


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure IN_108	
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Section	Faculty Credentialing	Subject	Title: Faculty Credentialing

PURPOSE

Louisiana Delta Community College makes every effort to employ competent and qualified faculty to assure that the needs of students and programs are met, and to support the mission and goals of the College. The faculty requirements and guidelines specified by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) are utilized as a guide in hiring practices. LDCC also documents other criteria, certifications, and experience that uniquely qualify a faculty member’s ability to teach in discipline areas in which no specific guidelines are available. The purpose of this procedure is to provide information and clarification for individuals responsible for faculty selection and credentialing.

I. FACULTY SELECTION PROCESS AND CREDIT FACULTY CREDENTIALS REVIEW PROCEDURE

A. Faculty Applications

LDCC Deans and Division Chairs provide a Request to Post faculty positions to the Associate Vice Chancellor of Academic Affairs. This request is then reviewed by the Vice Chancellor of Academic Affairs who has the responsibility of recommending the posting to the Chancellor. Once the Chancellor approves the Request to Post, the Office of Human Resources is responsible for advertising vacant or new faculty positions. Once posted, the Human Resources Office provides the appropriate academic supervisor with current faculty applicant information for the identified discipline area. Faculty applicants who meet faculty credential requirements and guidelines may then be asked to meet with the academic supervisor and selection committee for an interview.

B. Faculty Interview Process

A search committee is appointed to interview qualified applicants in the discipline area. The search committee includes full-time faculty members from the college unit of the vacant faculty position in addition to other committee members. The search committee interviews each candidate and makes recommendations for job offers. The faculty interview process includes a review of official transcripts, credentials, curriculum vitae, writing sample, answers to specific questions, and a teaching demonstration, which validates command of the English language. After completion of faculty interviews and compilation of interview sheets, the search committee makes a recommendation for faculty selection, usually prioritizing the top two candidates. If references confirm the applicant’s knowledge and abilities, the Academic

Supervisor will complete the Credit Faculty Credentials Review Packet and forward recommendation to the Associate Vice Chancellor of Academic Affairs. After review, the faculty recommendations are sent to the Vice Chancellor of Academic Affairs for final recommendation and the Chancellor for final approval.

C. Completion of Credit Faculty Credentials Review Packet

Once the Selection Committee has interviewed the faculty applicant, determined suitability for the discipline, and made a recommendation, the Academic Supervisor must complete a **Faculty Credentials Review Packet**. The packet is based on faculty requirements and guidelines set forth by the College. The packet includes an official form (Credit Faculty Credentials Application) which must be completed and signed by the appropriate academic supervisor. This form establishes an initial review at the department level which includes response to specific credentialing questions, transcript analysis, oral competency, and a writing sample.

Note on Multiple Credentialing:

Faculty credentials applications may be reviewed for more than one discipline area (e.g., Credentialed for Transfer Curriculum (CTC) status in chemistry coupled with Credentialed for Non-Transfer Curriculum (CNC) status in college prep mathematics). Review and approval by each of the appropriate supervisors must be attained.

D. Credentials Review and Assessment

Upon completion of the Credit Faculty Credentials Review Packet (application, transcripts, other appropriate documentation, and writing sample) by the academic supervisor, the packet should be forwarded to the Associate Vice Chancellor of Academic Affairs for review and Vice Chancellor of Academic Affairs for review and approval.

The academic supervisor, Dean, and Associate Vice Chancellor of Academic Affairs will examine individual credentials packets for compliance with institutional guidelines. If necessary, meetings will be held to discuss any concerns or inconsistencies on assessment of individual cases. Final approval rests with the Vice Chancellor of Academic Affairs, unless faculty is credentialed as an exception (see G.).

E. Credential Approval

Approved packets will be forwarded to Human Resources to be kept on file as an official record.

F. Additional Review for Credentialed as an Exception (CE) Applications

Packets designated as credentialed as an exception will be forwarded to the Chancellor with a letter of justification for final approval. Once approved, the Chancellor's office will return packets to the Administrative Assistant for Academic Affairs for input and submission to Human Resources to be kept on file as an official record.

