

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 1 of 6
Primary Policy: IP 6120 Faculty Credentialing	
Associated Policies: IP 6710 Faculty Rights and Responsibilities; GAP 1200 Equal Opportunity; BP 0120 Accreditation Status; GAP 1160 Institutional Review Board	
Associated Regulations: PR 4170 College Hiring Procedure; GAR 1140 Institutional Effectiveness	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College and the Board of Trustees employ competent faculty qualified to accomplish the mission and goals of the College with appropriate credentials from a regionally accredited institution for their position. The college ensures full compliance with the Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2. *“All instructors are appropriately qualified, including those in dual credit, contractual, and consortia programs.”*

In hiring full-time and adjunct faculty members, the academic leadership of the College gives primary consideration to the highest earned degree in the teaching discipline. To be considered for employment as a faculty member of the college, the minimum credential requirements must be met. The college 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 college is responsible for justifying and documenting the qualifications of its faculty. Three Rivers College gives primary consideration to the earned degree in a teaching discipline, but recognizes occasional exceptions that require further justification. Based on the Higher Learning Commission Criteria 3, Teaching and Learning, the college has developed two pathways by which a faculty member may be credentialed. These two pathways are:

- Academic Credentialing based on graduate hours and earned academic degrees in discipline,
- Evidentiary Credentialing based on “tested experience.”

Evidence-Based Credentialing

Three Rivers College gives primary consideration to the earned degree in a teaching discipline and then the number of graduate hours in a teaching discipline. For career and technical education, there may be instances whereby credentialing a faculty member through other means

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 2 of 6
Primary Policy: IP 6120 Faculty Credentialing	
Associated Policies: IP 6710 Faculty Rights and Responsibilities; GAP 1200 Equal Opportunity; BP 0120 Accreditation Status; GAP 1160 Institutional Review Board	
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is necessary. In these instances, appropriate certificates and certification in the field in which they are teaching and verification of five thousand (5000) hours of related occupational experience obtained within the most recent ten (10) years in the subject matter to be taught or a state teaching certification in the area to be taught.

Evidence must be provided that documents the following:

Appropriate degrees and work experience must be documented in the following ways:

1. Degree(s) and/or graduate hours in the Teaching Discipline(s): Bachelors, Masters, or Doctorate degree in an appropriate teaching or related discipline.
2. Licenses and Certifications: Current appropriate licensure(s) or certifications in the discipline where applicable.
3. Tested Experience: Five (5000) thousand hours of related occupational experience in the past ten (10) years. Documentation should verify responsibilities and/or technical knowledge demonstrating knowledge base.

Additional scholarly activity may include:

- Honors and Awards: One state, national or international non-teaching honor and/or award related to the appropriate discipline within the last five years.
- Publications, Presented Papers, and Visual and Performing Arts Activities: A record within the last five years of peer-reviewed, refereed or invited publications; presented papers, exhibitions, performances or other juried creative activities at the state, national or international level; this record will display equivalence to the five year record of a tenure track faculty member relevant to the discipline to be taught.
- Other Demonstrated Competencies and Achievements that Contribute to Effective Teaching and Student Learning Outcomes: Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; or co-author of textbook and/or other pedagogical materials; or continued professional education (CPE) in the discipline; or

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 3 of 6
Primary Policy: IP 6120 Faculty Credentialing	
Associated Policies: IP 6710 Faculty Rights and Responsibilities; GAP 1200 Equal Opportunity; BP 0120 Accreditation Status; GAP 1160 Institutional Review Board	
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work funded external grants; or supervision of graduate student research; or industry engagement related to the discipline (consulting, training, audit or external reviews); or a record of continuous significant student achievement in the discipline

In rare cases, when none of the aforementioned scenarios is adequate for establishing alternative credentialing, faculty may establish standard alternate credentials based on a written narrative identifying the highest degree earned and other credentials that align with the course objectives for an assigned course. This method requires judicious consideration of documentation that qualifies a faculty member to teach a given course.

