

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 3.32

**Name:** Faculty Credentialing Policy

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** August 22, 2016

**Next Review Date:** AY2021–2022

**Regulatory Authority:**

- MnSCU Board policy 3.32
  - <http://www.mnscu.edu/board/policy/332.html>

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## Part 1. Purpose

Academic credentials and relevant work experience of faculty at North Hennepin Community College, among many other factors, indicate the quality of course work and the effectiveness of pedagogical methods. The purpose of this policy, as stated in MnSCU Board Policy 3.32, is to “assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications...”

## Part 2. Definitions

### Subpart A. Adjunct Faculty

Individuals assigned to teach credit-based courses totaling fewer than five (5) credits in a term to perform an equivalent amount of non-teaching work as defined in the MSCF collective bargaining agreement.

### Subpart B. College Faculty Credentialing

College Faculty Credentialing means the process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses and for counselors and librarians.

### Subpart C. Credentialed Field

Credential Field means a defined area of knowledge and skill that is specifically related to a program, service or academic discipline, and for which system-established minimum qualifications are created under MnSCU Board Policy 3.32.

#### **Subpart D. External Instructors**

Individuals not holding faculty positions as defined in the MSCF collective bargaining agreement who are assigned to teach college credit-based courses (e.g. high school teachers teaching PSEO concurrent enrollment courses, administrators, and other college employees).

#### **Subpart E. Minimum Qualifications**

Minimum qualifications mean system-established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. The minimum qualifications shall include educational requirements and teaching and learning competency requirements; they may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each credential field.

#### **Subpart F. Temporary Faculty**

Individuals assigned full-time or part-time to teach credit-based courses or to work as counselors or librarians on a temporary basis as defined in the MSCF collective bargaining agreement.

### **Part 3. Credentialing**

All college faculty teaching credit-based courses and counselors and librarians will meet the College Faculty Credentialing requirements as established by MnSCU Board Policy 3.32 and Procedure 3.32.1. The System Office shall complete the credentialing process for unlimited faculty positions. Academic Deans, in consultation with the Human Resources Department, will manage the credentialing process for temporary-full time (TFT) faculty, temporary part-time (TPT) faculty, adjunct faculty, and external instructors, including high school teachers teaching PSEO concurrent enrollment courses.

#### **Subpart A. TFT, TPT, Adjunct, and External Instructors**

All non-UFT faculty shall meet the system-established minimum qualifications for the credentialed field aligned with the position assigned, with the exception of the teaching and learning requirement referenced in Part 5, Subpart B of procedure 3.32.1.

#### **Subpart B. Licensure**

State and/or national industry licensure/certification requirement required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications.

#### **Subpart C. Accreditation**

Standards for faculty credentials established by state or national program accreditation bodies shall be incorporated into the minimum qualifications.

### **Part 4. Implementation**

TFT, TPT, Adjunct and External Instructors shall complete an on-line credentialing application to be reviewed by the Dean in consultation with the Human Resources Department. The application process will require submission to the Human Resources Office of all relevant official college transcripts, employment verifications of related occupational experience were required, state and/or national industry licensure/certification, and any other requirements outlined in the system-established minimum qualifications.

The Human Resources Department shall maintain appropriate credentialing documentation on TFT, TPT, Adjunct, and External Instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.

Faculty will receive official notification of the credentialing decision. As noted in the policy section above, all faculty must meet system-established minimum qualifications.

### Part 5. Exceptions

Exceptions to system-established minimum qualifications will only be made when a program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

<b>Review Action</b>	<b>Date(s)</b>
<b>Campus Community Review Period</b>	<b>March 14-25, 2016</b>
<b>Shared Governance Council Review</b>	<b>May 4, 2016</b>
<b>Labor/Management Meetings Review</b>	<b>April 11-16, 2018</b>
<b>Student Senate Review</b>	<b>April 14, 2016</b>
<b>President Approval</b>	<b>May 9, 2016</b>
<b>Campus Community Dissemination</b>	<b>May 17, 2016</b>

### History

- Date of Adoption
  - New policy effective August 22, 2016.