Operating Protocol-Procedure #: 610
Category: Instruction
Office of Primary Responsibility: Chief Academic Officer

Approval Date: 3/16/15
Effective Date: 3/16/15
Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

The purpose is to address the faculty qualifications and credentialing requirements outlined by the Higher Learning Commission. The protocol addresses the requirements and qualifications in hiring <u>all</u> non-CTE full time, part time, and concurrent enrollment faculty, and provides guidance on the credentialing process.

Applicability (Identify to whom this Operating Protocol applies)

All non-CTE Academic faculty and instructors

Definitions (Define abbreviations, acronyms, and technical terms)

CTE – Career and Technical Education
Concurrent Enrollment - involves students being enrolled in two separate, academically related institutions. Generally, it refers to high school students taking college courses.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Higher Learning Commission Qualified Faculty Guidelines
U:\Faculty Qualification Credentialing Process\QualifiedFacultyGuidelines_2014-05_OPB[1].pdf

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

A. Faculty Credentialing Process Chart (attached)
B. Non-CTE Initial New Faculty Credential Information Guidelines U:\Faculty Qualification Credentialing Process\Non-CTE Initial New Faculty Credential Information Guidelines.docx
C. Non-CTE Initial Credentialing Application Form U:\Faculty Qualification Credentialing Process\Non- CTE Initial Credentialing_Application Form.docx

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

New faculty, part-time, and concurrent enrollment instructors are required to meet the qualifications and credentialing requirements outlined by the *Higher Learning Commission Qualified Faculty Guidelines* and PCC guidelines listed in the *Non-CTE Initial New Faculty Credential Information Guidelines.*

All new academic faculty, part-time, and concurrent enrollment instructors must submit documentation that they meet one of the qualifications outlined in Levels 1-4 in the *Non-CTE Initial New Faculty Credential Information Guidelines* to teach general education and transfer courses for Pueblo Community College.

Procedure

1. All faculty, part-time, and concurrent instructors must provide documentation that the qualification outlined in the following levels:
   - Level 1—Master's degree in discipline to be taught.
   - Level 2—Master's degree in a related field with 18 graduate hours in the discipline to be taught.
   - Level 3—Master's degree in any discipline area with 18 graduate hours (or completion of Level 4 professional development plan) in the discipline to be taught.
   - Level 4— Specialized bachelor's degree in an area of critical need with related coursework, teaching or non-teaching work experience relevant to the discipline, professional portfolios, juried work, etc. will be reviewed by a faculty ad hoc review committee for qualifications and high-level expertise or experience. Examples include artists, musicians, criminal justice, law degree or some other professions recognized for having high standards of performance in fields taught by the Division of Arts & Sciences. Faculty may be put on a professional development plan to earn commensurate Master's Degree in their discipline within 3 years of hire.
2. Department chair verifies all documentation, and completes the *Non-CTE Initial Credentialing Application Form* (found on the U: drive in the "Faculty Qualification Credentialing Process" folder)
3. Department Chair verifies that faculty or instructor meets all PCC requirements for D2L training and teaching online.
4. Department Chair signs the credential form verifying to the best of his/her knowledge the information is complete and accurate.
5. Form is submitted to Office of Chief Academic Officer (CAO).
6. Office of CAO will verify documentation and determines if instructor is qualified to teach in the course or program.
7. If faculty or instructor does not meet requirements, the CAO will outline the requirements that must be met and return the form to Department Chair. Faculty or instructor will not be able to teach until requirements are met.
8. If/when requirements are met, the file will be maintained in the Office of CAO.

Non CTE Faculty

The Dean or Department Chair will work with HR regarding updating job announcements, job descriptions, selection committee membership and routing candidate transcripts, etc., through the Division office.

Department Chair determines faculty qualifications-Levels 1-4 in accordance with the Faculty Qualifications Policy/Procedures and PCC Hiring Guidelines

RTH completed- Faculty/ Instructor hired

Department Chair completes the Non-CTE Initial New Faculty Credential Form

Faculty Credential form submitted to Office of CAO

Office of CAO maintains credentailing information

CTE Faculty

The Dean or Department Chair will work with HR regarding updating job announcements, job descriptions, selection committee membership and routing candidate transcripts, etc., through the Division office.

Department Chair or Instructional supervisor determines faculty qualifications Levels 1-5 in accordance with CCCS requirments for CTE faculty/instructors and PCC Hiring Guidelines

RTH Completed- Faculty/ Instructor hired

Faculty/Instructor completes the Vocational Credential Packet and attaches all required documentation. Submits packet to Department Chair or instructional supervisor

Department Chair or instructional supervisor verifies documentation and completes the Vocational Credential Checklist, signs and dates it.
Submits to CTE Credentialing Officer

CTE Credentialing Officer verifies all information in accordance with CCCS requirements. Issues Initial Vocational Credential

CTE Credentialing officer maintains credentialing information.