

# MINNESOTA NORTH COLLEGE

## PROCEDURE AND PROCESS 3.32.x COLLEGE FACULTY QUALIFICATION EVALUATION

### PART 1. PURPOSE

To establish consistent practices for evaluation of faculty qualifications at Minnesota North College. This procedure and process accompanies MN State Board Policy 3.32 Faculty Qualifications.

### PART 2. APPLICATION

This process is applicable to the following college faculty positions at Minnesota North College:

**Unlimited faculty.** College faculty members employed in unlimited full-time or unlimited part-time positions as defined in the master agreement between the board and the Minnesota State College Faculty.

**Temporary full-time faculty (TFT).** College faculty members hired full-time for an academic year as defined in the master agreement between the board and the Minnesota State College Faculty.

**Temporary part-time faculty (TPT).** College faculty members hired semester-by-semester on a temporary basis as defined in the master agreement between the board and the Minnesota State College Faculty.

**Adjunct faculty.** College faculty members hired to teach credit-based courses totaling fewer than five (5) credits in a semester or three (3) credits or fewer in a summer session(s), and/or to perform an equivalent amount of non-teaching work as defined in the master agreement between the board and the Minnesota State College Faculty.

**External instructors.** Individuals not holding faculty positions as defined in the master agreement between the board and the Minnesota State College Faculty who are assigned to teach college-credit based courses (e.g. high school teachers, administrators, other college employees).

### PART 3. CREDENTIAL REQUIREMENTS

Credential fields are established to align with Minnesota State system-approved college programs and college-approved disciplines.

#### Unlimited Liberal Arts and Science Faculty

- 1. Education Requirement.** Unlimited liberal arts and science faculty shall meet credential fields as established by Minnesota State for the [credential field](#) aligned with the position assigned. The minimum qualifications in the liberal arts and sciences are a master's degree in the discipline or subfield or a master's degree in any field with a minimum of 18 graduate semester credits (27 graduate quarter credits) in the discipline or subfield.
- 2. Teaching and Learning Competency Requirement.** College faculty members newly hired into unlimited positions, including counselors and librarians, shall successfully complete the following teaching and learning competency requirement within six academic-year semesters from the date of hire or conversion into an unlimited position.
  - a. course construction (credit course),
  - b. teaching/instructional methods (credit course),
  - c. student outcomes assessment/evaluation (credit course), and
  - d. philosophy of community and technical college education (credit or non-credit course).The teaching and learning competency requirements (a, b, c) must be waived for individuals who, at the time of hire, have one of the following:

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- 1) a degree in education, or have documented evidence of successfully completion of equivalent coursework in the specified teaching and learning content areas, or
- 2) three years successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired.

The teaching and learning competency requirement (d) must be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework.

### Temporary Full-time, Temporary Part-time, Adjunct, and External Faculty/Instructors

1. **Education Requirement.** College faculty members shall meet the Minnesota State system-established minimum qualification for the [credential field](#) aligned with the position assigned, with the exception of the teaching and learning requirement. An exception is allowed under the exception conditions outlined in this process.

### Career, Technical, and Professional Faculty

1. **Education Requirement.** College faculty members shall meet the Minnesota State system-established [credential field](#), industry standards and accepted higher education standards for the career, technical, or professional course(s) assigned.
2. **Occupational Experience Requirement.** Two full-time years (or equivalent) of verified related paid work experience in the specific credential field; more than two full-time years (or equivalent) may be required for a particular field. One year of the work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived in the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.
3. **State and/or National Industry Licensure/Certification Requirement.** Industry licensure/certification or other credential required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: Registered nurse is a Minnesota Registered Nurse license; law enforcement is a Minnesota POST board certification).
4. **Program Accreditation Requirement.** Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

### Counselor and Librarian Credential Fields

The minimum qualifications for the credential fields of counselor and librarian/information studies are a master's degree in the relevant field.

## PART 4. EXCEPTIONS TO CREDENTIAL REQUIREMENTS

**Pending Credentials:** An individual who is close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

**Special Expertise:** An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

**Renowned Qualifications:** An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

**Emerging Fields:** An exception may be made where the 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.

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## PART 5. EVALUATION PROCESS

1. The Human Resources Department shall complete the credentialing process prior to making an offer for unlimited faculty positions or for current unlimited faculty applying for an additional field(s) subsequent to initial hire in unlimited positions.
2. The Human Resources Department, in consultation with the Vice President for Academic and Student Affairs, will manage the credentialing process for temporary-full time, temporary part-time, adjunct, and external faculty/instructors. Temporary full-time, temporary part-time, adjunct, and external faculty/instructors shall complete an on-line credentialing application to be reviewed by the MN North College Human Resources Department. The application process will require:
  - submission of an official college transcript(s),
  - employment verifications of related occupational experience,
  - state and/or national industry licensure/certification, and
  - any other requirements outlined in the system-established minimum qualifications.
3. Faculty will receive notification of the credentialing decision by the Human Resource Department.
4. The Human Resources Department shall maintain appropriate credentialing documentation on unlimited, temporary full-time, temporary part-time, adjunct, and external faculty/Instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.
5. Faculty appointments under the exception conditions listed above will be requested by the faculty supervisor. The Vice President of Academic and Student Affairs and the Vice President of Human Resources will review the request and give final approval prior to an offer of employment being made. Documentation of "exception" appointments and the applicable time limits will be maintained and monitored by the Human Resources Department.
6. In the event of an emergency staffing situation, the Vice President of Academic and Student Affairs and the Human Resource Department will give final approval to an offer of employment. Examples of emergency staffing situations include:
  - a) Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course.
  - b) A failed search for a faculty position if the position has been advertised at least twice.
  - c) Resignation of a faculty member immediately prior to the start of a term.
  - d) Addition of course sections immediately prior to the start of a term.
  - e) Or immediate deployment in the armed services (an individual may be hired for no more than two consecutive semesters under this exception).

### *Responsible Administrator / Department*

- Vice President of Human Resources
- Vice President of Academic and Student Affairs

### *Policy History*

Date Adopted: \_\_\_/\_\_\_/\_\_\_\_

### *Related Documents*

- [Minnesota State Board Policy 3.32](#) and [Procedure 3.32.1](#)
- [Higher Learning Commission Assumed Practice B.2.a](#) and [B.2.b](#).

### *Related Forms*

- LIST OF RELATED FORMS HERE (HR)
- Special Expertise