



## ADMINISTRATIVE POLICY FACULTY CREDENTIALING

*This policy pertains to employees.*

The purpose of faculty credentialing is to assure the students and community that faculty hired possess appropriate academic credentials, certifications/licensure, occupational experience, and subject matter expertise to teach their assigned courses, promote high quality programs and position students for success.

All faculty teaching Fox Valley Technical College (FVTC) degree-level or Adult Education courses will meet the minimum credentials and qualifications in this policy. All FVTC employees authorized to extend offers of employment to, and/or specify teaching assignments for faculty will abide by this policy. Those individuals who are serving on search committees for faculty will also work within the parameters of this policy.

### **Faculty Credential Qualifications**

Faculty qualifications specific to each program are determined by Instructional Leaders and program faculty. Qualifications are outlined in all faculty job descriptions. Instructional Leaders review and update the job descriptions before a faculty position is posted. All job postings will at a minimum meet the requirements of Faculty Quality Assurance System (FQAS) and the faculty qualification requirements of the Higher Learning Commission (HLC).

At the time of hire, faculty will demonstrate completion of the required academic credentials, licenses or certifications specified in the job posting or equivalent combination of experience.

Specific to faculty hired to teach general education courses, faculty shall hold a master's degree or higher, preferably in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, it is preferable that the faculty member have completed the equivalent of 18 or more graduate credit hours in the discipline or subfield in which they teach. The Instructional Leader may consider related/equivalent coursework, Department of Public Instruction credentials, occupational experience and subject matter expertise when evaluating faculty qualifications. (The applicant must supply an official transcript and may need to supply course descriptions and/or syllabi of related/relevant coursework to demonstrate its equivalency.)

### **Faculty Quality Assurance System**

Faculty employed by FVTC teaching credit courses (Aid Codes 10, 20, 30, 31, and 32), Adult Education (Aid Codes 70), and Apprenticeship (Aid Code 50) will meet the required qualifications of the Wisconsin Technical College System's (WTCS) Faculty Quality Assurance System (FQAS) as outlined in [WI Statute Chapter TCS3](#).

### **Special Circumstances**

In situations where an individual who does not meet the minimum qualifications, the President or designee can grant an exception to the qualification. Human Resources, in conjunction with the

Instructional Leader, will determine the timeframe in which the employee must meet minimum qualification(s) and will document the exception. Acceptable special circumstances include:

- a) **Emergency staffing situations** – defined as a one-time, unforeseen vacancy that has occurred and no minimally qualified instructor available. (Situations could include, but are not limited to, sickness, death, unanticipated resignation, etc.)
- b) **Pending credentials** – defined as a candidate who is in the process of beginning or obtaining certifications, degrees, and/or further training.
- c) **Need for special expertise** – defined as an instructor utilized in specialized training who has experience and specialized certifications (i.e. OSHA, Train the Trainer, Lean Trainer, Taser Training, etc.).
- d) **Renowned qualifications of candidates** – defined as a candidate who has extensive experience and qualifications in the content area.
- e) **Emerging fields** – defined as a content area too new for advanced degrees to be available as qualifying factor.
- f) **Lack of available candidates** – defined as a candidate pool too small to obtain candidates with minimum qualifications.

In a situation where the College has approved the special circumstances, but as a condition of employment is requiring the faculty member to work towards satisfaction of this policy, the faculty member's failure to progress toward satisfaction of the requirement will disqualify the faculty member from additional compensation opportunities in the first instance of non-compliance in a fiscal year and, if such non-compliance extends to a second fiscal year, may disqualify the faculty member from future employment with the College, including, but not limited to, non-renewal of the faculty contract.

**Authorities:** Wisconsin Administrative Code, Chapter TCS 3 – Certification of Personnel Requirements and Procedures, and the Higher Learning Commission (HLC) Policy: Assumed Practices (November 2023).

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