

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Hiring Practices and Procedures</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 602.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 8, 1994; March 24, 2005; State Board of Education Resolution; Code of Alabama 16-60-11.4 and 16-60- 111.7; revised May 25, 2006</b>
<b>CROSS REFERENCE</b>	<b>Policy 203.02 and 204.01</b>

Vacancies in Presidential, full-time faculty, and other full-time administrative and supervisory positions, regardless of whether the position is shown on Salary Schedules A, B, C, or D, shall be filled according to the practices and procedures set out in The Alabama Community College System Uniform Guidelines.

(July 2006)

**GUIDELINES FOR POLICY**

**602.02: HIRING PRACTICES AND PROCEDURES**

- I. The President (or designee) of each institution shall post notices of all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules. The vacancy notice shall be posted in an area in plain view at each institution's main campus and all instructional sites at least fourteen (14) calendar days before the position is to be filled. These posting requirements shall not be implemented to alter, abridge, or replace practices and procedures set out in the Uniform Guidelines.
- II. The vacancy notice shall include, but is not limited to, the following:
  - A. Job description and title;
  - B. Required qualifications;
  - C. Salary schedule and amount;
  - D. Information regarding the location for submitting applications;
  - E. Information regarding any deadlines for receipt of applications;
  - F. Any other relevant information.
- III. When a personnel vacancy occurs during an academic term and is not a supervisory, managerial, or newly created position, the vacancy notice may be posted not less than seven(7) calendar days before the position is to be filled.
- IV. Posting of personnel vacancies shall not be abridged or delayed except in circumstances of dire emergency. Under such emergency conditions, any delay in the posting of notices shall be only temporary in order to reasonably meet the emergency conditions that may arise. Any such emergency conditions and posting(s) must be documented in writing to the Chancellor no later than the end of each academic term.

(These guidelines are issued in compliance with the requirements of Act 98-147.)

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Temporary Duty</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy, 602.03</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 8, 1994</b>

The President or designee may assign employees to temporary assignments which require them to be absent from their regular duties.

Temporary assignments are for the purpose of performing other educational services including, but not limited to: participation in staff and program development activities, educational surveys, professional meetings, workshops, and administrative projects. Employees may not be assigned for temporary duty for the purpose of earning college credit.

Employees on temporary duty will receive their regular salary and may be allowed remuneration for their expenses in accordance with college and State Board of Education policy.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Contracts: General</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 603.01</b>
<b>DATE APPROVED BY BOARD</b>	<b>March 26, 1998</b>

The President of each college may offer contracts for one semester, two semesters, a summer term, or a full year as appropriate to librarians, counselors, and instructors, provided there is sufficient enrollment and funds are available.

The President of each college may offer employment contracts, as appropriate, to other college personnel provided funds are available.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Contracts: Summer Employment of Instructors, counselors and Librarians</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 603.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>March 26, 1998</b>

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) with a state community, junior, or technical college, shall have first option (over part-time or temporary employees) for employment at that college in the summer term (three months), provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the college's summer employment policy; (5) an instructor, counselor, or librarian who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract with a technical college or technical division of a community college, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time technical college/division employees covered by this policy at the institution; and (6) instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year. The local summer employment policy for each college must be based upon a seniority principle, a rotation principle, or a combination thereof.

A full-time instructor may be employed for less than a full teaching load for a summer term. Such instructor, however, must be paid a pro rata amount of Salary Schedule D compensation based on: (1) qualifications and experience; and (2) a full teaching load. A full teaching load for an academic instructor is twelve (12) to thirteen (13) credit hours per term or the equivalent, as determined by the President of the institution. A full teaching load for a technical instructor is thirty (30) contact hours per week or the equivalent as determined by the President of the institution.

## **GUIDELINES FOR POLICY NUMBER 603.02**

### **CONTRACTS: SUMMER EMPLOYMENT OF INSTRUCTORS, COUNSELORS AND LIBRARIANS**

- I. Full-time instructors, counselors, and/or librarians employed on nine-month contracts are not automatically entitled to summer employment. However, in the event that summer employment is available, current full-time employees must be given the first option for such employment. In considering which employees shall be offered summer employment, the institution must consider several factors: (1) enrollment; (2) funding; (3) qualifications of the employee under consideration; (4) status of the employee under consideration with regard to the college's summer employment policy; (5) attainment of tenure by the employee under consideration prior to September 1, 1979; (6) areas taught by the employee under consideration in most recent academic year. Employees who attained tenure prior to September 1, 1979, and who are employed on a nine-month contract with a technical college or the technical division of a community college shall have the first option for employment over all other full-time technical college/division employees at that institution.
  
