



## AP 7210 Minimum Qualifications and Equivalencies

### References:

ORS 341.535

OAR 589-008-0100 (Personnel Policies)

### Minimum Qualifications

Faculty members shall meet minimum qualifications established by the Higher Education Coordinating Commission

#### Minimum Qualifications for College Transfer Instructors

1. Minimum qualifications for instructional assignment is a Master's degree in the subject area taught.
2. If the instructor's Master's degree is not in the subject area to be taught and is in a discipline education area (i.e. math education) or related subject area, then a minimum of 18 quarter hours of graduate credit must have been completed in the discipline being taught as an assignment.
3. If minimum qualifications are not met, an equivalency process may be considered.

#### Minimum Qualifications for Professional/Technical Instructors

1. Minimum qualifications for journeyman level status is an Associate's Degree or advanced degree with three years of related work or Journeyman status plus three years of additional directly related work experience.
2. If minimum qualifications are not met, an equivalency process may be considered.

#### Minimum Qualifications for Instructors in Other Course Work

1. Minimum qualifications for teaching courses with alpha numeric numbers in the basic skills area is a Bachelor's degree.
2. Minimum qualifications for teaching courses with alpha numeric numbers less than 100 is a Bachelor's degree with 18 quarter hours upper division coursework in the subject area.
3. Minimum qualification for instructors shall be determined on an "as needed basis" appropriate experience, background, along with references shall be the determining factors for courses taught. These qualifications shall be determined by the Vice President of Academic Affairs (VPAA).
4. If minimum qualifications are not met, an equivalency process may be considered. Minimum Qualifications for Specific Areas State licensing organizations (i.e., Board of Nursing) and other governing bodies may have additional qualifications for instructors in specific areas

### Equivalencies



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The equivalency procedure shall be applied to determine the qualification for appointment of instructors who state that they possess education, training, and/or experience that is at least equivalent to TVCC's minimum qualifications. The procedure is intended to insure a fair and objective process for determining when an instructor has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

The process of equivalency may determine if an instructor is qualified to teach all areas within a discipline or specific courses.

The Vice President of Academic Affairs (VPAA) or designee determines whether or not the faculty member meets the College's minimum qualifications for the assignment.

### **Determination of Equivalencies**

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience, specified in the state-established minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications.

Treasure Valley Community College application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications. Candidates who claim they are qualified by equivalence will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Human Resources shall send its recommendation concerning equivalency and non-equivalency to the VPAA before candidates are notified of interviews.

The VPAA shall employ the following procedures in emergencies or for the hiring of adjuncts. The VPAA may determine equivalency on a temporary basis. An emergency equivalency is valid for one appointment contract. At the beginning of the term, the VPAA and the department chair will review emergency equivalencies granted. If on review of the application the VPAA and department chair deny the emergency equivalency, the adjunct or faculty may not continue to teach in future terms in that discipline until identified deficiency is rectified, at which time a resubmission of the Equivalency Application may occur. However, Emergency Equivalency for the same faculty member for the same discipline cannot be granted.



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