

POLICY & PROCEDURES MEMORANDUM

TITLE:	PROFESSIONAL & EDUCATIONAL REQUIREMENTS FOR FACULTY
EFFECTIVE DATE:	February 15, 2007* <i>(*Procedural/Title Update 9/11/15; 1/20/15; Title Update 9/15/10; Form Addition L.R.S. 17:3388 Reference 5/10/07)</i>
CANCELLATION:	AA-2122.4G (2/15/05)
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

All teaching faculty of Delgado Community College must meet or exceed the professional and educational requirements set forth in this policy and must provide the College all required employment/ professional credentials in accordance with this memorandum. The professional and educational requirements for faculty members teaching credit courses and the College's system for documenting faculty credentials are described in detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College's established professional and educational requirements for faculty, including those required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program-specific accrediting agencies, and a system for documenting credentials of faculty members who teach credit courses at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all faculty members who teach credit courses at Delgado Community College. This policy and procedures memorandum applies to teaching faculty as follows: 9-Month Faculty; 12-Month Faculty; Adjunct Faculty; and Grant Employees – 9 Months and 12-Months who are in grant positions comparable to teaching faculty.

3. **Definitions**

Courses Designed for Transfer – Courses that are designed to transfer to a four-year institution of higher education, which specifically include (1) general education courses, (2) courses that are part of an Associate of Arts or Associate of Science degree program, excluding approved electives that are not designed for transfer, and (3) courses that transfer into existing courses at a four-year institution of higher education that are part of an articulation agreement.

Equivalent Qualifications – Qualifications that are sufficient to substitute for the educational requirements to teach a course. Equivalent qualifications may include but are not limited to, work experience, licensure, certification, awards, recognitions, accomplishments, artifacts, or any other evidence of qualifications.

4. **Professional and Educational Requirements**

A. **Minimum Professional and Educational Requirements for Employment**

The following professional and educational requirements for teaching faculty meet or exceed the minimum requirements set forth in this policy. Attachment A, “[Courses by Credentials Category](#),” defines the courses for each of the categories listed below. In some disciplines, higher requirements have been set to meet accreditation or other standards for a program. If earned in the United States, all degrees and credits used to meet minimal education requirements must be from institutions accredited by a regional accrediting association recognized by the U.S. Department of Education. Degrees and credits earned in foreign institutions must have been evaluated by a recognized transcript evaluation service and must document a level of educational attainment equivalent to that required for graduates of U.S. institutions. Cost of evaluation is to be paid by applicant.

The degree requirements for promotion-in-rank are contained in the College’s [Promotion in Rank](#) policy. In some cases, degree requirements for promotion may exceed these minimum educational requirements for employment as described in this memorandum.

- (1) *Faculty members teaching general education courses or courses designed for transfer:*

MUST HAVE SUCCESSFULLY COMPLETED A MASTER’S DEGREE IN THE TEACHING DISCIPLINE OR 18 GRADUATE SEMESTER HOURS IN THE TEACHING OR RELATED DISCIPLINE AND HOLD AN EARNED MASTER’S DEGREE; OR HAVE OTHER **EQUIVALENT QUALIFICATIONS**.

- (2) *Faculty members teaching courses not designed for transfer that are components of associate degree programs:*

MUST POSSESS A BACHELOR'S DEGREE IN THE TEACHING DISCIPLINE OR AN ASSOCIATE'S DEGREE IN THE TEACHING DISCIPLINE AND RELATED WORK EXPERIENCE; OR OTHER EQUIVALENT QUALIFICATIONS.

Because of accreditation/certification standards, all faculty in accredited programs must meet or exceed the degree requirements set for their specific position by the program accrediting agency.

- (3) *Faculty members who teach in the practical nursing technical diploma program—*

MUST POSSESS A DIPLOMA, ASSOCIATE OR BACHELOR'S DEGREE IN NURSING COUPLED WITH UNENCUMBERED REGISTERED NURSING LICENSURE, A MINIMUM OF THREE (3) YEARS OF DIRECT CLIENT CARE ON A MEDICAL-SURGICAL UNIT, AND LSBPNE APPROVAL TO TEACH.

- (4) *Faculty members teaching remedial/developmental courses:*

MUST HOLD A MINIMUM OF A BACHELOR'S DEGREE IN THE TEACHING DISCIPLINE; OR HAVE OTHER EQUIVALENT QUALIFICATIONS.

