FACULTY CREDENTIALS POLICY

PURPOSE/SCOPE
In accordance with standards set by the Higher Learning Commission, the Ohio Department of Higher Education (ODHE), and programmatic accreditors, Rhodes State College hereby establishes the standards for faculty credentials. Further, the College shall implement procedures for compliance.

FACULTY CREDENTIAL REQUIREMENTS
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, adjunct, and College Credit Plus (CCP) faculty. Faculty not meeting these requirements may only teach under provisions of Section VI: Exceptions. A complete listing of these requirements can be found in Appendix B of the Faculty Credentials Procedure.

Definitions
For the purposes of this policy, the following definitions apply:

- **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)

- **Program Specific Courses** – courses that typically transfer to other institutions and count as major requirements for a baccalaureate degree.

- **Career & Technical Courses** – courses that typically only apply to an applied associate degree or certificate.

- **Developmental Courses** – “Courses and services emphasizing academic skill development in preparation for college-level coursework.” (OHDE, 2016, p.53) Developmental courses do not fulfill degree requirements.

- **Subfield** - An academic subfield refers to “a component of the discipline in which the instruction is delivered...The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses the faculty member would teach in accordance with the conventions of the academic field.” (HLC, 2016, p.4)

- **Cohesive Set** – “a program of study that includes disciplinary content comparable to that which would be obtained in a master’s degree program in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.” (ODHE, 2016, p.7)

- **Emerging Fields** - Programs that are new and may not yet have associated advanced degrees or credentials clearly defined.

- **The Ohio Transfer Module (OTM)** – process for evaluation and transfer of general education courses defined by the Ohio Articulation and Transfer Policy of the Ohio Department of Higher Education.

- **Transfer Assurance Guides (TAG)** – process for evaluation and transfer of courses beyond basic general education as defined by the Ohio Department of Higher Education.
I. General Education Courses

Faculty teaching general education courses, including those listed in the Ohio Transfer Module (OTM), must have at least one of the following:

- A Master’s degree in the discipline or subfield
- A Master’s degree in some other discipline with a “cohesive set” of at least 18 semester hours of graduate coursework in the discipline or subfield.

II. Program Specific Courses

Faculty teaching non-general education/program specific courses that commonly transfer to four-year colleges/universities, including Transfer Assurance Guide (TAG) courses, must have at least one of the following:

- A Master’s degree in the discipline or subfield
- A Master’s degree in some other discipline with a “cohesive set” of at least 18 semester hours of graduate coursework in the discipline or subfield.

III. Career and Technical Courses

Faculty teaching career and technical courses must hold a degree at least one level above that of the coursework they teach. For courses leading to applied associate degrees (may or may not transfer), non-clinical faculty must have at least one of the following:

- A baccalaureate degree in the discipline or related field
- An associate degree in the discipline and a baccalaureate degree in any discipline
- An applicable industry credential with a baccalaureate degree in any discipline

Programmatic accreditation requirements may require additional coursework, degrees, licensure, and/or experience. RSC will maintain minimum standards that satisfy both programmatic accreditation standards and the “degree-above” standard. For disciplines in which no baccalaureate or master’s degree is offered, faculty holding the associate degree in discipline may be credentialed to teach with the approval of the VPAA.

Faculty teaching nursing courses in the associate degree nursing program must hold a Master’s degree in Nursing, have graduated from an approved registered nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Ohio Administrative Code, have at least two years’ experience in the practice as a Registered Nurse (RN), and hold a valid RN license from the state of Ohio.

IV. Laboratory and Clinical Sections

For faculty teaching laboratory and clinical sections, credential and experience requirements are defined by (1) the Rhodes State College Faculty Credentialing Procedure and (2) applicable professional standards for the delivery of the educational experience.

V. Developmental Education Courses

Faculty teaching Developmental coursework in math, science, or English, if not credentialed to teach the corresponding general education coursework, must have at least one of the following (ODHE, 2016, pg 9, paraphrase):
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• A bachelor’s degree in education, with an emphasis on teaching mathematics, science or reading comprehension
• A bachelor’s or master’s degree and experience teaching literacy, science or numeracy to adolescents or adults

VI. Temporary Credentialing for College Credit Plus

Faculty seeking to teach dual credit coursework through the College Credit Plus (CCP) program may be allowed to be temporarily credentialed by commitment and adherence to an approved Plan of Study. This Plan of Study to meet credentialing requirements is designed by the faculty member, high school administration, and Department Chair with the following conditions and limitations:

• A Master’s degree is required for consideration to teach a general education course.
• A Plan of Study is created and approved by the Chair, Dean, and Vice President for Academic Affairs, which leads the faculty to fully qualify to teach within the timeframe defined in the Plan of Study. Note: The Plan of Study is possible by approval for extension to dual-credit faculty qualifications granted by HLC. Consequently, all Plans of Study must be completed by September 1, 2022.
• Successful completion of coursework on the Approved Plan of Study is required and reviewed by the Department Chair annually. Changes to the Plan of Study must be approved by the Vice President for Academic Affairs in consultation with the Chair and Dean. The completion deadline can be no later than September 1, 2022. Cancellation of the Plan of Study by the institution or the faculty member will result in revocation of temporary credentialing.

VII. Exceptions

RSC is committed to maintaining a highly credentialed faculty for all coursework. Approval of credentialing by exception must follow the Faculty Credentials Procedure, and Faculty credentialed by exception must be approved by the Vice President for Academic Affairs prior to assignment to a course section and are restricted to the following:

• Emergency Credentialing: Unforeseeable circumstances (illness, accident, death, deployment, resignation, etc.) resulting in one of the scenarios listed below. Faculty can only teach with emergency credentialing until the end of the semester or term in progress.
  ○ A faculty member being unable to finish a course in progress
  ○ A faculty member being unable to begin a course upon the start of the semester or term
• Emerging Fields: Programs in emerging fields may not yet have associated advanced degrees or credentials clearly defined. This exception will terminate upon the establishment of minimum qualifications within the field.
• Tested Experience: In rare circumstances, exceptional Tested Experience may be used to substitute for credential requirements. 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 will be teaching.” (HLC, 2016, p. 4) To establish credentials based upon Tested Experience, justification based upon professional licensure, certification, award, or other evidence must be presented that demonstrate competency and achievements equivalent to requirements.
VIII. **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](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 Vice President for Academic Affairs, for compliance with Rhodes State faculty credential requirements listed in this policy using the approved Faculty Credential Procedure.

**References**

