PROCEDURE 2.39.0: QUALIFIED FACULTY

Sandburg adheres to the following minimum qualifications to ensure meeting college expectations of academic excellence and to meet the Higher Learning Commission's criteria of qualified faculty. Academic Services in consultation with the instructional team, as needed, holds the responsibility of final determination of compliance with this procedure.

Faculty minimum qualifications — transferrable general education

Faculty teaching transferrable general education courses must possess a master's degree or higher in the discipline or subfield, or if faculty members hold a master's degree in a discipline or subfield unrelated to what they're teaching, they must have completed a minimum of 18 graduate credit hours in the field or subfield in which they teach. In some cases, tested/verified experience may be used in combination with education to meet minimum qualifications.

Faculty minimum qualifications — career technical education courses

Faculty teaching career technical education courses must possess an academic degree in the field they're teaching, and said degree must be at least one level above the level at which they teach, or faculty teaching career technical education must have a minimum of 2,000 hours of tested/verified experience deemed equivalent to the required degree and possess an associate or associate of applied science degree relevant to what they're teaching.

Faculty minimum qualifications — non-transferable general education

Faculty teaching non-transferrable general education courses must possess an academic degree in the field they're teaching, and said degree must be a minimum of a bachelor's degree.

Faculty hiring process

1. Minimum qualifications are cited at the time of the faculty position posting.
2. The faculty position description cites minimum qualifications.
3. Human Resources, in consultation with Academic Services, will review applications based on the procedural rubric referenced below (discipline and program specific) for minimum qualifications.
4. Qualified faculty are referred to the hiring dean/academic chair for the interview process. The interview committee includes faculty members.
5. Hired faculty provide official transcripts for all academic degrees earned.*
6. Procedural rubric is completed and placed in the faculty personnel file.

7. In cases where qualified faculty don't apply or are successfully hired for an open position, interviews and subsequent hires include a gap analysis based on the procedural rubric and a documented plan to fill the gap. This analysis will be a collaboration of the Human Resources and Academic Services departments.
8. The board of trustees employment recommendations cites this procedure.

Faculty of record qualification process

1. Current faculty personnel files are reviewed, and all credentials are documented.
2. Faculty provide official transcripts for all academic degrees earned.*
3. Procedural rubric is completed and placed in the faculty personnel file.
4. In cases where current faculty don't meet qualifications, a gap analysis based on the procedural rubric is conducted and a documented plan to fill the gap developed. This analysis is a collaboration of Human Resources and Academic Services departments.

*Academic degrees earned in the United States must have been awarded by regionally accredited institutions, and faculty provides documentation stating as such. For faculty whose degrees are earned abroad, official transcripts must be submitted to and evaluated by a current member of National Association of Credential Evaluation Services (NACES) to verify the authenticity of the academic documents and demonstrate their comparability with United States credentials.

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