**Barton Community College**

**Faculty Credential Form**

*Please utilize this form to assess potential applicants for interview and as necessary, a request for approval to interview based on a credential exception.*

*A completed form must be on file in the Human Resources Offices for all faculty members employed by the College.*

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| **Instructor** |  |
| **Supervisor** |  |
| **Course(s) Taught** |  |
| **Required Institutional Credentials** |  |
| **Instructor’s Credentials and Awarding Institution** |  |

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| **General Credential Requirements***HLC Requirements 10/1/2015* |
| General Education Courses/Transfer | * Master’s degree or higher in discipline or subfield[[1]](#footnote-1), or
* Master’s degree or higher with a minimum of 18 graduate credit hours in the discipline or subfield1 in which they teach
* Tested experience (complete Faculty Credential Exception section below)[[2]](#footnote-2)
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| Career Technical Credit & Non-Credit Courses | * College degree in the field **and/or** a combination of education, training and tested experience2
	+ Minimum Associates degree (preferred) and/or
	+ Valid and current industry-recognized credential (if applicable) and/or
	+ Two to five years’ work experience in specific field with demonstrated skills relevant to the course
	+ Tested experience (complete Faculty Credential Exception section below)2
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| College Preparation | * GED – Bachelor’s degree required with preference for education emphasis and two to five years of adult education experience
* ESL/ESOL – Bachelor’s degree in English or ESL/ESOL
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| **Faculty Credential Exception:** Complete the following section to document qualifications when a faculty member does not meet the required HLC credentials. |

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| Course(s) Exception Request: |  |
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| HLC Requirements: |  |
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| Alternate Qualifications (educational credentials, career experience, length of time, certifications, etc.): |
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| Additional Information Pertinent to the Request for Exception: |
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| Instructional Supervisor |  | Date |  |
|  |  |  |  |
|  |  |  |  |
| Instructional Dean |  | Date |  |

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| Vice President of Instruction Comments: |
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|  |  | Approved |
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|  |  | Denied |

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| Vice President of Instruction |  | Date |  |

Original to Human Resources Department

Copy to Vice President of Instruction

Copy in Departmental Records

1. An academic subfield refers to components of the discipline in which the instruction is delivered. For example, in political science the subfields include American politics, comparative politics, international relations, and so forth. [↑](#footnote-ref-1)
2. Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. An approved exception letter with documentation must be on file with HR. [↑](#footnote-ref-2)