

Carl Sandburg College 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. The Office of Academic Services in consultation with 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 are 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 are 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 2000 hours of tested/verified experience that is deemed equivalent to the required degree and possess an associate or associate of applied science degree relevant to what they are teaching. See Procedure 3.24.0.1 rubric for specific qualifications based on the career technical field.

Faculty Minimum Qualifications - Non-Transferable General Education

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

Faculty Hiring Process:

- 1) Minimum qualifications will be cited at time of faculty position posting.
- 2) Faculty position description will cite minimum qualifications.
- 3) Human Resources in consultation with the Office of Academic Services will review applications based on the procedural rubric referenced below (discipline and program specific) for minimum qualifications.
- 4) Qualified faculty will be referred to the hiring Dean/Associate Dean faculty for the interview process. The interview committee will include faculty members.
- 5) Hired faculty will provide official transcripts for all academic degrees earned. *
- 6) Procedural rubric will be completed and placed in faculty personnel file.
- 7) In cases where qualified faculty do not apply or are successfully hired for an open position, interviews and subsequent hires will 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 will cite this procedure.

Faculty of Record Qualification Process:

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

*Academic degrees earned in the United States shall have been awarded by regionally accredited institutions, and faculty shall provide documentation thereof. 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.