
Faculty Qualifications

POLICY STATEMENT

Minimum qualifications for Yavapai College faculty members are established for General Education transfer and Career and Technical Education occupational courses and degree programs to ensure that students have access to faculty members who are experts in their subject matter, can communicate knowledge in that subject matter and support student success in academic programs and careers upon completion of terminal degrees.

Academic Credentials for General Education and transfer courses were established by faculty members who hold advanced or terminal degrees in their respective disciplines. Academic credentials for Career and Technical Education and occupational programs and courses are established by third party accreditors, industry standards, program directors and lead faculty in the field or profession.

Faculty and instructional staff teaching courses in General Education or courses which are accepted for transfer to a university must hold a Master's Degree or higher from an accredited academy, conservatory, or university in the discipline in which they teach. A Master's Degree or higher in another discipline may be accepted providing the faculty has completed a minimum 18 graduate credit hours in the discipline they shall teach. In some disciplines, supplemental evidence of experience which falls within the accepted parameters of the accreditation agency may be considered when determining the qualifications to teach.

Faculty and instructional staff teaching courses in Career and Technical Education courses must hold an associate degree and document five years of current professional experience in the field or hold a license from a nationally recognized professional association and/or document five years of current professional experience in the field.

PROCEDURE

The appropriate dean or designee for the general education and transfer course disciplines will forward official transcripts from an accredited institution and supporting documentation of applicants to a committee of two full time faculty members. These faculty members will hold an

advanced or terminal degree in the discipline, related field or can provide expertise or experience in the evaluation process. The two reviewers shall evaluate the transcripts or supplemental evidence provided to establish the appropriate qualifications of a potential faculty member. This evaluation and recommendation shall be returned to the academic dean. The same process will be followed for Career and Technical Education or occupational disciplines. Program Directors, working with faculty will evaluate qualifying documentation for instructors in the relevant areas or departments.

RELATED INFORMATION

Higher Learning Commission Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices

<https://www.hlcommission.org/Publications/determining-qualified-faculty.html>

POLICY HISTORY

Adopted April 3 2018
