



HLC Accreditation Evidence

Title: Faculty Credential Form

Office of Origin Vice President

URL:

Document Summary:

**Barton Community College
Faculty Credential Form
(Full-time & Adjunct)**

Revised to meet updated HLC Requirements dated 10/1/2015

General Information	Date:	Banner ID:
Instructor Name		
Supervisor(s) Present		
Course(s) Taught		
Instructor's Current Credentials and Awarding Institution		

General Credential Requirements	
General Education Courses/Transfer	<ul style="list-style-type: none"> ▪ Master's degree or higher in discipline or subfield¹, or ▪ Master's degree or higher with a minimum of 18 graduate credit hours in the discipline or subfield¹ in which they teach ▪ Tested experience (requires approved Exception Form)²
Career Technical Credit & Non-Credit Courses	<ul style="list-style-type: none"> ▪ College degree in the field and/or a combination of education, training and tested experience² <ul style="list-style-type: none"> ○ Minimum Associates degree (preferred) and/or ○ Valid & current industry-recognized credential (if applicable) and/or ○ Two-five years' work experience in specific field with demonstrated skills relevant to the course ○ Tested experience (requires approved Exception Form)²
College Preparation (Developmental Education, GED, ESL)	<ul style="list-style-type: none"> ▪ GED - Bachelor's Degree required with preference for education emphasis and two-five years of adult education experience. ▪ Developmental - Bachelor's degree in a discipline related to the teaching assignment ▪ ESL - Bachelor's degree in English or ESL/ESOL

¹ An academic subfield refers to components of the discipline in which the instruction is delivered. For example, in political science the subfields include American politics, comparative politics, international relations, and so forth.

² Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. An approved exception letter with documentation must be on file with HR.

Options Available		Option Selected
1	<p>Masters or Higher Completed – No transcripts in HR</p> <ul style="list-style-type: none"> ▪ unofficial transcript due to HR within 2 weeks ▪ official transcripts to HR within 4 weeks ▪ if either of above steps are not met, instructor is released at end of current teaching cycle 	
2	<p>Masters or Higher “In-Progress”</p> <ul style="list-style-type: none"> ▪ unofficial transcript to HR within 2 weeks (if not on file) ▪ growth plan (PEA) completion ▪ sequential enrollment in no less than 6 graduate hours annually or what is necessary to meet full credential by 8/1/2017 ▪ submission of unofficial transcripts within 4 weeks of each course completion ▪ submission of official transcripts within 4 weeks of degree completion ▪ if any of above steps are not met, instructor is released at end of current teaching cycle 	
3	<p>Masters Not in (or related to) Instructional Assignment</p> <ul style="list-style-type: none"> ▪ unofficial transcript to HR within 2 weeks (if not on file) ▪ growth plan (PEA) completion ▪ sequential enrollment in no less than 6 graduate hours annually or what is necessary to meet full credential by 8/1/2017 ▪ submission of unofficial transcripts within 4 weeks of each course completion ▪ submission of official transcripts within 4 weeks of completing all necessary graduate courses to meet 18 hour minimum ▪ if any of above steps are not met, instructor is released at end of current teaching cycle 	
4	<p>No Masters</p> <ul style="list-style-type: none"> ▪ growth plan (PEA) completion ▪ sequential enrollment in no less than 6 graduate hours annually or what is necessary to meet full credential by 8/1/2017 ▪ submission of unofficial transcripts within 4 weeks of each course completion ▪ submission of official transcripts within 4 weeks of degree completion ▪ if any of above steps are not met, instructor is released at end of current teaching cycle 	
5	<p>Career Technical Education and/or Experience</p> <ul style="list-style-type: none"> ▪ unofficial transcript due to HR within 2 weeks ▪ official transcripts to HR within 4 weeks ▪ current industry credential documentation due to HR within 4 weeks ▪ applicable industry work experience documentation due to HR within 4 weeks ▪ if either of above steps are not met, instructor is released at end of current teaching cycle 	
6	<p>Factors Other Than Credentials and/or Tested Experience</p> <ul style="list-style-type: none"> ▪ faculty are hired primarily by credentials, but other factors may be considered in addition to degrees earned. ▪ limited application of other factors in combination with degrees earned and/or industry credentials and/or experience achieved. ▪ documentation applicable to alternate factors must be included with credential reviews; complete a Faculty Credential Exception Form 	

Meeting Outcome Summary	Decision	Comments
Requirements Satisfied		
Growth Plan – PEA – must be complete 8/1/2017 to support teaching assignments. (Per HLC all Faculty must meet qualifications by 9/1/2017)		
No Longer Teach Course(s)		

Instructor Signature & Date

Supervisor Signature & Date

Dean Signature & Date

Original to HR Dept.

Copy to faculty

Copy in departmental records.