



Policy

DETERMINING QUALIFIED FACULTY
EFFECTIVE DATE: JULY 2017

REVIEWED: FEBRUARY 2025

DCB.601

Policy

Dakota College at Bottineau (DCB) is committed to following the guidelines set by the Higher Learning Commission (HLC). DCB employs qualified faculty to teach all of its courses, including on-campus, online, over IVN, at off-campus locations, and through dual credit/early entry. DCB evaluates each faculty member as part of the hiring process and follows the policy for determining qualified faculty.

The faculty qualifications are determined by the HLC's Assumed Practice B. Teaching and Learning: Quality, Resources, and Support, which is available at: www.hlcommission.org/Policies/assumed-practices.html Faculty at DCB shall meet the qualifications as set in this DCB policy and procedure.

Definitions

Faculty - The term faculty in this policy includes, but is not limited to, full and part-time faculty whose primary responsibility is instructing through any mode of delivery.

Liberal Arts/General/Transfer Faculty – Faculty whose primary teaching assignments are for classes that are considered general education and transfer to baccalaureate degree granting institutions.

Career and Technical Education (CTE) Faculty – Faculty whose primary teaching assignments are for classes that prepare students for the workforce following graduation.

Academic Skills Faculty – Faculty whose primary teaching assignments are for developmental courses that are prep courses and do not count towards graduation.

HPER/Coaching Faculty – Faculty whose primary teaching assignments are for classes with an HPER prefix.

CARS/UNIV Faculty – Faculty whose primary teaching assignments are for classes with a CARS and/or UNIV prefix.

Lab Faculty - Faculty whose primary teaching assignments are for laboratory components of a companion lecture or didactic course.

Faculty Qualifications Standards:

- a. Liberal Arts/General/Transfer Faculty—Faculty teaching general education courses are required to 1) hold a master’s degree or higher in the discipline or related field they teach, 2) hold a master’s degree with 12 graduate credits in the in the discipline or related field they teach, OR 3) hold a master’s degree and have a combination of 6 points or less of tested experience and a minimum of 6 graduate credits in the in the discipline or related field they teach. For option 3, the number of tested experience points plus the number of graduate credits must equal 12. All master’s degrees are included (e.g., MS, MA, M.Ed., MAT, etc.). Faculty teaching HPER 100 are required to follow the same standards as liberal arts/general/transfer faculty. Faculty teaching a general education/transfer HPER activity course and/or coaching varsity athletics need only to fulfill the standards outlined in the HPER/Coaching Faculty standards listed below.
- b. Career and Technical Education (CTE) Faculty- Faculty teaching in a CTE field should hold a bachelor’s degree in the discipline or related field. If they hold less than a bachelor’s degree, a combination of academic credentials, work experience in the field, and tested experience will be used to determine if they are qualified in their teaching field.
- c. Academic Skills Course (ASC) Faculty – Faculty teaching in the academic skills area should hold a bachelor’s degree in the field and/or a combination of education and work experience. If they hold less than a bachelor’s degree, a combination of academic credentials and tested experience will be used to determine if they are qualified in their teaching area.
- d. HPER/Coaching Faculty - Faculty teaching in the HPER area (other than HPER 100) and/or coaching a varsity sport should hold a bachelor’s degree. If they hold less than a bachelor’s degree, a combination of academic credentials, work experience in the field, and tested experience will be used to determine if they are qualified in their teaching field.
- e. CARS/UNIV Faculty – Faculty or staff teaching in the CARS or UNIV area(s) should hold faculty qualification standards as outlined in any one of the previous sections.
- f. Lab Faculty – Faculty teaching the lab component of a course should hold a bachelor’s degree in the discipline or related field in which they are teaching.

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Tested Experience:

Experience that a faculty member has outside of the classroom is significant and quantifiable. All tested experience requires approval by the Associate Dean for Academic Affairs and Director of Accreditation. All tested experience is relevant to the field or discipline the faculty teaches in. Tested Experience (TE) Guidelines 1-12 are listed below. Refer to Appendix 1 for more details regarding each TE area.

