

Central Ohio Technical College Faculty Credential Status Verification Form

Name: _____

Section B (To Be Completed by Academic Dean/Director)

Credential Status (Check Appropriate Category)

Faculty eligible to teach in undergraduate programs: holds a degree of at least one level above that of the program in which they are teaching, or as specified by the program area approval, accrediting, or licensing body.

Faculty eligible to teach general education courses, or other courses that transfer (Ohio Transfer 36 (OT36) or Transfer Assurance Guide courses (TAG)) holds a master's degree or higher in the discipline or subfield. Or, alternatively, holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching and has completed a minimum of 18 graduate credit hours in the discipline or subfield in which they are qualified to teach.

Faculty is alternatively qualified by means of exceptions or equivalent experience. Explain the exceptions and/or equivalent fulfillment and the manner in which it fulfills or contributes to the fulfillment of the appropriate standard; attach all documentation verifying exceptions and/or equivalent experience as specified above. Exceptions are expected to be rare and are the responsibility of the chief academic officer.

Qualified to teach in the following discipline(s) and/or course(s):

Additional Comments:

Academic Dean/Director

Date

Provost

Date

Faculty teaching in higher education should have completed a significant program of study in a discipline they will teach and/or for which they will develop curricula with substantial coursework at least one level above that of the course being taught or developed. Further, it is assumed that successful completion of a cohesive set of courses leading to a degree better prepares a person than an unstructured collection of credit courses. The College considers undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, continuous, documented excellence in teaching, or other demonstrated, measurable competencies and achievements that contribute to effective teaching and student learning outcomes. Central Ohio Technical College follows both the Higher Learning Commission and the Ohio Department of Higher Education guidelines when evaluating the qualifications of prospective faculty.

The **Higher Learning Commission** mandates the following for Faculty Roles and Qualifications and Quality Assurance Expectations in Determining Qualified Faculty.

Assumed Practice B.2.a. Faculty Roles and Qualifications

The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include but are not limited to the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof.

Achievement of academic credentials—Achievement of academic credentials means that an instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach ...In the context of general education courses, or other non-occupational courses, achievement of academic credentials typically means that an instructor holds a master's degree or higher. Generally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach, as defined by the institution.

Progress toward academic credentials—Progress toward academic credentials means demonstrable, current, and consistent progress toward the academic credential(s) deemed relevant by the institution for an instructor to be qualified. It is expected that an instructor who is qualified as a result of progress toward academic credentials will not permanently be qualified on that basis; rather, the instructor will eventually be qualified on another basis. An instructor who is qualified based on progress toward academic credentials has access to and engages with resources that the institution provides to support their teaching. This could include, for example, professional development opportunities or opportunities to collaborate with other qualified faculty members who are not qualified based solely on progress toward academic credentials.

Equivalent experience—Equivalent experience means experience that is commensurate with achievement of academic credentials such that it qualifies an instructor for the instruction. This could include through a minimum threshold of experience; research and/or scholarship; recognized achievement; and/ or other activities and factors. Equivalent experience may differ by discipline or program. Previous years of classroom instruction do not alone constitute equivalent experience.

The **Ohio Department of Higher Education** outlines in the “Guidelines and Procedures for Academic Program Review” manual the following requirements for faculty credentials:

Chapter 4 – Academic Program Requirements, Section 1.h. – Faculty Credentials

- 1) For general education courses that are not taught at College Credit Plus (CCP) high school sites:
 - Faculty members teaching general education courses must hold a minimum of a master’s degree in the discipline or a master’s degree and a cohesive set of at least 18 semester credit hours of graduate coursework relevant to the discipline.
- 2) For general education courses that are specific to CCP coursework taught at a high school:
 - Institutions with instructors who do not meet the general education credentials must be able to demonstrate:
 - » That instructors have a minimum of nine graduate hours of coursework in the discipline;
 - » That a plan is in place that the instructor will have the additional nine hours of graduate coursework within three years (i.e., a single master’s level course per year for three years);
 - » That the instructor has a letter of validation from the superintendent of the school district requesting that the CCP instructor is allowed to instruct in the area of expertise and that the school district is committed to ensuring the instructor meets credential requirements within three years.
- 3) For courses other than general education courses
 - Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching. Note that the degree must be in the discipline in which the instructor is teaching. See the following examples for further reference:
 - » A master’s in the discipline is required for an associate degree for nonoccupational coursework that might be transferred to a bachelor’s degree (e.g., business, nursing, etc.). If teaching occupational coursework in an associate degree program for which there is no master’s available (e.g., welding, HVAC, etc.), appropriate certifications are required;
 - » At least a master’s degree in the discipline if teaching in a bachelor’s degree program;
 - » A terminal degree in the discipline if teaching in a graduate program.