- II. Each Alabama Community College System institution must have a local summer employment policy. Such policy must be based either upon a seniority principle, a rotation principle, or a combination of the two. Any change in the local summer employment policy shall be submitted in advance to the Chancellor for approval prior to its implementation by the college.
  
- III. Alabama Community College System institutions may consider the equivalence to a course to be the assignment of a faculty member as: department or division chairperson; Southern Association of Colleges and Schools accreditation chairperson; coaching duties and studio courses (such as athletics, drama, music); laboratory, clinical and shop classes; student organization sponsors. Athens State College may also recognize: institutional scholarship/research requirements; service requirements; student teaching. Any other equivalence for faculty load not included in these guidelines must be approved by the Chancellor. The course equivalence exception approved by the Chancellor will not alter the salary schedule or salary schedule placement granted to the faculty member by the college.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Vice President</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 604.01</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 8, 1994</b>

A community college with recognized academic and technical divisions may include the position of vice President on its staff.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Administrative Positions</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 604.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 8, 1994</b>

The Chancellor shall issue guidelines on administrative and support positions, along with titles and suggested job descriptions, for use by Alabama public two-year colleges. The Presidents of such institutions shall follow those guidelines in making appointments.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Qualifications of Personnel</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 605.01</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 8, 1994</b>

The President and other administrative officers directly responsible to the President of state community, junior, and technical colleges must possess credentials, experience and/or demonstrated competence appropriate to their areas of responsibility. The Chancellor shall issue guidelines on qualifications and experience required for Presidents and administrative officers of state community, junior, and technical colleges. Appointments to such positions must be made in accordance with the guidelines.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

Lawson State Community College recruits and appoints the best qualified faculty available. The search process is intended to recruit and select faculty whose highest degree is earned from a broad representation of regionally accredited institutions.

The College will hire faculty that meet or exceed the following qualifications:

1. The credentials are organized according to teaching areas. The following groups are presented:
  - 1.1 Group A.** This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational and technical areas that are components of associate degree programs designed for college transfer. This group of requirements shall also be used for librarians and counselors.
  - 1.2 Group B.** This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions.
  - 1.3 Group C.** This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.
2. All instructors will be "grandfathered" in their current rank or level placements. For salary purposes Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels O, I, II, III, and IV respectively.

**2.1 Level IV-Group A**

2.1.1 Degree Requirement: Earned Doctorate

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

2.1.2 In-field Requirement:

- Option (a) Earned doctorate in field
- Option (b) Fifty-four (54) graduate semester hours of coursework in the teaching field.
- Option (c) (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or education.
- Option (d) (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) hours in a second teaching area.

**2.2 Level IV-Group B**

2.2.1 Degree Requirement:

- Option (a) Specialist degree (minimum thirty graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.
- Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2(c) below.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### 2.2.2 In-field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in teaching field.
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field in unavailable at an accredited institution of higher education). Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below: The (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor and composed of two technical deans of instruction, two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

### 2.2.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### 2.3 Level IV-Group C

#### 2.3.1 Degree Requirement:

- Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program).

#### 2.3.2 In-field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in teaching field.
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.
- Option (c) Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

#### 2.3.3 Work Requirement:

Six (6) years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

### 2.4 Level III-Group A

#### 2.4.1 Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

#### 2.4.2 In-field Requirement:

Option (a) Fifty-four (54) graduate semester hours in the teaching field.

Option (b) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

### 2.5 Level III-Group B

#### 2.5.1 Degree Requirement:

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program).

Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2.5.2(c) below.

2.5.2 In-field Requirements:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

The fifteen (15) graduate semester hours equivalent will be determined for each program areas by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.5.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### 2.6 Level III-Group C

#### 2.6.1 Degree Requirement:

- Option (a) Master's Degree
- Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2(c) below.

#### 2.6.2 In-field Requirement:

- Option (a) Eighteen (18) graduate semester hours in teaching field.
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education.
- Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

#### 2.6.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### 2.7 Level II-Group A

#### 2.7.1 Degree Requirement:

Specialist degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program.

