

## **FACULTY CREDENTIALS**

### **POLICY**

Brunswick Community College (BCC) is dedicated to employing competent faculty members who are qualified to accomplish the mission and goals of the institution. In accordance with Comprehensive Standard 3.7.1 of the Principles of Accreditation as outlined by the Southern Association of Colleges and Schools Commission on Colleges, BCC defines faculty qualifications using faculty credentials and gives primary consideration to the highest earned degree in the discipline in which the faculty member will be teaching. The College also considers competence and effectiveness, including, as appropriate, undergraduate and graduate degrees, related work experience in the teaching field, professional licensure and certifications, and honors and awards.

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### **PROCEDURE**

#### **Faculty Credentials Procedures**

1. All faculty members are responsible for submitting an original transcript(s) and/or other necessary documentation in the office of Human Resources (HR) to verify credentials appropriate to assigned course load. The faculty member will also be responsible for updating transcripts when additional credits or degrees are achieved. Necessary documents include:
  - a. Official transcript(s) from a College or university accredited by a US Department of Education accepted accrediting agency such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that demonstrate applicable course work, graduate hours, and/or degree completion. Candidates for teaching positions, who hold degrees from outside the U.S., must provide evidence that their degree-granting institutions are accredited by appropriate accrediting organizations. In such cases, the Director of Human Resources, in cooperation with the hiring academic supervisors, must approve the appropriateness of the candidate's academic preparation and ensure evidence supporting this decision is retained in the candidate's personnel file.
  - b. Official documentation of a supplemental credential portfolio may include but is not limited to professional work experience, technical competency, publications, certifications, and other qualifications as deemed necessary.
2. An unofficial copy of the transcripts will be acceptable for the hiring process. Official transcripts are required within 30 days from hire date. Failure to provide official transcripts within this time period may result in immediate termination.

3. Prior to a recommendation for a committee interview, the hiring academic supervisors will review faculty credentials to ensure that only qualified candidates are interviewed. Prior to recommending a candidate for hire, the academic supervisor will complete the Faculty Credential Approval Form. This form will be submitted for signatures up through the SACSCOC Liaison/Vice President of Academic and Student Affairs. The Faculty Credential Approval Form must be submitted to Human Resources for all candidates recommended for hire. If the appropriate Dean/Chair/Program Director determines that a review by the Credentials Committee is required, that individual will contact the Vice President of Academic and Student Affairs and request a meeting of the committee. Upon review, if the Credentials Committee supports approving the candidate, a report of the committee will be submitted with the Faculty Credential Approval Form to HR. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.
4. At time of hire for new adjunct faculty, the academic supervisor will review faculty credentials and complete the Faculty Credential Approval Form. This form will be submitted for signatures up through the SACSCOC Liaison/Vice President of Academic and Student Affairs for final approval. Upon approval, the adjunct may be offered the position and a course contract initiated. If the appropriate Dean/Chair/Program Director determines that a review by the Credentials Committee is required, the adjunct should not be offered the position and that academic supervisor will contact the Vice President of Academic and Student Affairs and request a meeting of the committee. Upon review, if the Credentials Committee supports approving the candidate a report of the committee will be submitted with the Faculty Credential Approval Form to HR. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.
5. Requests for existing faculty to teach outside of their approved category(s)/subject will be submitted on the Faculty Credential Approval Form. The form will be submitted by the requesting academic supervisor up through the SACSCOC Liaison/Vice President of Academic and Student Affairs. The request will include an examination of transcripts on file and any updated transcripts or other documents to determine if the faculty member qualifies for additional categories/subject areas. In the event the faculty member does qualify, the Vice President of Academic and Student Services will approve and submit the signed form to HR. If needed, a review of the faculty member by the Credentials Committee can be called.

**The following guidelines will be used to determine appropriate credentials:**

Category 1: Faculty Teaching University Transfer Courses at the Undergraduate Level (Associate in Arts or Associate in Science Degree)

Faculty teaching in these courses are required to have a Master's degree in the teaching discipline or a Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline preferred or a concentration of hours in the teaching discipline with significant work-related experience and/or credentials). In cases where a competent candidate does not have these credentials, (MA/MS + 18 hours in the discipline) the Credentials Committee may agree that the candidate is eligible for consideration based on a written justification. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.

Category 2: Faculty Teaching Associate in Applied Science (AAS) Degree Courses Designed for Transfer to a Baccalaureate Degree

Faculty teaching in these courses are required to have a Master's degree in the teaching discipline or a Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline preferred or a concentration of hours in the teaching discipline with significant work-related experience and/or credentials). In cases where a competent candidate does not have these credentials, (MA/MS + 18 hours in the field) the Credentials Committee may agree that the candidate is eligible for consideration based on a written justification. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.

Category 3: Faculty Teaching Associate Degree Courses **Not** Designed for Transfer to the Baccalaureate Degree

Faculty teaching in these courses are required to have a Bachelor's degree in the teaching discipline or an Associate's degree and demonstrated competencies in the teaching discipline. In cases where a competent candidate does not have these credentials, the Credentials Committee may agree that the candidate is eligible for consideration based on a written justification. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.

Category 4: Faculty Teaching in Diploma/Certificate Occupational Courses

There are no current SACSCOC-published guidelines related to this category. Faculty teaching in these courses typically have some College or specialized training, with an emphasis on competence gained through work experience. This category includes all of the College's career and technical programs taught at either the diploma or the certificate level (Example: Welding).

Category 5: Faculty Teaching in Developmental Education Courses

There are no current SACSCOC-published guidelines related to this category. Faculty members who teach Developmental Education courses (numbered at 010-099 level) are required to hold a Bachelor's degree in the teaching discipline. In cases where a competent candidate does not have these credentials, the Credentials Committee may agree that the candidate is eligible for consideration based on a written justification. The Dean/Chair/Program Director of the program involved will be charged with writing the justification and having it approved by the Credentials Committee before the candidate is employed.

Category 6: Faculty Teaching in Foundational Studies

There are no current SACSCOC-published guidelines related to this category. In order to comply with requirements of the North Carolina Community College System, faculty members in this area will hold a minimum of a Bachelor's Degree.

*Approved by the Brunswick Community College Board of Trustees*

October 18, 2016

*Procedure Revised by the Brunswick Community College Board of Trustees*

September 21, 2023