



**POLICY TITLE**  
Faculty Qualifications

**POLICY NUMBER**  
1-4750

<b>Responsible Office:</b> <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	<b>Effective Date:</b> 10/7/2019
<b>Responsible Official:</b> <i>Vice Chancellor for Academic and Student Affairs</i>	<b>Last Reviewed Date:</b> 4/16/2015
<b>Policy Classification:</b> <i>Academic Affairs</i>	<b>Origination Date:</b> 4/16/2015

**I. POLICY STATEMENT**

Baton Rouge Community College (BRCC) has established minimum qualifications for faculty to teach credit-earning courses. Qualifications considered include academic credentials, professional licensure and certifications related to teaching assignments, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching.

**II. POLICY RATIONALE AND SCOPE**

To achieve the mission of BRCC, ensure the quality and integrity of its educational programs, and uphold the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), BRCC hires faculty with the highest overall qualifications available to instruct students in the content of courses offered to support its educational programs and justifies and documents the qualifications of faculty teaching credit-earning transferable and non-transferable courses, wherever the course is offered and however delivered.

**III. POLICY AUDIENCE**

All full-time and part-time (adjunct) faculty must meet the minimum requirements established by BRCC to teach courses in each discipline. This policy applies to department chairs, program managers, deans, the Vice Chancellor for Academic and Student Affairs (VCASA), and any other individual involved in the review and approval of faculty qualifications.

**IV. POLICY COMPLIANCE**

Failure to follow this policy compromises the quality and integrity of BRCC's programs, hinders achievement of the mission, and jeopardizes institutional accreditation.



## V. POLICY DEFINITIONS

Academic credential: refers to the diploma(s) and/or degree(s) earned in an individual's academic career.

Educational program: certificate, diploma, or degree program offered for credit

Non-transferable course: refers to a course and/or discipline not offered, and thus would not be transcribed, by a four-year college or university. Generally refers to major courses supporting programs that prepare students to enter the workforce upon completion (e.g., certificates, technical diplomas, and associate of applied science degrees).

Transferable course: refers to a course that is intended for acceptance by another post-secondary institution. Generally refers to BRCC courses that appear in the Board of Regents' Master Course Articulation Matrix and/or to those for which BRCC has documented equivalency with a four-year college or university.

## VI. POLICY IMPLEMENTATION PROCEDURES

Department chairs or program managers (in the case of programs that are not led by a department chair) and deans determine the minimum requirements for teaching courses in each discipline in their respective areas. As new courses are added to the curriculum inventory, the qualifications for teaching the course are included in the proposal documents reviewed by the Faculty Senate Committee for Courses and Curricula. These minimum qualifications are reviewed and approved by the VCASA and entered in BRCC's *Faculty Qualifications for Teaching Credit-earning Courses Table*.

The minimum requirements for teaching courses are included in published advertisements/announcements of available faculty positions at BRCC. When the best candidate available is identified for hire, the department chair/program manager and dean complete a Faculty Credentials Verification Form and a Faculty Roster document.

### Faculty Qualifications for Teaching Credit Earning Transferable Courses

For general education courses, there is often a direct correspondence between the graduate courses or degree on the transcript of a faculty member or applicant and the discipline to be taught. To ensure the transferability of general education courses and associate degree courses designed to transfer to four-year colleges or universities, BRCC typically requires the faculty member/applicant to possess a minimum of a master's degree and 18 graduate semester hours in the teaching discipline. For graduate credits in a discipline that does not represent a perfect match to the discipline to be taught, BRCC follows the best practice of judicious application of professional judgment in making the case for teaching, documenting and including faculty qualifications in reports submitted to SACSCOC.

### Faculty Qualifications for Teaching Credit Earning Non-transferable Courses

Judicious application of professional judgment describes the process of establishing minimum requirements for teaching non-transferable courses. For major courses in disciplines that prepare students with knowledge, skills, and abilities for entering the workforce, academic credentials may or may not be available at the graduate level. Depending on the course discipline, programmatic accreditation requirements, and the nature of the program (technical vs. non-technical), professional licensure and certifications and work experience are the best indicators of suitability for teaching.

## **VII. POLICY RELATED INFORMATION**

SACSCOC Guidelines, Faculty Credentials (April 2018), available at

<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>.

SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, Resource Manual, available at <http://www.sacscoc.org/pdf/2018%20POA%20Resource%20Manual.pdf>.

Faculty Qualifications Signature Page and Faculty Roster Form

*BRCC Faculty Qualifications for Teaching Credit-Earning Courses Table*

## **VIII. POLICY EXCEPTION**

This policy does not apply to individuals that teach non-credit courses.

## **IX. POLICY HISTORY AND REVIEW CYCLE**

This policy supersedes and represents a significant revision to BRCC's Academic Affairs policy 1.4750, Faculty Credentials, approved April 16, 2015. This revision is subject to review three years from the effective date, which is the date on which it has been signed by BRCC's Chancellor.

## **X. POLICY URL**

This policy may be accessed on the BRCC website, at [www.mybrcc.edu](http://www.mybrcc.edu).

## **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Willie E. Smith, Sr., Ed.D.  
Interim Chancellor

10/07/2019

*Effective Date of Policy*