



## *HLC Accreditation Evidence*

- Procedure 2465 – Faculty Employment Qualifications

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Vice President of Instruction
- Director of Human Resources

## **2465 – Faculty Employment Qualifications**

The College employs faculty members qualified to accomplish the mission and ends of the institution including the delivery of quality education and training.

When determining the acceptable qualifications of its faculty, the institution follows the guidelines set forth by the HLC (Higher Learning Commission). Additionally, the institution addresses instructional requirements outlined in programs designated with national and state accreditations and/or career technical programs that align with industry requirements for credentials and experience.

The institution is responsible for documenting qualifications of its faculty and utilizes a centralized credential system that ensures required qualifications are sought across all instructional divisions.

Faculty approved to teach Cooperative Education Partnership (CEP) courses are considered contract staff and not eligible for full benefits. Individuals hired as limited-term contract faculty must meet or exceed the minimum qualifications as set forth in the assumed practice of the HLC (Policy CRRT.B.10.020).

For individual course qualifications, please refer to the [Faculty Qualifying Credential](#) document.

Exceptions to the procedure may be made at the discretion of the Vice-President of Instruction. If an exception is made, written justification will be recorded on the Faculty Credential Form and filed in the faculty member's personnel file.

**Contact(s):** Vice President of Instruction

**Related Form(s):** [Faculty Credential Form](#)

**Relevant Policy or Procedure(s):** [1451 – Position Requirements](#)

**Approved by:** President

**Date:** 10/8/07

**Revision(s):** 9/29/10; 7/21/16; 5/25/17 (minor revision); 5/13/22 (minor revision)