#### 2.7.2 In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

### 2.8 Level II-Group B

#### 2.8.1 Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2(c) below.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### 2.8.2 In-field Requirement:

- Option (a) Eighteen (18) graduate semester hours in the teaching field.
- Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

### 2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

## 2.9 Level II-Group C

2.9.1 Degree Requirement: Baccalaureate Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

2.9.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

**2.10 Level I-Group A**

2.10.1 Degree Requirement:

- Option (a) Master's Degree
- Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2(c) below.

2.10.2 In-field Requirement:

- Option (a) Eighteen graduate semester hours in the teaching field.
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) (Acceptable only for 1(b) above.) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 03/24/05</b>

### **2.11 Level I-Group B**

2.11.1 Degree Requirement: Bachelor's Degree

2.11.2 In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field.

Option (b) Specialized coursework equivalent to the junior or technical college program.

2.11.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

### **2.12 Level I-Group C**

2.12.1 Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core).

2.12.2 In-field Requirement:

Specialized coursework equivalent to the junior or technical college program.

2.12.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 3/24/05</b>

### **2.13 Level 0-Group A**

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1 Degree Requirement: Bachelor's Degree

2.13.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field.

### **2.14 Level 0-Group B**

2.14.1 Degree Requirement: Associate Degree

2.14.2 In-field Requirement:

Major in assigned teaching area.

2.14.3 Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

### **2.15 Level 0-Group C**

2.15.1 Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core.)

2.15.2 In-field Requirement:

Specialized coursework equivalent to the junior or technical college program.

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Postsecondary Faculty Credentials</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet State Board of Education Policy 605.02</b>
<b>DATE APPROVED BY BOARD</b>	<b>August 27, 2004; revised 3/24/05</b>

2.15.3 Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

## **GUIDELINES FOR POLICY NUMBER 605.02**

### **POSTSECONDARY FACULTY CREDENTIALS**

#### **I. ADVANCE DEGREES**

- A. The Professional Growth Plan is to be used by the instructor to indicate which Credential Standards (1977-78 or 1989) will apply to advancement in rank.
- B. The instructional dean (academic or technical) of the institution is the college administrator responsible for assisting in the development of the Professional Growth Plan, establishing the instructor's initial rank (with the college President's approval) which determines appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Professional Growth Plan. Each time the President is referred to later in these guidelines it is understood that the instructional dean (academic or technical) has been involved at the appropriate level.
- C. An instructor who does not hold Rank IV credentials and seeks to advance must provide the President with an approved Course of Study with appropriate college/university advisor signature(s). This Course of Study must lead to the appropriate standard required to advance to the next highest rank. A college/university advisor, in conjunction with the student's permission, may change the Course of Study but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A Plan of Study is defined as a complete list of all courses required by the college/university granting the degree. All changes to the Course of Study must be submitted to the instructor's President.
- D. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the Professional Growth Plan with approval by the President. The new Professional Growth Plan will include the new Plan of Study signed by the college/university advisor.
- E. An instructor who has selected the Credential Standards to advance in rank must continue to use that set of Credential Standards to advance in rank. Example: a "grandfathered" instructor who has selected the 1977-78 Credential Standards will continue to use the 1977-78 Credential Standards for the remainder of his/her career.

## **GUIDELINES FOR POLICY NUMBER 605.02**

### **POSTSECONDARY FACULTY CREDENTIALS**

A new Professional Growth Plan must be submitted to the President prior to advancing to the next rank.

- F. The college must maintain the instructors' Professional Growth Plans in individual faculty files. Professional Growth Plans will be utilized to verify instructor changes in rank. An approved Professional Growth Plan by the specific college will be the only means by which an instructor can advance in rank. Colleges will be subject to audits of their faculty files.
- G. Instructor rank may change only once a year. The instructor must provide documentation to support accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year. The college President may establish a date prior to September 1 to provide time for evaluating documents needed to support the instructor's request for advancement in rank.
- H. An instructor who has a nine-month contract (fall, winter, spring), and has on file an approved Professional Growth Plan complete with the Plan of Study signed by the college/university advisor, and who fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for that employment period.
- I. An instructor who has been "grandfathered" into a rank or level placement is not required to meet the credentialing standards under this policy, so long as the instructor remains employed at the institution where he/she was "grandfathered" and remains in the same teaching field at the "grandfathered" institution. An instructor who changes institutions or who changes teaching fields is not covered by the "grandfathering" provision of this policy and will be required to meet credentialing standards in effect at the time of employment at the new institution or at the time of the change in teaching fields.