Responsibilities for Certification of Faculty Credentials

Faculty credentials are verified fall, spring, and summer semesters prior to the first day of the semester. In cases of emergency hires, the initial credentialing of the faculty member may be completed using unofficial transcripts at the discretion of the Chief Academic Officer. In such emergency cases, the credentialing process herein described must be completed within 60 days of the faculty member being scheduled for courses.

Responsibilities for the Certification of Credentials:

Role of the Faculty Member or Applicant for a Faculty Position

Each faculty member or applicant for a faculty position is responsible for requesting the official transcript(s) for all colleges attended and providing copies of necessary licensure. After initial certification has been approved, the faculty member is responsible for maintaining the currency of their official transcripts if new course work is accomplished and for providing current licensure documentation when the license and/or certificate is renewed. Updated transcripts should be provided at the end of each semester in which additional education is obtained and updated licenses and/or certificates shall be submitted within 30 days of renewal. The transcript(s) should be submitted to the Office of the Chief Academic Officer, may not be marked "issued to student" and must be sent directly from the institution to the Office of the Chief Academic Officer.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 4 of 6
Primary Policy: IP 6120 Faculty Credentialing	
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- If documentation is required in addition to the official transcript(s), the applicant or faculty member is required to submit said additional documentation upon request. A curriculum vitae or resume is not sufficient documentation.
- Faculty members teaching in disciplines that require licensure and/or certifications must acquire and maintain documentation of those credentials to be placed in the Office of Human Resources and in the electronic credentialing system. It is the responsibility of the faculty member to both maintain proper and current licensure and/or certification, and to provide documentation of such licensure and/or certification upon completion and prior to expiration in a timely manner.

Failure to maintain current licensure and/or transcript currency may result in disciplinary action including the loss of teaching privileges.

Role of the Department Chair

The Department Chair is responsible for completing and submitting the Faculty Qualification Form along with supporting documentation, updating it as normal in a particular teaching discipline as it evolves, and if additional credit hours or another degree is obtained. Additionally, the Department Chair ensures that the electronic Faculty Credential file is maintained and current.

As part of the hiring process, the Department Chair is responsible for validating the credentials of the faculty member and verifying that the credentials are consistent with policy IP 6120 Faculty Credentialing.

Role of the Chief Academic Officer

The Chief Academic Officer is responsible for reviewing and approving the credentials of the faculty member to teach each course assigned. Approval shall be based upon the criteria specified in the college's policy IP 6120 Faculty Credentialing Policy. If questions and/or concerns arise regarding credentials, the certification record may be rejected and returned with notes

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 5 of 6
Primary Policy: IP 6120 Faculty Credentialing	
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regarding the rejection to the Department Chair for further review and re-certification. The entire process shall be completed prior to the 1st day of the semester for new faculty and faculty with new course assignments.

The Chief Academic Officer is responsible for the ensuring the Department Chairs adhere to the policy set forth in policy IP 6120 Faculty Credentialing and the processes set forth herein. In the rare instance that an issue of non-compliance is determined, it is the responsibility of the Chief Academic Officer and/or the Department Chair to find an appropriately credentialed instructor or cancel the course.

Once credentials are verified and approved, the Faculty Qualification Form is signed and dated and submitted to the Office of the President, along with complete supporting documents, for final review. Once approved for hire, the official faculty records and hiring information are housed in the Office of Human Resources.

Role of the President

Once the certification record is completed, approved, and signed by the Department Chair and Chief Academic Officer, the President shall review the Faculty Qualification Form and either initial or return to the Chief Academic Officer for re-evaluation; if approved, the application is complete.

Faculty Credentialing Process Completion

All electronic faculty credentialing documents and the printed credentialing certificate from the credentialing module in Strategic Planning Online (SPOL) are sent to the Office of Human Resources to be included in the official faculty file. The electronic copies of faculty curriculum vitas, licenses, certificates, as well as related experiential documentation, the faculty credentialing certification, and semester teaching roster are contained and maintained in the electronic SPOL Credentialing Module.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 6 of 6
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DOCUMENT HISTORY:

06-21-2017: Initial approval of regulation IR 6120 Faculty Credentialing.