

Minimum Qualifications and Equivalency/Instructors

Minimum Qualifications for College Transfer Instructors

1. Minimum qualifications for instructional assignment is a Masters degree in the subject area taught.
2. If the instructor's Master's degree is not in the subject area to be taught and is in a discipline education area (i.e. math education) or related subject area, then a minimum of 18 quarter hours of graduate credit must have been completed in the discipline being taught as an assignment.
3. If minimum qualifications are not met, an equivalency process may be considered.

Minimum Qualifications for Professional/Technical Instructors

1. Minimum qualifications for journal level status is an Associate Degree or advanced degree with three years of related work or Journeyman status plus three years of additional directly related work experience.
2. If minimum qualifications are not met, an equivalency process may be considered.

Minimum Qualifications for Instructors in Other Course Work

1. Minimum qualifications for teaching courses with alpha numeric numbers in the basic skills area is a Bachelor's degree.
2. Minimum qualifications for teaching courses with alpha numeric numbers less than 100 is a Bachelor's degree with 18 quarter hours upper division coursework in the subject area.
3. Minimum qualification (for noncredit, i.e. 0.581) for instructors shall be determined on an "as needed basis" appropriate experience, background, along with references shall be the determining factors for courses taught. These qualifications shall be determined by the Dean of Instruction, department chairperson or director.
4. If minimum qualifications are not met, an equivalency process may be considered.

Minimum Qualifications for Specific Areas

State licensing organizations (i.e., Board of Nursing) and other governing bodies may have additional qualifications for instructors in specific areas.

Equivalency to the Minimum Qualifications

The equivalency procedure shall be applied to determine the qualification for appointment of instructors who state that they possess education, training, and/or experience that is at least equivalent to TVCC's minimum qualifications. The procedure is intended to insure a fair and objective process for determining when an instructor has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

The process of equivalency may determine if an instructor is qualified to teach all areas within a discipline, or specific courses.

Faculty Subject-Matter Experts (FSME)

The role of the subject-matter expert is to make a recommendation on the qualifications of an individual to teach in a discipline, or courses within a discipline. A full-time, tenured faculty member from that discipline is a subject-matter expert. If a tenured faculty member is not available, a pre-tenured faculty member may be selected. In disciplines that do not have full-time faculty members, subject-matter experts may be chosen from a closely related discipline. In the situation where no full-time faculty are available in the discipline or in a closely related discipline, the department chair shall act as the subject-matter expert. The individual selected, in consultation with other faculty in the discipline, will review all applications for equivalency for that particular discipline.

Process for Evaluating Faculty Qualifications

1. Process for Evaluating Instructional Qualifications: This process begins when an individual is considered for a faculty assignment in a discipline for which they have not been previously qualified.
 - a. The vice president of academic affairs or designee determines whether or not the faculty member meets the College's minimum qualifications for the assignment.
 - b. If the faculty member does NOT meet the College's minimum qualification standards, the individual (i.e. department chair or director) with the intent to assign submits an application for equivalency with supporting documentation. Supporting documentation includes, but is not limited to:
 - (1) An Equivalency to Minimum Qualification Application;
 - (2) A transcript showing that appropriate courses in general education and in the discipline were successfully completed at a regionally accredited college or through an appropriate foreign institution; or
 - (3) Other evidence of sufficient mastery and currency of the discipline, such as publications, portfolios and appropriate professional experience; or
 - (4) Eminence in the field.
 - c. In consultation with the department chair, the FSME reviews the application and forwards a recommendation to the dean or director of that area. If there is no dean or director oversight, the application is directed to the vice president of academic affairs.
 - d. The vice president of academic affairs reviews the recommendations, application and supporting evidence in consultation with TVEA President to determine the faculty member's equivalency. If more documentation is needed, the application packet is returned to department chair or designee, at which point the process begins again.

- e. The vice president of academic affairs forwards the recommendation to grant or to deny equivalency to the President for approval.
 - f. Once the President grants or denies an equivalency, the action is reported to the vice president of academic affairs who informs the dean/director and all division chairs.
 - g. The equivalency can be denied at several stages. If the request is denied, the applicant must receive a written explanation, and if appropriate, possible strategies to rectify deficiencies.
2. Existing Full-Time-Faculty Qualifications to Teach in an Additional Discipline
- a. The vice president of academic affairs or designee determines whether or not the faculty member meets the district's minimum qualifications for the assignment.
 - b. If the faculty member does NOT meet the district's standard, the individual with the intent to assign submits an application for equivalency with supporting documentation. (The process is the same as described 1. b-e)

Process for Granting an Emergency Equivalency to Adjunct Faculty: For adjunct faculty, all departments, divisions, and campus administrators are expected to initiate the equivalency process in an expeditious manner prior to the end of each term. In those emergency circumstances (for instance, during quarter breaks when FSME and department chairs may not be available) the determination of equivalency can be made on a temporary basis by the vice president of academic affairs, in consultation with the respective discipline's dean or director.

An emergency equivalency is valid for one appointment contract. At the beginning of the term FSME and department chair will review emergency equivalencies granted. If on review of the application the FSME and department chair deny the emergency equivalency, the adjunct or faculty may not continue to teach in future terms in that discipline until identified deficiency is rectified, at which time a resubmission of the Equivalency Application may occur. However, an Emergency Equivalency for the same faculty member for the same discipline cannot be granted.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

[OAR 589-006-0050](#)

[OAR 589-008-0100\(1\)\(b\)](#)