

## METROPOLITAN COMMUNITY COLLEGE

### DISTRICT PROCEDURE

3.05115 DP

#### QUALIFICATIONS FOR TEACHING COURSES

3.05115 DP

In accordance with Higher Learning Commission (HLC) standards, faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield in which they teach or develop curricula, with coursework at least one level above that of the courses being taught or developed.

Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching and have completed a minimum of 18 graduate credit hours in the discipline in which they teach.

Tested experience applied toward qualification of faculty should include a breadth and depth of verified experience or competency relevant to the courses which the faculty member would be teaching.

#### **General Education Faculty Requirements**

Faculty teaching transferable general education courses must possess at least one of the following credentials:

- Master's degree or higher in a discipline relevant to what they are teaching and at least one level above the level at which they teach. For faculty teaching in disciplines other than education, a master's degree in education is not considered to be in the discipline.
- Master's degree or higher in a discipline other than that in which they are teaching plus a minimum of 18 graduate credit hours in the discipline in which they teach. Tested experience may be considered equivalent to no more than six hours of graduate credit in the discipline.

#### **Career and Technical Education Faculty Requirements**

Faculty teaching in certificate and occupational associate's degree programs should hold a bachelor's degree or higher in the field and/or a combination of education and tested experience. In programs that are separately accredited or approved or have additional certification and/or licensure required for employment, faculty must also meet the requirements of the accrediting or approving body or otherwise be eligible for employment in the field. Individual courses or programs may have additional specific requirements set for assignment of courses. For example, in some fields a master's degree is commonly available and shall be required.

#### **Development Plan**

Exceptions will be collaboratively developed by hiring manager and CAO.

Approved: Chancellor  
May 8, 1979

Amended: March 9, 2004

Editorial Corrections: July 7, 2006

Amended: February 6, 2018