



AP 7211 Minimum Qualifications and Equivalencies for Instructional Faculty

References:

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

Minimum Qualifications – Instructional Faculty

Definitions:

Demonstrable Competency:

Equivalency gained through a combination of study, teaching experience, and/or professional performance in the subject area.

Departmental Standards for Instructor Qualifications:

The form used to codify department-specific standards for minimum qualifications (i.e., when approving through Demonstrable Competency) when recommending alternative or additional faculty qualifications, including but not limited to:

- identification of degrees within the subject and related areas;
- determination of consideration of degrees in Education or Curriculum and Instruction;
- professional and/or government certifications/registrations;
- alignment to minimum qualifications set by the licensing or accrediting organization for the subject area; or
- familiarity with special equipment or software.

Faculty Qualifications Credentials Form:

Documentation that an individual's qualifications have been approved by administration (whether through Rules 2, 3, or 4; or comparison to the department-specific standards described in the Departmental Standards for Instructor Qualifications). Completed Faculty Qualifications Credential Forms will be kept within the personnel files of respective faculty.

Procedure:

Instructor qualifications are recommended by full-time faculty in the discipline or department and approved by the administration. Administration will only approve recommended qualifications that meet 1) minimum qualifications identified by the Oregon Administrative Rules (OAR 589-008-0100), 2) relevant program accreditation standards, and 3) the standards set forth by the Northwest Commission on Colleges and Universities (NWCCU).

Instructor qualifications specified here do not apply to Community & Workforce Training, Apprenticeship, American Heart Association, Truck Driving Education. Instructor qualifications for these courses are determined by the applicable department Program Director.



The following rules shall be used to recommend instructor qualifications for approval by administration:

1. Instructor qualifications should generally align with the criteria listed below in rules 2, 3 and 4. However, when the *Demonstrable Competency* clause is used in rules 2, 3, or 4, the criteria for specific teaching assignments (codified in the *Departmental Standards for Instructor Qualifications* for the relevant department) must be met. This rule is intended to ensure a fair and objective process for determining when an applicant/instructor has requisite qualifications for specific instructional assignments. It is not intended to grant waivers for rules 2, 3, or 4 due to an individual's lack of required qualifications, but instead to determine when specific contexts should recognize distinct qualifications or expertise.
2. Lower Division Collegiate (LDC) instructors shall meet one of the following sets of criteria:
 - a. hold a master's degree (or higher) in the subject area, or
 - b. hold a master's degree in a related area; and have completed the equivalent of at least 24 quarter hours of graduate credit in the subject area, or
 - c. have a high level of *Demonstrable Competency*.
3. Career and Technical Education (CTE) instructors shall meet one of the following sets of criteria:
 - d. hold a master's degree in the subject area; and have a minimum of three years of relevant full-time non-teaching experience; or
 - e. hold a master's degree in a related area; have completed the equivalent of at least 24 quarter hours of upper division credit in the subject area; and have a minimum of three years of relevant full-time non-teaching experience; or
 - f. hold a bachelor's degree in the subject area; and have a minimum of four years of relevant full-time non-teaching experience; or
 - g. hold a bachelor's degree in a related area; have completed the equivalent of at least 24 quarter hours of upper division credit in the subject area; and have a minimum of four years of relevant full-time non-teaching experience; or
 - h. 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
 - i. have a high level of *Demonstrable Competency*.
4. For courses not covered in 2 and 3 (e.g., Pre-College courses and courses numbered less than 100), instructors shall meet one of the following sets of criteria:
 - j. hold a bachelor's degree in an appropriate subject area (e.g., developmental education, special education, adult education, reading, mathematics, or English); or
 - k. have a high level of *Demonstrable Competency*.

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. Instructors teaching Dual Credit 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.
9. Established minimum qualifications (codified in *Departmental Standards for Instructor 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, and any alternative qualifications are outlined in the *Departmental Standards for Instructor Qualifications*.

All instructional and non-instructional instructor 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/instructors for 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 demonstrable competency 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 demonstrable competency at the time of application.

For applicants, the applicable hiring manager and/or search committee chair shall perform an initial review of demonstrable competency prior to forwarding the application information to Human Resources. Human Resources shall initiate the *Faculty Qualification Credentials Form*, which is routed to the Department Chair and/or Director, and then to the Dean for review and recommendation to the Chief Academic Officer (VP of Student Learning & Success). The Chief Academic Officer shall send their decision concerning demonstrable competency to the Human Resources department, prior to the applicant being issued a conditional offer of employment.

For existing instructors, the Department Chair and/or Director initiates the *Faculty Qualification Credentials Form*, which is sent to the Dean for review and recommendation to the Chief Academic Officer (VP of Student Learning & Success). The Chief Academic Officer shall send their decision concerning demonstrable competency to Human Resources, prior to the updated Faculty Qualification Credentials Form being replaced in the instructor's personnel file.

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

Approved: August 13, 2020

Revised: November 1, 2024

https://oregon.public.law/rules/oar_589-008-0100

NWCCU:

2.F.3 Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.