



Purpose

To provide policy regarding the established criteria for determining the academic and professional credentials for faculty.

General Policy

It is the policy of Johnston Community College to certify the credentials of all full-time and part-time faculty (i.e., instructors of record) consistent with State regulations, accreditation criteria and other applicable guidelines.

The College shall keep on file, for all full-time and part-time faculty, documentation of academic preparation and professional credentials, such as official transcripts, and as appropriate, official documentation of professional and work experience and performance competencies, records of publications, certifications and other qualification documents.

Academic and Professional Preparation

Full-time and part-time faculty shall be expected to meet the following criteria for academic and professional preparation:

Credit-Based Instruction

- A. Faculty teaching general education courses at the undergraduate level** shall have a doctorate or master's degree from a regionally-accredited institution in the teaching discipline or a master's degree with a concentration in the teaching discipline.
- B. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree** shall have a doctorate or master's degree in the teaching discipline from a regionally-accredited institution or a master's degree from a regionally-accredited institution with a concentration in the teaching discipline.
- C. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree** shall have a bachelor's degree in the teaching discipline, or an associate's degree and demonstrated competencies in the teaching discipline.
- D. Faculty teaching courses in Professional, Occupation and Technical fields, other than physical activities courses that are components of Associate Degree programs designed for college transfer, or from which substantial numbers of**



students transfer to senior institutions shall have a master's degree in the teaching discipline from a regionally-accredited institution or have a master's degree with a concentration in the teaching discipline.

- E. Faculty teaching credit courses in Professional, Occupational and Technical areas that are components of Associate Degree programs not usually resulting in college transfer or in the continuation of students in baccalaureate institutions** shall be expected to possess appropriate preparation or academic preparation coupled with work experience.
- F. Faculty teaching in Professional, Occupational and Technical areas** shall at a minimum possess the same academic degree at which the faculty member is teaching.
- G. Faculty members who teach Developmental Studies courses** shall have a bachelor's degree from a regionally-accredited institution in a discipline related to the teaching assignment and either classroom experience in a discipline related to their teaching assignment or graduate training in Developmental Studies.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above disciplines. Such exceptions must be justified on an individual basis and approved by the Vice President of Instruction.

Continuing Education Instruction

- A. Faculty teaching continuing education courses** typically have specific levels of academic preparation, specialized training, or competence gained through work experience, appropriate to the teaching assignment.
- B. Faculty members teaching Adult Basic Education courses** below the collegiate level shall have a bachelor's degree from a regionally-accredited institution, and attributes or other experiences which help them relate to the particular needs of adult students.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above



disciplines. Such exceptions must be justified on an individual basis and approved by the Vice President of Instruction.