# Faculty Credentialing Policy

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| **POLICY:** Faculty Credentialing | | | |
| **POLICY NUMBER:** | 600.03.01 | **CUSTODIAN:** | Academic Dean |
| **APV'D DATE:** | 10/26/2021 | | |
| **EFFECTIVE DATE:** | 7/21/2020 | **REVIEW DATE:** | Oct 2021 |
| **REFERENCES:** | | | |
| Determining Qualified Faculty Through HLC's Criteria forAccreditation and Assumed Practices (March 2016 Publication), TribalEminence, Personnel Files Policy | | | |

**Part 1. Policy Background and Purpose**

This policy establishes employment criteria for all White Earth Tribal and Community College (WETCC) faculty including adjuncts.

**Part 2. Definitions**

College Faculty Credentialing: The process for evaluating an individual's education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses.

Credential Field: A defined area of knowledge and skill that is specifically related to a program, service, or academic discipline, and for which system-established minimum qualifications are created.

General Education Credits: The 40+ credits defined by the MnTC within the ten goal areas required for a 2-year degree.

Higher Learning Commission (HLC): The accrediting body for WETCC

Minimum Qualifications: The minimum requirements used to evaluate the credentials of potential college faculty. The minimum qualifications shall include educational requirements as well as teaching and learning competency requirements. They may also include related occupational experience, state and/or national industry licensure/certification, or other requirements as appropriate for each credential field.

Tested Experience: includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which a faculty member will be teaching. The value of tested experience depends upon the relevance of the individual faculty member's experience both to the degree level and to the specific content of the course being taught.

Tribal Eminence: The process by which the tribal community recognizes proficiency in culture, language, and history, granting the certifications necessary to teach.

MnTC: Acronym for Minnesota Transfer Curriculum which is defined by Minnesota State Colleges and Universities (MNSCU)

## Part 3. Responsibility

The Academic Dean reviews credentials, including alternative credentials/tribal eminence, tested experience, and justification documentation, and determines if minimum requirements for credentialing are met.

The Academic Dean will complete the *Credential Evaluation Form* to ensure compliance. If the applicant does not meet the required educational or alternative qualifications, they will be notified of the decision not to hire. All documentation will be placed in the academic personnel file.

## Part 4. Policy

WETCC is committed to hiring qualified faculty who have knowledge in their respective disciplines. WETCC follows the guidelines that are established by the HLC. All faculty members must meet the minimum qualifications or have tested experience to teach in their respective fields.

### Faculty Credentialing

The credentialing process for faculty requires the evaluation of an individual's education and/or experience, assuring compliance with minimum qualifications for individuals to teach.

### Minimum Qualifications for Full-Time and Adjunct Faculty

The minimum qualifications for a faculty member teaching college credit courses as part of the general education requirements toward an associate degree program are:

- A master's degree in the teaching discipline or assigned field

-OR-

- A master's degree in any field PLUS 18+ graduate semester credits in the assigned field.

-OR-

- Appropriate alternate credentialing as outlined below.

The minimum qualifications for a faculty member teaching college credit courses as part of career and technical education college-level certificate programs must hold a bachelor's degree in the field and/or a combination of education, training, and tested experience.

**Alternative Credentials/Tribal Eminence**
Faculty members may have the experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. This may be particularly true in the areas of Ojibwe Language, Ojibwe Arts, and Native American Studies. In these cases, the applicant must present a portfolio that demonstrates proficiency in their field of study.

WETCC will also consider tribal eminence, community expert status granted by the College based upon competency in a field of study, national accreditations, professional licensures and/or certificates, honors and awards that demonstrate an individual's teaching excellence, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

**Tested Experience**
Tested experience may substitute for an earned credential or portions thereof. WETCC will determine if a faculty member is qualified based on documented tested experience. The Academic Dean will maintain a rubric outlining the necessary criteria that must be met in order to determine minimum qualifications.

**Faculty Assignments**

Full-time faculty members may be assigned work outside of their assigned field under the following circumstances:

- It is determined that they possess the educational and/or occupational experience appropriate to the assignment
- The assignment is essential to meet expected and/or sudden faculty staffing needs.
- Additional work is required to provide a full workload or is necessary to meet other employment contract obligations.