

Faculty Qualifications, 3.03

Chapter 3: Academic

Responsible Office: Office of Academic Affairs

Applies to: All Faculty and Administrative Staff teaching credit-bearing coursework for Rhodes State College

Approved: 2/21/2023

Policy: In accordance with standards set by the Higher Learning Commission (HLC), the Ohio Department of Higher Education (ODHE), and programmatic accreditors/approval bodies, Rhodes State College has established standards for qualified faculty including credentials and/or tested experience. Rhodes State College is committed to credentialed faculty for all coursework. Further, the College shall implement procedures for compliance with this policy.

Guidelines:

The following credential requirements apply to all faculty and administrative staff teaching credit-bearing coursework for Rhodes State College including all full-time, part-time, and adjunct faculty. Faculty not meeting these requirements may only teach under provisions of Sections V and VI. A complete listing of these standards that are updated annually are found on the College's electronic repository.

All degrees and coursework must be obtained from regionally-accredited colleges or universities.

- I. **Definitions:** For the purpose of this policy, the following definitions apply:
 - a. **General Education** – “The set of courses and experiences that provide students with a broad exposure to multiple disciplines within the arts and sciences with the aim of providing students with the knowledge and skills needed to succeed in the 21st century. In Ohio, the general education curriculum includes coursework in oral and written communication, mathematics and data analysis, arts and humanities, natural science and social science.” (ODHE, 2016, p. 54)
 - b. **Career & Technical** – Courses that are not General Education or Developmental/Remedial.
 - c. **Developmental/Remedial** – “Courses and services emphasizing academic skill development in preparation for college-level course work.” (OHDE, 2016, p.53) Developmental courses do not fulfill degree requirements.
 - d. **Tested Experience** – Tested experience “includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. **[Note: Tested experience, is typically not based exclusively on years of teaching experience, although other experiential factors may be considered on a case-by-case basis.]** Tested experience qualifications should be established for

specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences.” (HLC, 2020, p. 4).

II. General Education Faculty

Faculty teaching general education courses must have at least one of the following:

- a. Master’s degree in the discipline; or
- b. Master’s degree in some other discipline with at least 18 semester hours of graduate coursework in the content area, inclusive of graduate level methods courses that are specifically for the teaching of that discipline; or
- c. Combination of tested experience and/or credential.

III. Career and Technical Faculty

Faculty teaching career and technical courses, as well as performance and fine arts courses, should hold:

- a. Bachelor’s degree in the field and/or a combination of education, training, and/or tested experience; or
- b. Combination of tested experience and/or credential.

Programmatic accreditation requirements may require additional coursework, degrees, licensure, and/or experience.

IV. Developmental/Remedial Faculty

Faculty teaching Developmental coursework in math, science, or English, if not credentialed to teach the corresponding general coursework, must have at least one of the following (ODHE, 2016, pg. 9, paraphrase):

- a. Bachelor’s degree in education, with an emphasis on teaching mathematics, science or reading comprehension; or
- b. Bachelor’s or master’s degree and experience teaching literacy, science or numeracy to adolescents or adults; or
- c. Combination of tested experience and credential.

V. Credentialing for College Credit Plus (CCP) Faculty

Faculty seeking to teach dual credit coursework through the CCP program will be credentialed based on the current Higher Learning Commission (HLC) guidelines, *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*, 2020.

VI. Emergency Credentialing

Emergency credentialing is considered for unforeseeable circumstances (illness, accident, death, deployment, resignation, etc.). Faculty can only teach with emergency credentialing for one semester or term.

VII. International Degrees

Individuals using transcripts from colleges and universities located outside of the United States are responsible for having their credentials evaluated, at their own expense, in terms of U.S. equivalency by one of the companies affiliated with the National

Association of Credentials Evaluation Services, Inc. (NACES). More information may be found at <http://www.naces.org>.

A course-by-course evaluation is required for all degrees and credit hours used to establish credentials for teaching. Transcripts and documents issued in a language other than English must be accompanied by a literal English translation. The translation/evaluation must include a course-by-course assessment with grades or marks and credit hours equated to the U.S. System.

The credential evaluation must be submitted to the Human Resources Department by the service performing the evaluation and must include a copy of the original document along with an English translation. These documents must be provided prior to employment. If the faculty member is later assigned to teach in a different discipline, additional documentation may be required. Credential documentation collected by Human Resources, once complete, will be evaluated by the Chair, Dean, and Senior Vice President, for compliance with Rhodes State College credential requirements listed in this policy using the approved Faculty Credential Procedure.

Related Policies or Procedures:

[Faculty Qualifications Procedure 3.03\(a\)](#)

Compliance References:

Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices, (2020). Higher Learning Commission.

http://download.hlcommission.org/FacultyGuidelines_OPB.pdf.

Guidelines and Procedures for Academic Program Review, (2016). Ohio Department of Higher Education. https://highered.ohio.gov/wps/wcm/connect/gov/8caf213a-ff90-4b5f-b2d8-ae8c75b0672f/Academic-Program-Review-Guidelines_070516.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.E.Z18_M1HGGIK0N0JO00QO9DDDDM3000-8caf213a-ff90-4b5f-b2d8-ae8c75b0672f-ogv1q3j

National Association of Credentials Evaluation Services, Inc. (NACES) website, (2018).

National Association of Credentials Evaluation Services, Inc. <http://www.naces.org>.

History:

	Date:	Reason:
Issued:	11/17/2020	Replaces current Faculty Credentials Policy (no number) last revised on 5/15/18. Clarifies standards for Faculty Credentials.
Revised:	02/21/2023	Revised using the 2020 HLC Accreditation Criteria and Assumed Practices, deleted the temporary credentialing for CCP, and removed redundancies.

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.