

KISHWAUKEE COLLEGE FACULTY CREDENTIALS MANUAL

This Manual is designed to guide the institution in ensuring that qualification of all faculty members are in compliance with requirements and guidelines specified by the Higher Learning Commission (HLC) Academic Quality Improvement Program (AQIP); Illinois Community College Board (ICCB); and Illinois Dual Credit Quality Act.

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I. Introduction

This manual provides technical procedural guidelines to ensure that the qualifications for all faculty members are in compliance with faculty requirements of the Higher Learning Commission and Illinois Community College Board. The purpose of this manual is to identify the academic qualifications required of faculty to teach courses in each discipline and program offered by the College.

The Higher Learning Commission Policy Number: CRRT.B.10.010; Criterion Three: Teaching and Learning: Quality, Resources, and Support are outlined below:

- 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
 - 1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
 - 2. All instructors are appropriately credentialed, including those in dual credit, contractual, and consortia programs.
 - 3. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
 - 4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

ICCB Rule 1501.303(f) states:

Faculty Qualifications/Policies: Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in such areas in which the work experience and related training is the principal learning medium.

II. Faculty Credential Guidelines and Requirements

The Higher Learning Commission (NCS HLC), the national accrediting body for Kishwaukee College, provides guidance in determining qualified full time and adjunct faculty. In general terms qualified faculty consist of “people who by formal education and tested experience know what students must learn.” Such faculty “create the curricular pathways through which students gain the competencies and skills they need.”

Faculty members teaching in higher education should have completed a significant program of study in the discipline they will teach or develop curricula at *least one level* above that of courses being taught or developed. Those teaching general education courses (English, Math, Humanities, Speech, Social Sciences and Sciences) typically hold a master’s degree and should have completed substantial graduate course work in the discipline of those courses. In some cases, such as a practice-oriented discipline or programs, tested experience in the field may be needed as much or more than formal education preparation. Tested experience implies that some objective measure ensures that the individual’s knowledge and expertise are sufficient for determining what students must learn.

These general guidelines and principles should be used for full time, adjunct, dual credit or temporary faculty. To this end, Kishwaukee College has set the following minimum standards for all faculties.

1. Those teaching 1.1 for transfer general education courses (*courses that are part of the Associate in Arts, the Associate in Science, Associate in Engineering Science, and the Associate of Fine Arts degrees, that may be used as college credit towards a four-year degree and/or are Illinois Articulation Initiative (IAI) identified courses*) must have a master’s degree in the content area or a master’s degree plus 18 semester hours of *graduate level* credit in the discipline of instruction.
2. Those teaching 1.2 non-transfer occupational/technical courses (*courses that are part of a degree or certification that prepares the individual for employment in a specific field – Associate of Applied Science degree or Certificate of Completion*) must have a bachelor’s degree in the field and/or a combination of education, training and tested experience.

Individuals who do not explicitly meet college minimum degree and course work requirements for 1.2 occupational/technical (non-transfer) courses can be justified on an individual basis by documenting other qualifications. Please refer to section IV. Alternative Credentialing (AC) Review.

If a faculty member is credentialed for instruction in 1.1 transfer courses, he/she is then able to instruct in all other courses in that discipline unless special certifications or course work requirements apply.

III. Credential Review Procedural Guidelines

The Human Resources Department serves as the point of contact for questions concerning historical credential information. They are the office of record.

A specific packet has been developed for assessment of faculty credentials. The packet includes an official form, *Verification of Academic Credentials for College Teaching (VACCT)*. The VACCT form establishes a record of review of credentials submitted and is sent through a routing review sequence with the following documentation attached

- Transcripts from all institutions of higher education awarding a degree and/or indicating applicable additional coursework
 - Faculty whose coursework was completed at Kishwaukee College may use an unofficial transcript.
- Documentation of any relevant training and related testing
- Copies of licensures/certification if required

Degrees and course work must be obtained from institutions that are “regionally accredited” through the (1) Middle States, (2) New England, (3) Northwest, (4) Southern or (5) Western associations or commissions. Any deviation from this practice must be approved by the Vice President of Instruction in conjunction with the Executive Director,

Human Resources or appropriate credentialing authority. International credentials must be assessed as equivalent academic preparation by an approved evaluation service.

Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study. Official documentation from all post-secondary institutions attended must be provided by the granting institution in the form of an official transcript with detail listings of course work completed and if applicable degree(s) conferred.

A transcript is considered official if it meets the following requirements:

- Received through electronic deliver from a transcript service or
- Printed on official paper
 - Signed and dated by the issuing institutions Registrar
 - The full record of the person's academic course history at that institution delivered to and received by designated (or appropriate) KC staff member in a sealed envelope, with issuing institution's stamp and date across the sealed flap of the envelope (US post or hand delivery).

The VACCT form is to be completed by the Division Dean or designee and routed to the division office for examination for compliance with the stated guidelines. Formal meetings will be held with the Vice President of Instruction to discuss any inconsistencies on assessment of an individual's case.