- TE 1: Professional Work and/or Teaching Experience (0-6 points)
- TE 2: Training or Education (0-6-points)
- TE 3: Industry Certification (0-3 points)
- TE 4: Professional License (0-3 points)
- TE 5: Professional Publications (0-3 points)
- TE 6: Professional Presentations (0-3 points)
- TE 7: Awards of Recognition (0-3 points)
- TE 8: Professional Memberships (0-1 point)
- TE 9: Conference Attendance (0-1 point)
- TE 10: Documented Military Training or Experience (0-6 points)
- TE 11: Renowned in the Field (0-6-points)
- TE 12: Graduate Credits in the Discipline or Subfield (minimum of 6 points for faculty teaching in general education area)

Procedure for Determining Qualified Faculty:

- The Associate Dean for Academic Affairs and the Director of Accreditation will review the transcripts and curriculum vitae of all faculty (including those selected by search committees to fill vacant positions) to determine areas in which the faculty member is qualified to teach.
- Current faculty who do not meet the minimum requirements to be considered qualified may continue teaching as they have an approved Faculty Qualification Plan. An approved plan should include:
 - Qualified degree required or qualified classes that are required
 - Institution(s) where the degree will be obtained or classes completed
 - The timeline for completion (maximum of 4 years to complete per discipline)
 - Identification of any tested experience relevant to the field they teach
- The Faculty Qualification Plan must be submitted and approved before the faculty member's first semester of employment.
- Faculty who are placed on a qualifications plan must make satisfactory annual progress on their plan.

Financial Support



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The institution may assist with expenses for faculty members on qualification plans on a case by case basis.

History: Effective Date of Policy: July 2017
Policy Updated: May 2021
Policy Updated: August 2021
Policy Updated: February 2025

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APPENDIX 1

DAKOTA COLLEGE AT BOTTINEAU FACULTY QUALIFICATIONS: TESTED EXPERIENCE GUIDELINES

Experience that a faculty member has outside of the classroom is significant and quantifiable. All tested experience requires approval by the Associate Dean for Academic Affairs and the Director of Accreditation. All tested experience is relevant to the field or discipline the faculty teaches in. Tested Experience (TE) Guidelines 1-12 are listed below.

TE 1: Professional Work and/or Teaching Experience

Provides the individual with knowledge that is equal to a formal course of study (0-6 points; evaluated by prior learning criteria or teaching evaluations).

- Professional Work Experience – 1 point per year of full-time work
- Teaching Experience – 1 point per academic year for full-time work; adjunct experience will be pro-rated accordingly

TE 2: Training or Education

Training or education (including webinars) that enhances faculty capabilities required to teach to the course objectives (0-6 points).

- Webinars – .25 points per 4 hours (maximum of 3 points)
- Trainings – .25 points per 4 hours (maximum of 3 points)
- Undergraduate courses for credit¹ – Points equal to credit hours earned
- Non-credit courses² – 1 point per 12 course hours

TE 3: Industry Certification

(0-3 points)

- Points determined by certification requirements

TE 4: Professional License

(0-3 points)

- Points determined by licensure requirements

TE 5: Professional Publications

(0-3 points)

- Professional publications include trade publications, professional magazines, or journals (1 point per publication)

¹ CTE Faculty Only

² CTE Faculty Only

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TE 6: Professional Presentations

(0-3 points)

- Invited talks, small group presentations (.25 points per presentation)
- State-wide presentations (.5 points per presentation)
- National presentations (1 point per presentation)

TE 7: Awards of Recognition

(0-3 points)

- Local/community recognition (.5 points per award)
- State/National recognition (1 point per award)

TE 8: Professional Memberships

(0-1 point)

- Local/community organization (.5 points per organization)
- State/National organization (1 point per organization)

TE 9: Conference Attendance

(0-1 point)

- Half-day conference (.25 points)
- Full-day conference (.5 points)

TE 10: Documented Military Training or Experience

Evaluated by DCB military liaison (0-6 points).

- Points determined by DCB military liaison

TE 11: Renowned in the Field

Includes artists, authors, performers, etc. that have developed skills and knowledge to teach in their discipline or field (0-6 points).

- The Associate Dean for Academic Affairs and Director of Accreditation will review submitted portfolio or exhibition record to award points

TE 12: Graduate Credits in the Discipline or Subfield

(**Minimum** of 6 points for faculty teaching in general education area)

- Points equal to credit hours earned
- If the prefix or course title is not in the same prefix in which the faculty teaches, then a detailed description of the graduate course needs to be submitted
- The Associate Dean for Academic Affairs and Director of Accreditation will denote on the plan form if a graduate course fulfills requirements of a related field or discipline