

## ADMINISTRATIVE PROCEDURE

### Southwestern Oregon Community College

#### AP 7175 FACULTY MINIMUM QUALIFICATIONS

It is the Administrative policy of Southwestern Oregon Community College that to achieve the college goal of recruiting and selecting superior teachers, minimum qualifications at Southwestern Oregon Community College for faculty members will be:

1. Lower division collegiate transfer credit programs/courses, Faculty Librarians and Counselors:
  - a. A Master's degree in the subject area (preferred); or
  - b. A Master's degree in a subject area closely related to that in which the instructor will be teaching; or
  - c. A Bachelor's degree in a subject area closely related to that in which the instructor will be teaching AND a Master's degree plus at least 12 graduate quarter credit hours in the subject area of the teaching assignment; or
  - d. For Physical Education Activity and Music Performance Classes, a Bachelor's degree AND significant/relevant experience or relevant certification in the activity/performance area.
  
2. Career-Technical credit programs/courses:
  - a. Professional certifications or an AAS degree in a subject area closely related to that in which the instructor will be teaching, and a minimum of 3 years significant and related experience.
  - b. A Bachelor's degree or higher is preferred.
  
3. Developmental Education and Adult Basic Skills:
  - a. A Bachelor's degree in a related area.
  - b. A Master's degree is preferred.
  
4. Workforce/Continuing Education/Non-credit classes
  - a. Appropriate combination of education, training and/or course work and demonstrated required knowledge, skills, and abilities in the subject matter.

This policy follows OAR 589-008-0100. For Lower Division Collegiate programs/courses, the law includes the statement that *"Institutional standards for instructor qualifications (standards for teachers of lower division collegiate courses) must include a master's degree in a subject area closely related to that in which the instructor will be teaching; however, in subject areas in which individuals have demonstrated their competencies and served in professional fields, and in cases in which documentation to support the individual's proficiency and high level of competency can be assembled, the master's degree requirement may be waived at the discretion of the college president or substituted according to the community college's personnel Policy."*

A provisional approval may be made by the Vice President of Instruction if there is a documented plan in place for the faculty member to obtain the minimum qualifications within a three year period, with annual progress reviews. If the full minimum qualifications as listed above are not met by the end of three years, the faculty member would then not be able to teach at the college in that discipline or field.

Faculty members teaching Dual Credit and Enhanced Options classes in secondary institutions have to meet the same minimum qualifications as above. This policy follows OAR 589-007-0200. For Dual Credit programs, the administrative rules state *“Institutional standards for instructor qualifications (standards for teachers of lower division collegiate courses) must include a master’s degree in a subject area closely related to that in which the instructor will be teaching; however, in subject areas in which individuals have demonstrated their competencies and served in professional fields, and in cases in which documentation to support the individual’s proficiency and high level of competency can be assembled, the master’s degree requirement may be waived by the college president or substituted according to the community college’s personnel policy.”*

Replaces Policy #8.008

Adopted by Board of Education:

Policy #8.024 April 18, 1994

Changed to Administrative Policy January 22, 1996

Revised October 2, 2013 (Formerly Admin. Policy 8.024)

Revised May 7, 2014

Reviewed: October 9, 2019