- (5) *Faculty members teaching non-degree occupational courses, or certificate courses that are not part of an associate degree program:*

MUST HAVE RELATED WORK EXPERIENCE AND APPROPRIATE DEGREE, LICENSE, CERTIFICATE, OR SPECIALIZED TRAINING IN THE TEACHING DISCIPLINE.

- (6) *Faculty members teaching distance learning courses:*

MUST HAVE SUFFICIENT WORK EXPERIENCE OR SPECIALIZED TRAINING FOR TEACHING DISTANCE LEARNING COURSES.

- (7) *Faculty members serving as department chairs responsible for academic program coordination:*

MUST MEET THE MINIMUM PROFESSIONAL AND EDUCATIONAL REQUIREMENTS FOR THE TEACHING DISCIPLINE; MUST HAVE EXPERTISE IN THE DISCIPLINE ASSOCIATED WITH THE PROGRAM OF STUDY; AND MUST MAINTAIN CURRENT RESPECTIVE CERTIFICATION/LICENSURE FOR THE PROGRAM, AS APPLICABLE.

B. Minimum Certification/Licensure Requirements for Employment

Faculty members teaching in programs that require certification/licensure to teach in that program must maintain current respective certification/licensure for that program. Also, faculty in clinical or similar settings or director positions may be required to meet additional requirements.

C. Oral and Written Proficiency (as per Louisiana Revised Statute 17:3388)

All candidates for full-time or part-time teaching positions must demonstrate written and oral proficiency in the English language. Written proficiency will be demonstrated by writing a paragraph on a topic related to the teaching position. Oral proficiency will be demonstrated by an interview with the prospective supervisor and/or the search committee.

At time of selection, the Division Dean (or appropriate administrator) will furnish the Office of the Vice Chancellor for Academic Affairs with a certification of the prospective faculty member's oral and written proficiency. The [Oral and Written Proficiency Form](#), Form 2122/004, (Attachment F) will be made part of the faculty member's file in the Office of the Vice Chancellor for Academic Affairs.

5. Faculty Credentials/Qualifications Verification

The Faculty Credentials Verification Flow Chart (Attachment E) outlines the steps in the College's faculty credentials/qualifications verification process. At time of application, each prospective faculty member will furnish official or unofficial* transcripts from each institution where a degree or certificate was earned. The faculty member's official transcripts and the [Faculty Qualifications Verification Summary](#), Form 2122/007, (Attachment B) must be on file by the date specified following appointment in the Office of the Vice Chancellor for Academic Affairs. **Any transcript used for credentialing purposes must be official.*

Electronic copies of the above and the originals of all other employment documents are maintained in the faculty member's personnel file in the Office of Human Resources. The faculty member must provide official transcripts to the Office of the Vice Chancellor for Academic Affairs.

6. Responsibilities

A. *At the time of application*, the prospective faculty member will:

- (1) Provide unofficial transcripts; and
- (2) Have official transcripts sent to the Division Dean.

B. Division Deans will:

At the time of selection –

- (1) Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.
- (2) Certify an [Oral and Written Proficiency Form](#), Form 2122/004, (Attachment E) for each prospective faculty member in their divisions is completed;
- (3) Collect all application documents that are required by the Office of Human Resources.

Upon receipt of required documents—

- (4) Verify prospective faculty member's credentials and eligibility for teaching, by completing a [Faculty Qualifications Verification Summary](#), Form 2122/007 (Attachment B), as required documents are received; and
- (5) Verify completeness and accuracy of academic credentials packet; and
- (6) Forward credentials packet to the Faculty Credentials Evaluator and original application documents to the Office of Human Resources for processing in accordance with the College's [Employment Process](#) policy.

On an annual basis—

- (7) Collect all current official credentialing documents—annually updated certifications, licensures, etc., that are appropriate for the courses a faculty member is teaching or with the program in which the faculty member is teaching, as well as those credentialing documents required for each faculty member in a clinical or similar setting or director position—and submitting the updated documentation to the Office of Vice Chancellor for Academic Affairs.

C. The Dean of Distance Learning and Instructional Technology will:

- (1) Verify that the prospective faculty member has sufficient work experience and/or specialized training to teach distance learning courses; and
- (2) Maintain an ongoing database of all faculty qualified to teach distance learning courses.

(*Procedural/Title Update 9/11/15; 1/20/15; Title Update 9/15/10;
Form Addition L.R.S. 17:3388 Reference 5/10/07)

D. The Faculty Credentials Evaluator will:

- (1) Evaluate packet; and
- (2) Forward packet to the Office of the Vice Chancellor for Academic Affairs for approval.

