College to remediate students, prepare students for the workforce or transfer, and to provide continuing education, it is incumbent on the institution to hire highly qualified faculty in all areas. It is imperative that hiring standards are consistent with the guidelines as provided by the Ohio Department of Higher Education and the Higher Learning Commission. As outlined in the SSEA/SSCC Contract in Section 7.06, it is the position of the College to follow the most rigorous of the two entities. This credential standard applies to all instruction regardless of delivery methodology or content.

Effective September 2017, the Higher Learning Commission updated the guidelines for determining qualified faculty through HLC's criteria for accreditation and assumed practice B.2. These guidelines exceed the rigor of those required by the Ohio Department of Higher Education and subsequently guide all faculty credentialing decisions effective Fall 2017 and beyond.

Policy

All faculty members must hold a degree from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services. Where professional accreditation or licensing standards for faculty differ from the Ohio Department of Higher Education Standards, faculty members are expected to meet the higher standards. Additionally, it is imperative that faculty members show evidence of continuing professional development in their discipline.

prepared for teaching in an online environment. Lastly, faculty members should have received degrees from a variety of institutions. Degrees from a single institution should not constitute the majority of the program's faculty.

Determination by Credentials

General Education: Faculty members teaching general education courses, or other non-occupational courses, must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate semester hours in the discipline or subfield in which they teach.

About subfields – An academic subfield refers to a component of the discipline in which the instruction is delivered. The focus, in the context of HLC Assumed Practice B.2., is on the course being taught and the general appropriateness of the faculty qualifications with reference to such courses. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches t

Technical Education

Table A can guide the evaluation of credentialing for faculty teaching in technical disciplines. This is not intended to be an exhaustive list rather, a general starting point for evaluation of credentials other than degrees earned. All artifacts used in such evaluation must be in the form of documented evidence.

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Table A: Guide for Determining Tested Experience in Technical Programs			
Program	Required/Preferred Degree	Minimum Years of Field Experience	Certifications, Alternative Credentials, or Experiences
Accounting	BS/MS (MBA)	5 years	CPA
Agriculture	BS	5-7 years	Industry certifications
Aviation	BS	5 years	FAA Airframe and Power Plant Licensure
Business	BS/MS (MBA)	5 years	Industry certifications
Computer Science	BS	3-5 years	Industry certifications
Criminal Justice	BS in Criminal Justice, Public Safety, Corrections, etc.		

Exceptions

In order that the College maintains a well-qualified staff in keeping with the institutional mission, the master's degree shall be considered the preferred minimum for teaching general education courses, and the bachelor's degree shall be considered the preferred minimum

