

**POLICY****FACULTY CREDENTIALING****Purpose**

Per [MnSCU Board Policy 3.32 - College Faculty Credentialing](#), the purpose of this policy is to “*assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications....*”

**Definitions**

**Credential Field:** Defined area of knowledge and skills 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](#).

**Minimum Qualifications:** 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.

**College Faculty Credentialing:** 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.

**College Faculty or College Faculty Member:** Individuals teaching credit-based courses and counselors and librarians at system community, technical, and combined community and technical colleges. This definition includes unlimited faculty and other college faculty as specified below:

**Unlimited College Faculty:** Individuals employed by a college in unlimited full-time or part-time positions as defined in the Master Agreement between the MnSCU Board of Trustees and the Minnesota State College Faculty.

**Other College Faculty:** Individuals defined as temporary or adjunct faculty, or external instructors as follows:

- **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 Master Agreement between the MnSCU Board of Trustees and the Minnesota State College Faculty.
- **Adjunct Faculty:** Individuals assigned to teach credit-based courses totaling fewer than five (5) credits in a term or to perform an equivalent amount of non-teaching work as defined in the Master Agreement between the MnSCU Board of Trustees and the Minnesota State College Faculty.
- **External Instructors:** For purposes of this policy, external instructors means individuals not holding faculty positions as defined in the Master Agreement between the MnSCU Board of Trustees and the

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Minnesota State College Faculty who are assigned to teach college credit-based courses (e.g., high school teachers, administrators, and other college employees).

**Policy**

All college faculty teaching credit-based courses and counselors and librarians will meet the college faculty requirements as established by [MnSCU Board Policy 3.32](#) and [MnSCU System Procedure 3.32.1](#). The Office of the Chancellor shall complete the credentialing process for unlimited faculty positions. The Ridgewater College Human Resources Department, in consultation with the Academic Affairs 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 and customized training faculty teaching credit courses.

TFT Faculty shall meet the system-established minimum qualifications for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement referenced in Part 5, Subpart B of [MnSCU System Procedure 3.32.1](#).

TPT, Adjunct, and External Instructors, including high school teachers teaching PSEO concurrent enrollment courses, shall meet the system-established minimum qualifications except as allowed under the exception conditions outlined in the procedures section of this policy.

The minimum educational requirement for career, technical and professional credential field shall be based on established industry standards and accepted higher education standards. In accordance with [MnSCU System Procedure 3.32.1](#):

<b>Program Academic Award</b>	<b>Faculty Educational Requirement</b>
Associate in Arts or Science (AA/AS) degree	Master's Degree (transfer degree)
Associate in Applied Science (AAS) degree or diploma	Associate Degree (AA, AS, AAS); Baccalaureate Degree preferred
Certificate	Two years of related education and training culminating in a diploma or an Associate Degree
Certificate or Diploma/career-laddered program structure	Academic Credential at a level that accommodates all academic awards offered in the specific program area throughout the system
Counselors and Librarians	Master's Degree in-field

The occupational experience requirement for career, technical and professional credential fields shall be 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. In order to assure recent occupational experience in the field, one year of this work experience shall be within five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the

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individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.

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. (Examples: RN License for Practical Nursing; POST Board certification for Law Enforcement; Master Electrician's License for Construction Electrician.)

Program Accreditation Requirement – Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

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*History:*

*09.26.12 Adopted*

**PROCEDURES****FACULTY CREDENTIALING**

1. TFT, TPT, Adjunct and External Instructors shall complete an online credentialing application to be reviewed by the Ridgewater 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. The Director of Human Resources will be responsible for approving the application for the designated credential field and shall approve any change or addition of a credential field prior to a hiring offer being made.
2. 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.
3. Faculty will receive official notification of the credentialing decision. Per the college's Faculty Credentialing Policy, TFT faculty must meet system-established minimum qualifications, without exception. The college may assign a TPT, Adjunct or External Instructor without meeting system-established minimum qualifications ONLY if one of the following exception conditions applies:

Emergency Staffing Situations:

- Illness, accident or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching a course;
- A failed search for a faculty position, if the position has been advertised at least twice;
- Resignation of a faculty member immediately prior to the start of a term;
- Addition of course sections immediately prior to the start of a term; or
- Immediate deployment in the armed services.

An individual may be hired for no more than two consecutive semesters under this exception.

Pending Credentials:

Individuals who are 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.

**PROCEDURES****FACULTY CREDENTIALING, continued**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.

4. Faculty appointments under the exception conditions will be requested by the Vice President of Academic Affairs, reviewed by the Director of Human Resources, and forwarded to the President for final approval prior to an offer of employment being made.
5. Documentation of “exception” appointments and the applicable time limits will be maintained and monitored by the Human Resources Department.

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*History:*

*09.26.12 Adopted*