



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Qualifying <u>Instructional Personnel to Teach</u> Faculty to Teach Credit Bearing Courses
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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 Administrative Procedure (“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 effective July.

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 newly qualified candidates and the justification for the use of an alternative qualification method. 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.

Proposals to qualify faculty under equivalency will be reviewed by the Executive Director for Faculty Affairs and presented to the Vice Provost for final review and approval.

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.

~~As the first step in providing quality instruction, Pima Community College establishes minimum qualifications for all instructional faculty and educational support faculty (for the purposes of this document referred to as “faculty”), who teach credit bearing courses including, part-time, adjunct faculty, dual enrollment, temporary, and those in contractual and consortial programs.~~

~~The procedure for Faculty and instructors teaching non-credit bearing courses will meet specific standards established in their respective divisions and are not covered by this Administrative Procedure.~~

~~These standards are the minimal threshold of content knowledge or experience. Many other factors can be considered to hire a faculty member.~~

~~Minimum qualifications standards are approved by the Provost and Executive Vice Chancellor for Academic Affairs (Provost) in consultation with faculty in each discipline.~~

~~The qualification and verification process described here documents that faculty meet the established minimum qualifications for the disciplines they teach. Hiring managers, department heads, directors, deans, or program managers are responsible for identifying faculty best suited for particular course assignments within a discipline.~~

~~Unless the Provost determines otherwise, faculty meeting previous minimum standards remain qualified to teach in those disciplines provided standards set by external accrediting or other regulatory agencies are still met.~~

~~SECTION 1: Definitions~~

~~1.1—The **Faculty Minimum Qualifications Requirements (FMQRs)** grid lists the minimum standards required to teach in a particular discipline, applied as broadly as possible. (See Section 2.1)~~

~~1.2—Credentials~~

~~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.~~

~~Academic credentials will be the primary mechanism used to ascertain minimal faculty 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 discipline faculty. If the degree is not in the discipline/subfield taught, that faculty member must have completed a master's degree or higher in another field plus a minimum of 18 graduate semester credits in the appropriate discipline/subfield. Priority may be given to those with a degree in the discipline.~~
- ~~● Faculty teaching **occupational, career and technical education** courses should 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 discipline faculty. These qualifications are allowable even in instances where these courses transfer, which is an increasing practice.~~

- ~~● Educational Support Faculty/Librarians must meet faculty minimum requirements as determined by the discipline faculty.~~
- ~~● 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.~~
- ~~● 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.~~

1.3—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 against expected discipline outcomes for the discipline or courses proposed to be taught.~~

~~Equivalency is meant neither to raise nor lower minimum thresholds and will be used at the discretion of the discipline faculty. Given the context of the mission, the College considers equivalency 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 prior to consideration of equivalency.~~

SECTION 2: Procedures

2.1—Qualifications Grid Review Cycle

~~The Faculty Minimum Qualifications Requirements (FMQRs) grid is housed in the Provost's office and contains Discipline Faculty Committee (DFC) identified qualifying fields of study and any other minimum requirements. Every three years, DFCs review, discuss, vote and when appropriate, submit the revised FMQRs. The revisions, in the format of FMQRs grid, is submitted along with the discussion~~

~~points, through the Discipline Coordinator to the Provost. The Provost approves or denies the proposed changes effective July 1.~~

~~2.2—Off-cycle Request for Updating Qualification Grid~~

~~In general, changes to minimum qualifications are not made unless justified and necessary. The same process should be followed as above. The Provost will approve or deny a proposed change within 30 days.~~

~~2.3—Credentials~~

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

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

~~A representative of the DFC, typically a Discipline Coordinator may be contacted when a subject matter expert opinion is needed to validate the credentials and other qualifications against the FMQRs grid. Most typically the representative is reviewing coursework or letters of work experience to ensure alignment with the discipline requirements. The representative documents their findings with rationale and forwards them to the Faculty qualification office.~~

~~2.4—Equivalency~~

~~Equivalency to the faculty minimum qualifications standards may be demonstrated through academic credentials, breadth and depth of work experience, tested experience outside of the classroom and/or eminence that have provided preparation equivalent to the requirements set forth in the FMQRs grid for the discipline in question.~~

~~Teaching experience alone is insufficient for demonstrating equivalence.~~

~~Some disciplines may have external requirements that do not allow for equivalency.~~

~~Disciplines or subdisciplines that opt to qualify faculty using equivalency must vote to approve the use of equivalency as an acceptable practice for their discipline. Those disciplines must then develop a Discipline Qualifications Equivalency Rubric prior to evaluating any candidate. This rubric will be used to~~

~~determine if a candidate's experience, education, training and/or eminence in the field have provided a level of preparation equivalent to the minimum qualifications established in the FMQRs Grid.~~

~~When a candidate is being considered for equivalency the Dean, Department Head or Discipline Coordinator populate the Discipline Qualifications Equivalency Rubric using evidence about the individual under consideration for equivalency. If they believe the candidate has sufficient evidence to demonstrate an equivalent to the minimum qualifications they share the recommendation with at least one other discipline faculty member for feedback. If there is no other discipline faculty, someone teaching in a closely related field should provide feedback.~~

~~The proposal with Dean, Department Head and/or Discipline Coordinator recommendation and the feedback from additional faculty is reviewed by the Executive Director for Faculty Affairs presented to the Provost for final review and approval or denial.~~

~~The candidate for the equivalency will be informed of their status by the Faculty Qualification area.~~

~~Any revisions to the general process for determining equivalence/tested experience must be approved by the Faculty Senate. Changes to the disciplinary equivalency rubric must be approved by the DFC.~~

~~2.5 — Provost~~

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

~~SECTION 3: Appeals~~

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

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