

7.3.1 Certification of Non-Curriculum Faculty

Policy Tracking	Date
Approved	October 1, 2002
Revised	April 2, 2014
Reviewed	

- I. Documentation must be filed in the personnel folder of each faculty member to show evidence of their qualifications and credentials. Official transcripts are required for all faculty teaching non-curriculum courses which could lead to curriculum credit.

- II. The official documentation must certify the following credentials:
 - A. All faculty members teaching non-curriculum basic computational and communication skills must have a baccalaureate degree and, ideally, should have work experience or other related experience which helps them relate these skills to the occupational fields.

 - B. All faculty members who teach ABE, ESOL, High School Equivalency Diploma, or Adult High School must have a baccalaureate degree, and also should have experience which helps them relate to the particular needs of the adults they teach.

 - C. Faculty members teaching other non-curriculum courses must have special competence in the fields in which they teach as verified by the Faculty Competency Form.

 - D. When hiring instructors who will be teaching non-curriculum courses which transfer to curriculum, the College adheres to guidelines and criteria set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and licensing and certifying agencies.