



TESTED EXPERIENCE CRITERIA FOR NON-CTE FACULTY

OP-P 619
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Operating Protocol-Procedure #: 619

Category: Instruction

Office of Primary Responsibility: Office of Chief Academic Officer

Approval Date: 4/11/16

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Revised:

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

To set the criteria to hire non-CTE instructors and faculty members under "Level 4" of the *Non-CTE Initial New Faculty Credential Information Guidelines*.

Applicability (Identify to whom this Operating Protocol applies)

All non-CTE faculty and instructors

Definitions (Define abbreviations, acronyms, and technical terms)

Tested experience includes breadth and depth of experience outside the classroom, in real-world situations, relevant to the experience of the degree level and the specific content of the courses for which the instructor or faculty member is responsible.

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

HLC Guidelines, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices
(http://download.hlcommission.org/FacultyGuidelines_2016_OP_B.pdf)

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

Non-CTE Initial New Faculty Credential Information Guidelines
<U:\Faculty Qualification Credentialing Process\Non-CTE Initial New Faculty Credential Information Guidelines.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)

All non-CTE faculty/instructors, who are hired under "Level 4" of the *Faculty Qualification Credentialing Guidelines*, must show that they meet the breadth and depth of experience required to teach college-level courses through relevant experience, complexity, and scholarly rigor by meeting one or more of the criteria listed in the procedure.

Procedure

- A. Tested experience requirements:
 1. Minimum threshold of experience – Five years of verifiable experience in career field or industry within the last 12 years.
 2. Skill sets – specific expertise appropriate to the course(s) teaching.
 3. Certifications or additional credentials – professional qualifications from industry-specific professional organizations or qualifying exam (i.e. certified public accountant, certified health coach/trainer, graduation from leadership institutes, or graduation from seminary or religious schools). High school teaching of AP or IB with 5 years' experience or other college-level teaching experience.
 4. Preponderance of evidence of juried art work, professional publications (author), print or digital media, professional photography, earned industry badges, or other qualifications.
- B. Professional vitae or portfolio of work experience, transcripts, and certificates must be provided for evaluation before hire.
- C. Department chair, dean and Chief Academic Officer approval must be obtained.
- D. A review and open appeal for special circumstances may be requested.