If an individual holds a graduate or advanced degree in a different discipline from the discipline within which they are teaching, they should have 18 hours of graduate credit within the discipline.

- Faculty members teaching technically or practice-oriented courses (e.g., welding, automotive repair, HVAC, etc.) must have practical experience in the field and hold current licenses and/or certifications, as applicable.
 - For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.
- 4) The following expectations apply to all faculty members:
 - Faculty members must hold a degree from a regionally or nationally accredited institution recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services.
 - Where professional accreditation or licensing standards for faculty differ from the Chancellor’s standards, faculty members are expected to meet the higher standards.
 - Chancellor’s standards, faculty members are expected to meet the higher standards. • Faculty should have appropriate experience teaching college-level coursework at accredited colleges and universities. In the case that a potential instructor does not have recent college-level teaching experience, faculty should be under mentorship of experienced faculty at the institution.
 - Faculty members must show evidence of continuing professional development in the discipline.
 - Faculty members who teach online courses must have training in an online environment.

- Faculty members within a program should have received their degrees from a variety of institutions. Faculty members who received their degrees from a single institution should not constitute the majority of the program's faculty.
- 5) The following expectations apply to faculty members teaching developmental education courses
- Faculty must possess one of the following:
 - » Either a bachelor's or master's degree in education, with an emphasis on teaching mathematics, reading, or composition.
 - » A bachelor's or master's degree and experience teaching literacy or numeracy to adolescents or adults.
- 6) Exceptions
- Certain individuals may be qualified to teach college-level courses, yet do not meet the faculty qualification criteria presented here. In such circumstances, it is the responsibility of each institution's chief academic officer to make decisions in consultation with program faculty regarding exceptions and to make a record of the justification of those exceptions. Documentation that could be used to support expectations may include, but is not limited to; publications, licensure, certification, evidence of years of professional experience, and/or professional reputation. Examples of individuals meriting an exception and institutional justification would include:
- A faculty member who has extraordinary practical or tested experience in a field that has been validated through publication and/or public recognition (such as in creative writing, painting, music, foreign language, or other areas of performance).
 - Instances where a degree one level above the degree that students are seeking is not widely available (e.g., for instructors of certain technically, professionally, or occupationally related courses), the chief academic officer, in collaboration with the faculty, determines appropriate qualifications and applies them consistently.
 - Faculty members who possess the appropriate credentials in their discipline but who teach in related disciplines; for example, engineering faculty members teaching math or business faculty teaching economics.
 - Faculty members with extraordinary professional experience brought in to teach a single course in a professional or technical area; for example, a successful entrepreneur teaching a course on commercialization.
- 7) Responsibility for determining faculty qualifications
- Chief academic officers are ultimately responsible for ensuring the following: a) that faculty credentialing requirements are met; b) that instructors who are working toward meeting credentialing requirements are appropriately mentored and making substantial progress in their coursework; c) that exceptions to the requirements are carefully considered and justified; and d) that exceptions are reserved for a small number of uniquely qualified individuals.

The Ohio Department of Higher Education Transfer Assurance Guide (TAG), Ohio Transfer 36 (OT36), and Career-Technical Credit Transfer (C-TAG) courses may list specific requirements for faculty credentials by individual TAG, OT37, or C-TAG definition. Links to specific course requirements may be found on the ODHE website at [Transfer to Degree Guarantee | Transfer Credit Ohio](https://transfercredit.ohio.gov) (https://transfercredit.ohio.gov)

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