
APPLIES TO: KC Faculty

ISSUED: July 11, 2022

KEYWORDS: faculty, qualification, tested, experience

EFFECTIVE: July 11, 2022

PURPOSE:

To define standards for the qualification of faculty members that ensure quality academic and clinical instruction.

DEFINITION OF TERMS IN THIS POLICY:

1. **Subfield:** a component of the discipline in which the instruction is delivered

POLICY DETAILS:

Kettering College (KC) follows the Higher Learning Commission's (HLC) guidelines for faculty qualifications (based on HLC's *Assumed Practice B.2*) to ensure quality academic and clinical instruction. The following provisions are in concert with these guidelines and articulate what the expectations are for KC faculty. They apply to all faculty members whose primary responsibility is teaching, including full-time, part-time, adjunct, dual credit and temporary faculty as well as those who are responsible for developing curriculum. The policy ensures that qualified faculty are able to engage professionally with colleagues regarding the learning outcomes of the institutional, program and class levels as well as provides assurance that each faculty member demonstrates the knowledge, skills, and attitudes appropriate to both the college's mission as well as the degree awarded by the college. Faculty members are deemed qualified primarily on the basis of their educational credentials although equivalent tested experience or other factors may be considered in determining qualifications. Following are the expectations for qualified faculty members at KC. A person is considered qualified if their degree or focus in a specialization appropriately matches the courses they teach according to conventions in the academic field in which they are teaching as well as meet HLC requirements either through credentials or tested experience or a combination thereof

Standard Qualifications

Faculty members normally possess an academic degree at least one level above the level of the degree in the discipline or subfield* in which they teach. Exceptions may be made in terminal degree programs or when equivalent experience is determined (see below). For terminal degree programs, the faculty members will have the same degree as is being taught (e.g., doctoral degree for a doctoral program). Faculty teaching general education courses should hold a master's degree or higher in the discipline or subfield. If the master's degree is in a discipline or subfield different than what is being taught, then the faculty member must have successfully completed a minimum of 18 graduate credits in the discipline or subfield in which they are teaching.

Graduate faculty should hold the terminal degree determined by the discipline and have a record of research/scholarship or professional achievement appropriate for the graduate program.

Tested Experience

Tested experience may substitute for all or some of an earned credential and should include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline, the degree level, and the

courses taught. Tested experience will not be based exclusively on years of teaching experience, although this may be a factor in consideration, along with other experiential elements.

Any faculty candidate whose qualifications are based upon tested experience will provide Kettering College *supporting documentation* demonstrating the appropriateness of the equivalent experience in relation to the courses to be taught. The *supporting documentation* should be maintained in the faculty member's file in the Office of the Academic Dean. The *supporting documentation* should contain several indicators from the following list:

- skill sets
 - must be specific to the course/clinical being taught
- certifications related to the specific course/clinical. Examples may include:
 - supporting documents from accrediting bodies that determine specialty accreditation.
 - evidence from professional bodies (i.e., ACEN, ACOTE, ARC-PA, CAAHEP, CoARC, JRCERT, or similar and relevant accrediting bodies)
- additional credentials (i.e., licensure or certification in a relevant area). May include credentials from:
 - state or national registries
 - any relevant licensure related to the course being taught
 - certifications from accrediting bodies
- proficiency in teaching the specific course/clinical. May be demonstrated through:
 - class/clinical evaluations
 - submission of a course in a Learning Management System (LMS)
 - course syllabus
 - letter from a direct supervisor stating specific dates the faculty member taught the course
 - documentation demonstrating command of the subject matter (i.e., presentations, lectures, symposia, peer reviews, demonstration of student learning experiences, research, etc.)
- relevant real-world experiences. May be demonstrated through:
 - clinical experience related to the course being taught
 - minimum of three (3) years of professional experience working in a field closely related to the course content.
 - If no other credential presented, then five (5) years of professional experience working in a field closely related to the course content
 - consulting in the area relevant to the course
- recognition as an expert in the field. Evidence may include:
 - awards
 - service on national committees related to the discipline
 - professional consultation on the subject area
 - publication of a textbook
- scholarly work related to the discipline and the course. Evidence may include:
 - presentations to a professional conference
 - publications in relevant, preferably peer-reviewed, journals
- significant progress toward a relevant degree.
 - must have the majority of the degree work completed along with a reasonable expectation and timeline for successful completion

Graduate faculty

Graduate faculty who present tested experience for qualifications for teaching in master's or doctoral level courses must also:

- Hold a master's or doctoral degree in an appropriate discipline with
 - National or state licensure or certification
 - Three (3) or more years of relevant work experience
- Meet both the programmatic accreditation and the state standards for this specific discipline with regards to graduate level credentials.

Graduate faculty who teach master's or doctoral level skill/activity-based courses must hold a master's or doctoral degree in an appropriate discipline and have:

- Five (5) years of performance experience or demonstrated mastery in the skill/activity-based teaching area

Graduate faculty who do not meet the above guidelines must demonstrate national or international discipline-based expertise through scholarly activities such as:

- publications,
- conference presentations,
- professional engagement,
- consulting,
- honors,
- awards, and/or
- continuing education

Dual Credit

Kettering College enters into dual-credit arrangements with specific secondary schools. KC will apply the same policy and procedures to determine faculty qualifications in this setting as listed above. This is to ensure confidence in the equivalence to the same college credit offered on the main KC campus and to assure quality and integrity of these offerings. A Master of Education (MEd) degree does not alone demonstrate the qualification to teach dual-credit courses, unless it is demonstrated that the content of the MEd degree is sufficiently related to the discipline of the dual-credit course being taught. This can be accomplished within the content of the degree itself or through 18 credit hours in the discipline or subfield being taught.

PROCEDURE

Authority for determining faculty qualifications

- The search committee recommends the qualifications of the faculty candidate, including any tested experience, to the department chair and academic dean.
- If the search committee concludes that the candidate does not meet qualifications based upon standard or tested experience, the candidate is no longer considered for that position.

Process of evaluation after hiring

- Evaluation of faculty after hiring follows policies and procedures outlined in KC's [Faculty Evaluation](#) policy (AC 150)
 - All faculty, including adjuncts and those qualified based on tested experience, receive:
- Course evaluations by students

- All faculty on standard or extended contract, including those qualified based on tested experience, receive:
 - an annual Kettering Health (KH) evaluation and Kettering College (KC) Faculty Evaluation Supplement, which requires faculty to describe how they have continued to ensure their qualification and ability to teach in the discipline or subfield being taught during the past year. They are asked to list discipline- or subfield-related activities that may contribute to the assurance of their currency including, but are not limited to, attendance at professional conferences, work experience, earned certifications/credentials, demonstrated proficiency in teaching, research, recognition as an expert in the field, etc.
 - Peer evaluation (see KC's [Faculty Peer Review](#) policy [AC 155])
- Each respective department chair is responsible for the continued assurance of currency in the faculty members' qualifications, with oversight from the academic dean
 - If a lack of currency is established by a review of the faculty member's qualifications by the academic dean against the tested experience standards of the college, the faculty member and their department chair should utilize the goals section of the evaluation tool to create and document specific goals related to the continued assurance of their currency (i.e., through attendance at a content-specific conference, work experience, certification, additional coursework, etc.)

RESOURCES/REFERENCES:

Related KHN Policy: N/A

Maintained by: Office of the Academic Dean

HISTORY OF REVISION:

Original date: November 25, 2016

Revision dates: July 11, 2022