

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	B-XXII	Effective Date	01/01/2021
Subject:	Guidelines and Requirements for Faculty Credentialing		
Source:	Vice President, Instruction and Student Engagement		
Approval Authority:	President	Approval Date	01/01/2021
History:	Previously effective 04/11/2011, replaced policy dated 10/19/2009		
Remarks:			

### I. Purpose

McLennan Community College employs quality faculty members to achieve its mission and goals.

### II. Hiring Process

The following guidelines are used to provide direction in the hiring process.

The faculty hiring/qualification process is a shared function involving the Human Resources Office, the EEO officer, departmental faculty, division chairs, the Deans, the Vice President of Instruction and Student Engagement, the President, and Board of Trustees. Once a decision is finalized, the faculty file with official transcripts and credentials will remain in the appropriate Dean's office, and the Human Resources Office will maintain a copy of each faculty file along with additional required personnel materials. The Deans' offices will ensure all official transcripts and other credentials are obtained and all necessary information has been electronically stored.

The credit deans' offices will ensure the "Faculty Audit Form for Course Instruction" is completed on all faculty hires. This form summarizes the credentials of the individual faculty member and ensures that necessary qualifications are met. From these forms, an institutional roster of instructional staff is developed and maintained.

Continuing Education faculty files are located in the Continuing Education Office. Faculty qualifications, credentials, skills, and experience must match learning outcomes for courses faculty members teach. Primary consideration is given to the highest earned degree in the discipline(s) taught by faculty members.

### III. Faculty Competencies

To ensure faculty competencies in effective teaching and student learning outcomes, the following guidelines have been established:

- A. For freshman and sophomore level courses designed for transfer to a baccalaureate degree, faculty should have a minimum of a master's degree with at least 18 graduate hours in the discipline in which they are teaching.

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In appropriate areas, work experience, professional licensure, and certification are also considered.

- B. For courses designed to prepare students specifically for employment in career and technical areas, faculty should have a minimum of 3 years of experience in the field, appropriate certification or professional licensure, and educational background and credentials at the same level as or higher than the certificate or degree being awarded in the program.
- C. For courses designed to prepare students in basic skills, faculty teaching the courses should have a minimum of a bachelor's degree, preferably in the discipline taught or in education with a major in the discipline being taught. Faculty teaching basic skills courses should also have specialized training or experience in teaching underprepared adult learners.

In exceptional cases, the institution will consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements.

- A. For courses in continuing education, instructors are required to have work or avocational experience and skills, licensure or certification, and educational credentials as necessary for meeting agency requirements and appropriate for the subject matter and purpose of the continuing education course.
- B. In addition to the requirements above, faculty teaching distance education courses for MCC are required to complete MCC's distance education training program if it is the faculty member's first time to teach on-line. Faculty members who have previously taught at other institutions may be approved to teach on-line for MCC by submitting prior work for approval and improvement or by completing the on-line instruction training program.