

CHAPTER 3: Educational Services

Policy 3I.1: Faculty Credentialing

Authorities: Vice President and Chief Human Resources Officer

Purpose: Academic credentials and relevant work experience of faculty at Anoka-Ramsey Community College, among many other factors, indicate the quality of course work and the effectiveness of pedagogical methods. The purpose of this policy, as stated in MnSCU Board Policy 3.32, is to “assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications...”

Definitions

Credential Field: Credential Field means a defined area of knowledge and skill 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: Minimum Qualifications mean 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: College Faculty Credentialing means 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.

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 MSCF collective bargaining agreement.

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 MSCF collective bargaining agreement.

External Instructors: Individuals not holding faculty positions as defined in the MSCF collective bargaining agreement who are assigned to teach college credit-based courses This definition does **not** include high school instructors who are assigned to teach postsecondary enrollment options or concurrent enrollment courses.

Policy

All college Faculty teaching credit-based courses and counselors and librarians will meet the College Faculty Credentialing requirements as established by [MnSCU Board Policy 3.32](#) and [Procedure 3.32.1](#). The Office of the Chancellor shall complete the credentialing process for unlimited faculty positions. Anoka-Ramsey Community College Human Resources Department, in consultation with the Vice-President, will manage

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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.

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 procedure 3.32.1.

TPT, Adjunct, and External Instructors, shall meet the system-established minimum qualifications except as allowed under the exception conditions outlined in the procedures for this policy. This does **not** include high school instructors who are assigned to teach postsecondary enrollment options or concurrent enrollment courses.

The minimum educational requirement for career, technical and professional credential fields shall be based on established industry standards and accepted higher education standards. In accordance with MnSCU Board procedure 3.32.1:

1. Associate in Arts or Science (AA/AS) degree	1. A Master's Degree
2. Associate in Applied Science (AAS) degree or diploma	2. An Associates Degree (AA, AS, AAS) baccalaureate degree preferred
3. Certificate	3. Two years of related education and training culminating in a diploma or an Associates Degree
4. Certificate or Diploma/career-laddered program structure	4. Academic Credential at a level that accommodates all academic awards offered in the specific program area throughout the system.
5. Counselors and Librarians	5. A 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 the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.

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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; Physical Therapy Assistant License for PTA).

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

History:

02.2007 Adopted and implemented

05.2009 Technical change: Updated to reflect reorganization to single vice president.