G. Notification of Applicant Approval

The Office of the Vice Chancellor of Academic Affairs will notify the appropriate dean and academic supervisor on the status of the applicant. Approved packets will be forwarded to

Human Resources by the Administrative Assistant for Academic Affairs as a permanent record. Final signed copies of credentials materials, including interview sheets, forms, and writing samples, will be sent to Human Resources. A copy of the final signed form will be maintained in the Office of Human Resources.

H. Faculty Position Offer

Once approved by the Academic Supervisor and the Vice-Chancellor of Academic Affairs, final consideration and approval of extending a job offer rests with the Chancellor and is executed by the Office of Human Resource.

II. FACULTY REQUIREMENTS

SACSCOC FACULTY CREDENTIAL

- Guidelines -

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

LOUISIANA DELTA COMMUNITY COLLEGE

Faculty Credential Guidelines

Louisiana Delta Community College strives to employ competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of all faculties, LDCC gives primary consideration to the highest earned degree in the discipline in accordance with College guidelines. The College also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, diplomas and certificates in the teaching area, related teaching experience, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. The qualifications for faculty teaching full-time, adjunct, or in dual-credit courses at Louisiana Delta Community College are the same.

The faculty credentials listed below are intended as guidelines. There are some areas in which the guidelines may not be clearly defined, and it is in these areas where definitive criteria are lacking that common sense must be carefully and judiciously applied. The appropriate Dean approves the files of potential instructors and submits them to the Associate Vice Chancellor of Academic Affairs for review and the Vice Chancellor of Academic Affairs for approval. The Vice

Chancellor of Academic Affairs is charged with the responsibility to see that LDCC faculty meet credentialing guidelines.

- **Transfer General Education Courses** - Faculty teaching general education courses at the undergraduate level designed for transfer: doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- **Non-transfer General Education Courses** - Faculty teaching general education courses not designed for transfer to the baccalaureate degree and that apply only to technical diploma and/or associate in applied science degrees (AAS): bachelor's degree in the teaching discipline or a related discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- **Transfer Non-General Education** - Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- **Non-Transfer Non-General Education Courses** - Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree in professional, occupational, and technical areas: Bachelor's degree in the teaching discipline or associate degree in the teaching discipline or a related discipline coupled with work experience and demonstrated competencies in the teaching discipline.
- **Professional, Occupational, and Technical Education Courses (Technical Diploma or Certificate)** - The desired minimum academic degree for faculty teaching in professional, occupational and technical areas is a credential at the same level at which the faculty member is teaching. Technical Diploma or Certificate occupational courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. Some courses may require faculty with an associate's degree or beyond with little or no work experience. Others may require little formal education beyond high school, but with a minimum of three years' work experience appropriate to the area of training and any required licensure or certificate.
- **Developmental Education Courses** - Faculty members who teach developmental courses must hold a minimum of a bachelor's degree from an accredited institution in a discipline related to their teaching assignment or a bachelor's degree with a concentration of 12 hours in the discipline, and either classroom experience in a discipline related to their teaching assignment or training in the remedial education course being taught.

NOTE: In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic preparation. Any such exception will be justified and documented fully on an individual basis.

Documentation of Official Transcripts - It is the responsibility of each faculty member to submit official transcripts from each institution of higher education attended. The official transcript should be sent directly to the Dean of the school for which application is made. The Vice Chancellor of Academic Affairs is charged with the responsibility to insure that LDCC faculty meet credentialing guidelines as outlined in this policy. The official transcripts will be housed in the College Human Resources Office to become a part of the permanent personnel file.

This requirement applies to all faculty, whether full-time or part-time. A copy of the transcript may be used for initial credential review, but the official transcripts must be on file before the end of the first semester for continued employment.

Oral and Written Proficiency - All candidates for full-time or part-time teaching positions must demonstrate written and oral proficiency in the English language. Written proficiency will be demonstrated by writing a paragraph on a topic related to the teaching position. Oral proficiency will be demonstrated by an interview with the prospective supervisory and/or the search committee.