



AP 7211 Minimum Qualifications and Equivalencies

References:

- ORS 341.535
- OAR 589-008-0100 (Personnel Policies)
- RCC Hiring Excellence Guide

Minimum Qualifications – Instructors

Instructors shall meet minimum qualifications identified below as well as those established by the Northwest Commission on Colleges and Universities (NWCCU). Instructor qualifications specified here do not apply to Community Education, Apprenticeship, American Heart Association, Truck Driving Education or Continuing Education instructors. Instructor qualification for these courses are determined by the applicable department Program Director.

1. Instructor qualifications are recommended by the full-time faculty in the discipline or department and approved by the administration. Instructor Qualifications should generally align with the criteria listed below in 2, 3 and 4; however, departments may recommend specific, alternative, or additional, qualifications (such as identification of degrees within the subject and related areas, professional registration, government certification, familiarity with special equipment or software).
2. Lower Division Collegiate (LDC) and English Language Acquisition (ELA) instructors shall meet one of the following sets of criteria as recommended by the appropriate department:
 - a. hold a master's degree in the subject area, or
 - b. hold a master's degree in a related area and have completed at least 24-30 quarter hours of graduate credit in the subject area, or
 - c. have a high level of demonstrable competency gained through a combination of study, teaching experience, and/or professional performance in the subject area and/or have the qualifications set by the licensing or accrediting organization for the subject area.
3. Career and Technical Education (CTE) instructors shall meet one of the following sets of criteria as recommended by the appropriate department:
 - a. hold a master's degree in the subject area and have a minimum of three years of relevant full-time non-teaching experience, or
 - b. hold a master's degree in a related area and have completed at least 24-30 quarter hours or equivalent semester hours or equivalent semester hours of upper division credit in the subject area) and have a minimum of three years of relevant full-time non-teaching experience, or

- c. hold a bachelor's degree in the subject area and have a minimum of four years of relevant full-time non-teaching experience, or
 - d. hold a bachelor's degree in a related area and have completed at least 24-30 quarter hours or equivalent semester hours of upper division credit in the subject area) and have a minimum of four years of relevant full-time non-teaching experience, or
 - e. hold an associates' degree in a career or technical field or in the subject area, whichever is more appropriate, and have a minimum of five years of relevant full-time non-teaching experience, or
 - f. have a high level of demonstrable competency, hold appropriate industry-based certifications and have a minimum of five years of relevant full-time non-teaching experience. (Competency can be gained through a combination of study, teaching experience, professional performance in the subject area, or qualifications set by the licensing or accrediting organization for the subject area.)
4. For courses not covered in 2 and 3 (e.g., ABE courses and courses numbered less than 100), instructors shall meet one of the following sets of criteria as recommended by the appropriate department:
 - a. hold a master's degree in an appropriate subject area, e.g., developmental education, education with k-12 certification, special education, adult education, reading, mathematics, or English, or
 - b. hold a bachelor's degree in an appropriate subject area, e.g., developmental education, special education, adult education, reading, mathematics, or English, or
 - c. have a high level of demonstrable competency, hold appropriate industry-based certifications and have a minimum of five years of relevant full-time experience. (Competency can be gained through a combination of study, teaching experience, professional performance in the subject area, or qualifications set by the licensing or accrediting organization for the subject area.)
5. Instructors shall have earned required academic credentials at a regionally accredited (at the time of their graduation) US institution or a foreign institution having the equivalent of regional accreditation. Instructors with credentials from other countries will have their transcripts evaluated by agencies that have good standing with the National Association of Credential Evaluation Services to establish fulfillment of this standard.
6. An instructor who was approved under a prior version of the Instructor Qualifications will remain qualified, provided they have taught at least one course in the subject area for RCC each academic year since approval and participates in an approved professional development plan. All instructors teaching new courses, assuming new teaching assignments in another department, or moving



from part-time to full-time status must be qualified under the most recent standards.

7. If current professional registration, government licensure, certifications, or familiarity with special equipment, processes, or computer software are required, all instructors must continue to maintain such credentials.
8. Provisional approval may be granted by the President or designee for instructors who do not meet the published qualification. Once granted, provisional approval will apply for up to one year, and may be renewed following a review. Provisional approval is not intended for long term use to replace required instructor qualifications. Provisional approval is intended for use in, but not limited to, demonstrated short term inability to secure a quality instructor, during completion of an approved professional development plan, or emergent situations where an instructor must be replaced. A provisional approval may be granted for an instructor 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 instructor would then not be able to teach at the college in that discipline or field.
9. Instructors teaching Dual Credit and Enhanced Options classes in secondary institutions have to meet the same minimum qualifications as above consistent with OAR 589-007-0200 or may be approved under Sponsored Dual Credit procedures.
10. Established minimum qualifications for faculty credentials shall be reviewed at least every 3-4 years by instructors in the discipline.
Departments shall ensure the most current criteria for instructor credentials is posted online on the College website.

Determination of Equivalencies – Instructors

The following procedure is to be used to determine when an applicant for an instructional faculty position, although lacking the exact degree or experience, specified in the established minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All instructional faculty position announcements will state the required qualifications, including the possibility of meeting the equivalent of the required degree or experience if applicable.



Rogue Community College will ask applicants for instructional faculty positions to state whether they meet the minimum qualifications or whether they believe they meet the equivalent, via the Faculty Credentials Certification Form. Those claiming equivalency will be required to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The Dean and Department Chair shall perform an initial review of equivalency prior to forwarding the Faculty Credentials Form to the Vice President of Instruction. The Vice President of Instruction shall send their decisions concerning equivalency and non-equivalency to the President for approval prior to the applicant being issued a conditional offer of employment.

Minimum Qualifications and Equivalencies – Non-instructor Positions

All position announcements will state the required qualifications, including the possibility of meeting the equivalent of the required degree or experience if applicable.

Rogue Community College will ask applicants for employment to state whether they meet the minimum qualifications or whether they believe they meet the equivalent via the application form. Those claiming equivalency will be required to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The applicable hiring manager and/or search committee chair shall perform an initial review of equivalency prior to forwarding the application information to the Chief Human Resources Officer. The Chief Human Resources Officer shall send their decisions concerning equivalency and non-equivalency to the hiring manager and/or search committee chair prior to the applicant being issued a conditional offer of employment.

Rescinds Policy and Procedure Numbers: VI.B.010, AP-107

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