E. The Vice Chancellor for Academic Affairs will:

- (1) Give final approval of faculty member's credentials;
- (2) Return packet to the Faculty Credentials Evaluator;
- (3) Maintain a College-wide database of faculty credentials; and
- (4) Maintain all official transcripts [see Guidelines on Identifying Official Transcripts (Attachment C)] and documents related to faculty qualifications on file in the Vice Chancellor for Academic Affairs' designated credentials processing office.

7. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum AA-2122.4G, *Professional and Educational Requirements for Faculty*, dated February 15, 2005.

Policy Reference:

Policy and Procedures Memorandum [Promotion in Rank](#)

Policy and Procedures Memorandum [Employment Process](#)

Louisiana Revised Statute 17:3388, "Fluency in the English Language; Faculty; Evaluation; Certification; Penalties"

Review Process:

Deans Council 1/26/07

Academic Affairs Council 2/2/07

College Council 2/15/07

Academic Affairs Council 5/10/07 (LRS 17:3388 Reference and Form Addition)

Title Update Approval – Vice Chancellor for Learning and Student Development 9/15/10

Procedural/Title Update Approval – Vice Chancellor for Academic Affairs 1/20/15

Distribution:

Distributed Electronically Via College's E-Mail and Internet Systems

February 15, 2007*

AA-2122.4H

(*Procedural/Title Update 9/11/15; 1/20/15; Title Update 9/15/10;
Form Addition L.R.S. 17:3388 Reference 5/10/07)

Attachments:

- Attachment A- [Courses by Credentials Category](#)
- Attachment B – [Faculty Qualifications Verification Summary](#) (Form 2122/007)
- Attachment C – Guidelines on Identifying Official Transcripts
- Attachment D- Faculty Credentials Verification Flow Chart
- Attachment E- [Oral and Written Proficiency Form](#) (Form 2122/004)



Faculty Qualifications Verification Summary

Name:	<input type="text"/>	Social Security Number:	<input type="text"/>
Division:	<input type="text"/>	Department:	<input type="text"/>
Position:	<input type="text"/>	Status:	<input type="text"/>

EDUCATION

Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		
Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		
Degree:	<input type="text"/>	Degree Field:	<input type="text"/>
Institution:	<input type="text"/>		

OTHER QUALIFICATIONS OR EXPERIENCE

Licensures /Certifications

Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		
Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		
Certification:	<input type="text"/>	Certification Source:	<input type="text"/>
Valid Until:	<input type="text"/>		

Work Experience

Summarize qualifying work experience. Include job descriptions, employers and calendar years of experience.

Name:

Soc. Sec. Number:

Other Qualifications or Experience (continued)

Awards/ Recognitions

Describe qualifying awards and recognitions. Include relevant calendar years.

Artifacts

Describe qualifying artifacts (drawings, diagrams, artwork, exhibits, etc.) Include relevant calendar years.

Other Evidence of Qualifications

Describe other qualifying qualifications. Include relevant calendar years.

Courses approved to teach:

Division Dean

Date

Vice Chancellor for Academic Affairs

Date

Approved to Teach
Distance Learning Courses:

