



**COLLEGE OF ARTS AND SCIENCES
POLICIES**

Policy #: **01.02.01**
Title: Appointment of Part-Time Faculty Using *Tested Experience* for Determining Qualifications
Date Approved: February 23, 2016

The department chair and/or academic program director may recommend to the Dean of the College, or the Dean's designee, the hiring of a part-time or adjunct faculty member who has an established record of professional expertise in 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. The intended faculty member will provide evidence of the skill sets, types of certifications or additional credentials, and experiences that would meet the tested experience requirements for the specific discipline and program. The Dean of the College, or the Dean's designee, will have the latitude to determine with the recommendation of the department chair and/or academic program director that the minimum level of tested experience has been met.

Background and Purpose for the Policy

The guidelines for determining qualified faculty through the criteria associated with the Higher Learning Commission for accreditation includes a section on minimally qualified faculty. When credentials are used as a basis for determining minimally qualified faculty, the reference is made to degrees that the faculty members have earned. The expectations are that faculty "should hold a degree at least one level above that of the program in which they are teaching". In addition, "Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program" (HLC Guidelines, 2015, p. 3).

Certain disciplines have the need for instructors that bring a record of professional expertise (e.g., choreography, music, videography, leadership, etc.), who may not hold a credential that is at least one degree higher than the degree program in which they are hired to teach. Therefore, the HLC Guidelines explain that an institution or college is able to use "tested experience" as a basis for determining minimally qualified faculty. To use this route, the College should have a policy whereby "faculty hiring qualifications related to tested experience should be reviewed and approved through the faculty governance process at the institution" (HLC Guidelines, 2015, p. 4).

The CCAS Faculty Senate discussed and approved this policy on February 23, 2016.