



PimaCountyCommunityCollegeDistrict Administrative Procedure

<i>AP Title:</i>	Qualifying Instructional Personnel to Teach
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<i>Policy Title(s) & No(s).</i>	Faculty Qualifications Standards, BP 3.01
<i>Legal Reference:</i>	
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PURPOSE

As the first step in providing quality instruction, Pima Community College ensures that anyone teaching possesses profound content knowledge relevant to the course(s) they teach. This AP establishes minimum qualifications for all instructional faculty, staff instructors, and educational support faculty (for this document referred to as “faculty”), who teach credit-bearing and FTSE-eligible non-credit courses, including part-time, adjunct, dual enrollment, and temporary faculty, and those in contractual and consortial programs.

The procedure for faculty teaching non-FTSE eligible non-credit courses will meet specific standards established in their respective divisions and are not covered by this Administrative Procedure.

The qualification and verification process ensures and documents that faculty meet the established minimum threshold of disciplinary knowledge. Many other factors should be considered when hiring and placing a faculty member to teach. From a pool of candidates meeting minimum qualifications, hiring managers are responsible for identifying faculty best suited for particular course assignments.

SECTION 1: Establishing Discipline Qualifications

1.1 Process

1.1.1 Discipline Faculty Committees (DFC)

Considering the guidelines in section 2 below, DFCs collectively determine a set of qualification standards appropriate for the courses in the discipline.

1.1.2 Approval & Publication

The Provost reviews the suggested standards and may request further information or discussion with the DFC before final approval. Once approved by the Provost, standards are then recorded on the Faculty Minimum Qualifications Requirements (FMQRs) document by Faculty Qualifications and Hiring (FQH) staff and posted on the Intranet.

1.1.3 Regular Review

DFCs review, discuss, vote, and, if needed, submit revised FMQRs on a rotating 3-year basis. During this review, disciplines will also indicate specific alternative methods appropriate for use within the discipline, if any, and designate a point of contact in the DFC for qualification questions.

Revisions are submitted through FQH to the Provost. The Provost approves or denies the proposed changes and they become effective by July of that year.

1.1.4 Off-Cycle Changes

Changes to minimum qualifications can be made at any time when justified and necessary. The Provost will approve or deny a proposed change within 30 days.

1.1.5 Updating FMQR for New or Changed Disciplines

When updating or changing a prefix, minimum qualifications are included as part of the curriculum process. These are approved by the Provost and added to the FMQR at the next opportunity.

SECTION 2: Methods of Qualifying Faculty

There are two types of methods for determining faculty qualification, standard and alternative. Regardless of the qualification method, faculty must have discipline expertise aligned with the learning outcomes for the course(s) they will teach. When using alternative methods, a detailed justification must be provided to explain how relevant experiences and education would reasonably lead to faculty possessing profound content knowledge relevant to the course(s) they teach.

2.1 Standard Method

The FQH Analysts qualify faculty when the credentials and other qualifications clearly meet the FMQRs.

Academic credentials will be the primary mechanism used to confirm faculty meet minimum qualifications. In general, faculty must possess an academic degree at least one level above the level at which they teach. Specifically:

- Faculty teaching academic or transfer courses must hold a Master's degree or higher in the field or a closely related field, as determined by the DFC.
- Faculty teaching occupational, career, and technical education courses must hold a Bachelor's degree in the field of study and/or a combination of education, industry-recognized certification, training, and work experience as defined by the DFC. These qualifications are allowable even in instances where these courses transfer.
- Faculty teaching developmental courses must hold a Bachelor's degree or higher. If the degree is not in the discipline/subfield taught, that faculty member must have completed a minimum of 24 upper and/or lower-division semester credits in the
- appropriate discipline/subfield.

- Librarians must hold a Master's degree or higher in the field(s) listed in the FMQR.
- Faculty teaching courses in programs that are separately accredited or externally regulated must meet any requirements established by the program's accreditation or regulatory bodies.

2.2. Alternative Methods for Qualification

Alternative methods are meant neither to raise nor lower minimum qualification thresholds and will be used at the discretion of the discipline faculty. The College considers alternative methods only under special circumstances in which the goal is to significantly enrich the educational experience for the student, and not solely as an alternate route to qualification. External program accreditation and/or regulatory requirements must be met. Disciplines or subdisciplines that opt to qualify faculty using alternative methods must vote to approve their use as an acceptable practice for their discipline.

Qualifying faculty using an alternative method or a combination of alternative methods requires justification confirming that the faculty member has the content knowledge necessary for the course(s) they teach. Faculty must possess appropriate experience and expertise that qualify them for the discipline.

When candidates are qualified using an alternative method, the Justification Form will be completed by the DFC representative (see section 3) and approved by the relevant Dean. All DFC members will be informed of new candidates who are newly qualified using the alternative method and provided the justification. DFC members may request a review of the candidate's qualifications by the Dean and Vice Provost.

2.2.1 Progress Toward Academic Credentials

Faculty may be qualified to teach on a temporary basis when their academic credentials are in progress. This means demonstrable, current, and consistent progress toward the academic credential(s) deemed relevant by the DFC, as outlined in the FMQR.

Progress toward academic credentials may be used when the faculty member possesses an academic degree at least at the level of the terminal degree for which the course applies.

An academic credential completion plan, renewed annually and with a timeline including a projected completion within three years, must be maintained in the faculty personnel file. Progress toward academic credentials is demonstrated through enrollment in, and successful completion of relevant coursework each academic year.

Faculty will engage with training and supervision, and utilize appropriate resources to support their teaching as determined by their Dean and supervisor.

2.2.2 Unrelated Master's Degree

Faculty teaching academic or transfer courses may be qualified if they hold a Master's degree or higher in any field and have successfully completed 18 graduate semester credit hours in the appropriate discipline/subfield or another reasonable amount of graduate coursework in the discipline.

2.2.3 Equivalency

Equivalency to the faculty minimum qualifications standards may be demonstrated through academic credentials, breadth and depth of work experience outside of the classroom, and/or eminence in the field, against expected discipline outcomes for the discipline or courses proposed to be taught. This would reasonably provide preparation equivalent to the requirements set forth in the FMQRs for the discipline in question. Teaching experience alone is insufficient for demonstrating equivalence.

Typically, in order to qualify to teach Academic courses through equivalency the faculty must possess an academic degree at least at the level for which the course applies.

2.3 Credentials & Documentation

2.3.1 Definition of Credential

For these purposes, a credential is defined as an attestation of qualification, competence, or authority issued to an individual by a qualified third party, such as a regionally accredited educational institution or otherwise generally accepted authority.

2.3.2 Foreign Degrees

Foreign degrees and/or coursework must be evaluated by third-party evaluation agencies approved by Pima Community College.

SECTION 3: Roles & Responsibilities

3.1 DFC Representatives

DFCs should identify one or more representative(s) of the discipline to act as a liaison to the FQH office. This could be a department head and/or another subject matter expert. The representatives are responsible for supporting FQH staff by evaluating faculty credentials, work experience, and other information to ensure alignment with discipline requirements.

3.2 Provost

The Provost, as the final arbitrator, is responsible for ensuring the consistency and integrity of the qualification process.

3.2.1 Appeals

The Provost is responsible for managing appeals of decisions made through the qualification or equivalency process.

The Provost or a designee will investigate and resolve all appeals and other disputes within 60 days of receiving a written concern.