Dean, Distance Learning and Instructional Technology

Date

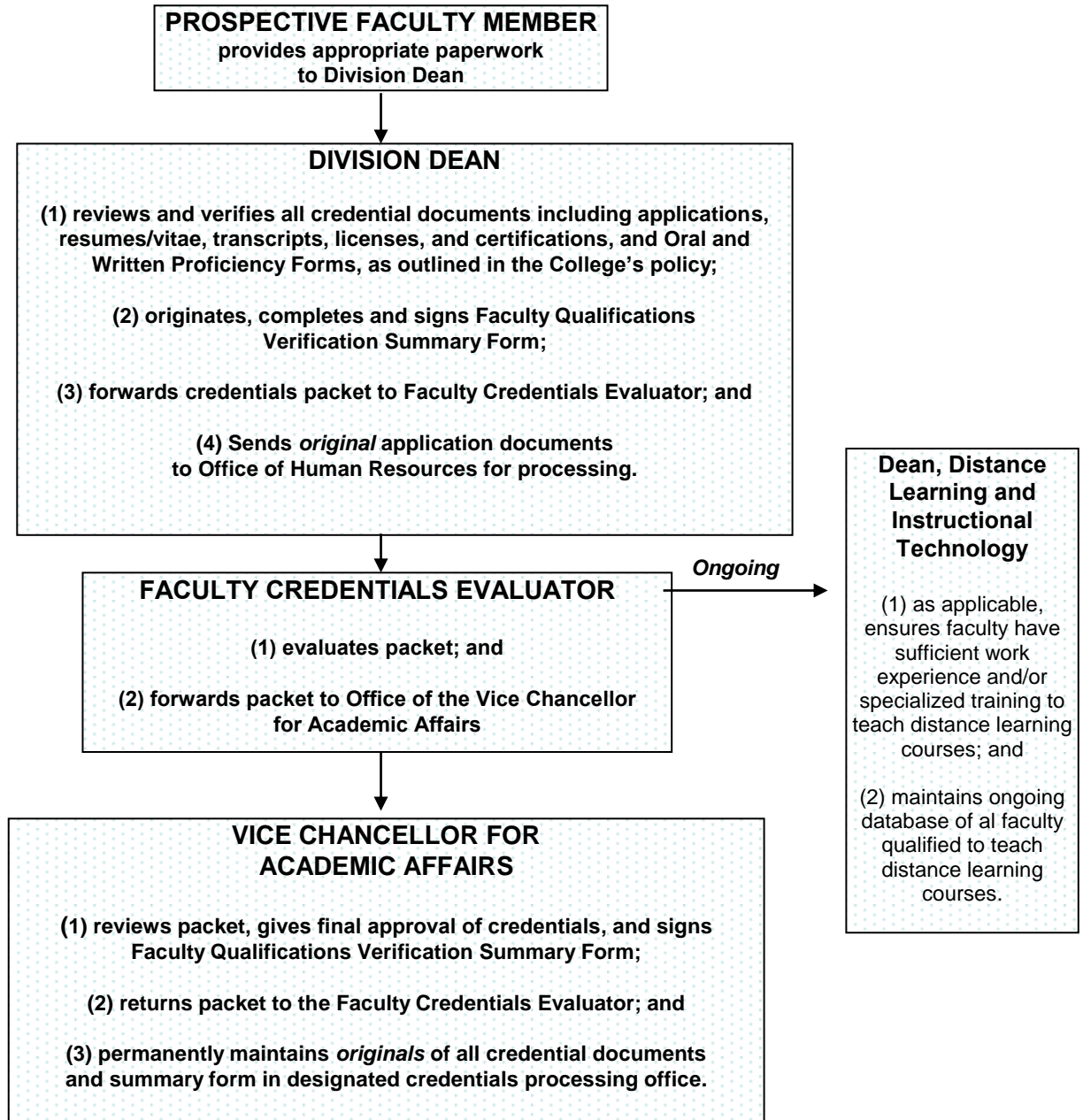


GUIDELINES ON IDENTIFYING OFFICIAL TRANSCRIPTS

1. Institutions from which transcripts are sent must be regionally accredited by an authorized accrediting agency. Translated foreign transcripts must be evaluated for appropriate teaching credentials by the Vice Chancellor for Academic Affairs. Faculty with non-traditional credits from non-accredited institutions will be evaluated separately using SACSCOC criteria for evaluating such credits.
2. Look for security paper---it can usually be identified by a distinctive color, the name of the institution scrolled across the background, and a statement about the security codes built into the document itself. In some cases, but not all, a raised seal will be present on the document.
3. Check the number of pages, and look for "End of record" statement.
4. Highlight DEGREES EARNED *and* GRADUATE HOURS IN THE DISCIPLINE required for credentialing, if applicable. (*Note: Degrees earned are usually separate from the list of courses in the body of the transcript.*)
5. Check the signature of the Registrar. To be considered official, the transcript must be mailed directly to the College by the sending institution.
6. When an official transcript is delivered in a sealed, signed envelope, whoever receives the transcript should date and sign the transcript itself, and include the sealed and signed envelope as part of the record (open at end of envelope instead of using the flap).

Approved 9/11/15

FACULTY CREDENTIALS VERIFICATION FLOW CHART



February 15, 2007*

AA-2122.4H

(*Procedural/Title Update 9/11/15; 1/20/15; Title Update 9/15/10;
Form Addition L.R.S. 17:3388 Reference 5/10/07)

Attachment E



ORAL AND WRITTEN PROFICIENCY FORM

This is to certify that _____ (name of prospective faculty member) has demonstrated the oral and written proficiency required to conduct teaching activities at Delgado Community College.

Division

Date

Signature of Division Dean

Form 2122/004 (9/10)