### **II. IN-SERVICE AND ACADEMIC POINTS**

- A. Effective October 1, 1981: Certification Guidelines for In-service Points defined in-service activities as follows:

## **GUIDELINES FOR POLICY NUMBER 605.02**

### **POSTSECONDARY FACULTY CREDENTIALS**

"In-service activities which are eligible for in-service points include those workshops, seminars, institutes, and other professional or technical activities which enhance an instructor's mastery of in-field subject matter and/or directly improve an instructor's specific teaching skill. Furthermore, these activities must be considered beyond the expected professional job responsibilities of an instructor. Summer conferences, new teacher institutes, in-service activities occurring on campus during the instructional day, student organization meetings, tours, and conventions such as AEA, AJCCA, ACA, AVA, and SACS are considered normal instructional responsibilities and should not be reported nor requested as in-service activities for certification."

- B. In 1987, the Chancellor wrote an interpretation of in-service points during professional development days. The memorandum states:

"...because participation in college-sponsored experiences is a part of the faculty's expected professional job responsibilities, in-service points will not be approved for participation in college- or system-sponsored services on these dates.

- C. In-service points for instructors hired before December 14, 1989 (or grandfathered), and who hold a Bachelor's degree and complete coursework for points should be enrolled in graduate level courses. Coursework below the graduate level may be approved by the instructor's dean at the 300 or above level. No 100 or 200 level coursework may be approved for in-service points by instructors who hold a Bachelor's degree.
- D. Instructors may not use coursework below the 300 level to receive academic points toward rank advancement.
- E. Instructors may use coursework at the 100 and 200 level toward a Bachelor's degree but not for academic or in-service points.
- F. The 1977-78 Credential Standards state the following:

"In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the President/director and certifying officer of the Postsecondary Education Services in advance in order to be counted for meeting certification requirements. Points will be assigned on the basis of

## **GUIDELINES FOR POLICY NUMBER 605.02**

### **POSTSECONDARY FACULTY CREDENTIALS**

one point for each fifteen (15) clock hours of approved seminars, workshops, institutes, and appropriate documented experiences.

- G. Academic and in-service points are awarded for coursework by semester hours. A quarter hour conversion to semester hour is provided as part of the instructor's "Request for Approval In-Service Activities and Continuing Education Courses." This conversion should be given to the instructors in to inform them of this semester hour point requirement. All colleges must use the attached conversion table for converting quarter hours to semester hours.

- H. The 1977-78 Credential Standards state the following:

"Minimum specified requirements in each category (Appropriate Formal Postsecondary Education and In-service Activities) and total points must be met in order to receive certification for a rank."

Example: For trade and industrial areas and data processing instructors to receive a Rank II Credential the instructor must have at least three (3) years in-field occupational experience (minimum thirty (30) points); Appropriate Formal Postsecondary Education, VED and General Education Cluster, and one (1) additional year (minimum seventy-five (75) points); In-service Activities (minimum three (3) points); and Certificate of Competency required (minimum thirty (30) points); for Total Required Points of 180.

- I. The 1977-78 Credential Standards state the following:

Vocational Education cluster courses not applied to the Bachelor's or Master's degrees will be accepted for in-service points on the basis of one point for each semester hour of credit. (The Vocational Education courses taken in twenty (20) quarter hours are equal to thirteen (13) semester hours or thirteen (13) in-service or academic points. If the Vocational Education cluster is used toward a degree, the Approved Vocational Education cluster is worth fifteen (15) points.)

## **GUIDELINES FOR POLICY NUMBER 605.02**

### **POSTSECONDARY FACULTY CREDENTIALS**

- J. The 1977-78 Credential Standards state the following:

"Persons teaching accounting and holding the Certified Public Accounting certificate and persons teaching secretarial courses and holding the Certified Professional Secretary certificate will be awarded thirty (30) points toward formal education requirements beyond the Bachelor's degree." For Trade and Industrial Areas and Data Processing instructors "Thirty (30) points will be assigned for a State Department of Education approved certificate of competency." The approved examination for competency is the NOCTI examinations.

Continuing Education Units (CEUs) are converted to in-service points at a rate of one and one-half (1.5) CEUs equal to one (1) in-service point. Example: Three (3) CEUs are equal to two (2) in-service points.