Upon approval, the VACCT will be routed to the Human Resource office as an official record. Human Resource staff members will add credential data to the appropriate data repository system(s) and file the credential packet in the individual's employee file.

IV. Alternative Credential Review

Individuals that explicitly meet HLC, ICCB, and college accreditation minimum degree (bachelors) and course work requirements as outlined in the Kishwaukee College Faculty Credential Guidelines are considered to be credentialed on a "self-evident" basis. Additional documentation is not required.

Individuals who *do not* explicitly meet college minimum degree and course work requirements for 1.2 occupational/technical courses, as outlined in the Kishwaukee College Faculty Credential Guidelines, can be justified on an individual basis by documenting other qualifications. **1.1 Transfer courses cannot be alternatively credentialed.** In accordance with accrediting and governing agencies, justification for alternative credential can be based on documenting *tested experience*. Kishwaukee College determines that *tested experience* is achieved if at least four (4) of the following requirements specific to the course(s) taught are documented, noting that all requirements should be met in a way specifically related to the course being taught:

- 2000 hours of related and current work experiences
- Certifications, professional registry or apprenticeship
- Valid professional licensure
- Continuing professional education hours (CEH), or professional development hours
- industry honors and awards related to the course taught
- Documented excellence in teaching from students
- Documented excellence in teaching from administrators
- Authoring or co-authoring a journal article or chapter(s) of a textbook
- Recognition in journals, online sources or textbooks
- Co-teaching with a faculty member meeting minimum credentialing
- Leading training sessions for a national, state or local professional group

Considerations based on **Alternative Credentialing (AC) Review** must have attached to the *Verification of Academic Credentials for College Teaching Form (VACCT)* the appropriate supporting documentation.

V. International Credential Evaluation

In order to place an individual with transcripts from foreign countries in the appropriate job situation his/her educational background abroad will need to be evaluated in terms of U.S. "equivalency." Kishwaukee College requires that all international credential evaluations be conducted by an accredited third party organization. Advisory statements on educational equivalency are prepared on request for colleges and universities, professional associations and public school systems.

VI. Credential Hiring Standards by Discipline/Course

1.1 Transfer Those teaching for transfer general education courses (*courses that are part of the Associate in Arts, the Associate in Science, Associate of Fine Arts, and Associate in Engineering Science degrees, that may be used as college credit towards a four-year degree and/or are Illinois Articulation Initiative (IAI) identified courses*) must have a master's degree in the content area or a master's degree plus 18 semester hours of graduate level credit in the discipline of instruction.

1.2 Occupational/Technical Those teaching in non-transfer courses (*courses that are part of a degree or certification that prepares the individual for employment in a specific field – Associate of Applied Science degree, Certificate of Completion*) must have a bachelor's degree in the field and/or a combination of education, training and tested experience.

Individuals who do not explicitly meet college minimum degree and course work requirements can be justified on an individual basis by documenting other qualifications.

1.4 Remedial Education Those teaching remedial courses must have a bachelor's degree.

1.6 Adult Education Those teaching adult education must have a bachelor's degree.

VII. Verification of Academic Credentials for College Teaching

First Name:	KC Employee ID
Last Name:	(if available)
Maiden Name:	Primary Department
Address:	Approval for Dual Credit Instructor: <input type="checkbox"/>
City:	Dual Credit Location:
State:	Zip:

Check if English is NOT the individual's native language. If English is not the native language, hiring department must complete *Oral English Proficiency Verification Form*.

Seeking approval for the following disciplines or courses:			

Verification of Post-Secondary Degrees Earned							
Transcript on File	Degree Earned	Discipline	Date Awarded (mm/dd/yyyy) <small>Month, day, year required</small>	Institution	Institution City & State	Regional Accrediting Agency	If non-U.S. institution, is third-party evaluation attached?
<input type="checkbox"/>						Choose an item.	<input checked="" type="checkbox"/>
<input type="checkbox"/>						Choose an item.	<input type="checkbox"/>
<input type="checkbox"/>						Choose an item.	<input type="checkbox"/>
<input type="checkbox"/>						Choose an item.	<input type="checkbox"/>
<input type="checkbox"/>						Choose an item.	<input type="checkbox"/>

Semester Credit Hours in Discipline			
Graduate / Undergraduate	Rubric/Number and Course Title	Credit Hours	Institution
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
GR <input type="checkbox"/> UG <input type="checkbox"/>			
Total Semester Hours			

Required Licensure, Certification, Professional Registry and/or Apprenticeship

Type	Agency	Issue Date	Term Date

Teaching Experience

Discipline	Institution	# of Years

Qualifying Work Experience include # of years

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Other Qualifications

e.g. continuing professional education, honors/awards, authoring, recognition

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Co-teaching Required? YES NO

Credential validated by Division Dean:

Signature

Date

Credential reviewed by Vice President of Instruction:

Signature

Date

Please forward to HR after obtaining signatures.