

Adjunct Faculty Qualifications Tiered Approach – Revised 10/2022

This is a guide for ensuring that properly qualified instructors populate Black Hawk College classrooms. Every decision strives to meet the highest level of qualifications as outlined below. Employee qualifications and credentials are a critical foundation for student success and academic rigor. Qualified faculty must teach class sections taught within the discipline. Faculty qualifications in the academic discipline are defined as (1) Master's or Doctorate degree qualified, (2) Professionally qualified, or as (3) Exceptions.

Notes

- Adjunct faculty are qualified if they meet the qualification level as defined by the *Minimum Competency Levels for FT Faculty Positions in District #503* document.
- All faculty qualifications must be validated with original transcripts, certificates, and/ or related written documentation which clearly states the qualification. A copy of transcripts must be included in HR personnel file.
- All transfer/transfer dual courses must meet the qualification standards of (1) Master's or Doctorate degree qualifications.
- Career/dual career courses must meet (1) Master's or Doctorate degree qualified, (2) Professionally qualified, or (3) Exceptions qualifications.

(1) Master's or Doctorate Degree Qualified

A Master's or Doctorate Degree Qualified faculty member meets *at least one* of the following criteria (official transcripts/documentation must be provided by the certificate granting institution):

1. Doctorate in teaching discipline.
2. Juris Doctorate- Qualified to teach law courses.
3. Medical doctorate – Qualified to teach medical classes.
4. Master's degree in teaching discipline.
5. Related or out-of-field master's or doctorate degree with 18 semester/27 quarter credit hours in the discipline at the graduate level.
6. Related or out-of-field master's or doctorate degree with documentation in two or more of the following areas:
 - a. In-discipline professional certification (national, regional, or state).
 - b. In-discipline professional employment- provide a minimum of 2000 hours of documented experience from the employer.
 - c. In-discipline research, publication, or teaching excellence.
 - d. Relevant additional training equivalent to 18 semester/27 quarter credit hours of CEU's, military training, vendor training, etc.

(2) Professionally Qualified (CANNOT teach Arts and Science transfer)

A Professionally Qualified faculty member possesses a bachelor's degree in the teaching field with documentation in two or more of the following areas (documentation must be provided by the institution):

1. Professional certification (national, regional, or state).
2. In- discipline professional employment of 2000 hours.

3. In- discipline research, publication or teaching excellence.
4. Relevant additional coursework beyond the bachelor's degree equivalent to 18 semester/27 quarter credit hours or equivalent subject matter coursework, CEU's military training, vendor training, etc.

(3) Exceptions

- In consultation with the Dean, exceptions in certain cases will be considered. The Department Chair should provide an explanation of qualifications for faculty who do not meet the criteria for Master's or Doctorate Degree Qualified or Professionally Qualified. The percentage of faculty teaching with exceptions in a given department should not exceed 10%.

(4) Developmental Courses

- ENG/REA developmental courses must meet (1) Master's or Doctorate degree qualified, (2) Professionally qualified, or (3) Exceptions qualifications.
- MATH developmental courses must meet (1) Bachelor's degree in Mathematics, Master of Mathematics Education (secondary level or higher), or Statistics, (2) Bachelor degree in Natural Science that includes mathematics coursework up through Calculus II, or (3) An out-of-field Master's degree with Mathematics coursework up through Calculus II.