

FACULTY QUALIFICATIONS and DOCUMENTATION REQUIRED

By designation of the President, the Vice President of Academic Affairs has the authority to determine faculty qualifications and documentation requirements.

PROGRAM AREA	THRESHOLD STANDARDS	DOCUMENTATION REQUIRED
<p><u>Transfer Courses on the Core Coursework Transfer Agreement</u> ART 150, AST, CHEM, ECON, ENG, GEOG, HIST, MUS, PHYS, POLS, PSYC, SOC, SPCH 105, SS, MATH 108; 110; 210; 279; 280; 281 BIO 110; 112; 113; 117; 218</p> <p><u>Transfer Courses included in 2+2 agreements</u> ACC, CRJ, ECCE, HS, PHIL, SS, CIT117, MATH 109</p>	<p>Master's degree in the field to be taught or related field OR Master's degree in any field with 18 graduate semester hours in the field to be taught OR Other credentials will be considered by the Dean of Academic Affairs in cases of instructional emergencies.</p> <p>(ACC accepts CPA)</p>	<p>Official transcripts showing awarded degrees</p>
<p><u>Applied Courses AND Nontransferable Courses</u> ART 100, 125, 126; BA, CART, CIT, COT, ENG 092; 097, JOUR, PTRM, MEC, MGT, MKT, SPCH 101, MATH 101, 113, 115</p>	<p>Bachelor's degree in the field to be taught or a related discipline OR 3-5 years of current experience, when appropriate, in the subject area to be taught AND Specialized certificate in the course to be taught based on industry standards as appropriate for the industry</p> <p>(MEC requires 10 hour OSHA certificate)</p>	<p>Official transcripts showing awarded degrees OR Letter(s) of occupational experience AND Clear photocopy of specialized certificate_</p>
<p><u>Career and Technical Education</u> HPE, RAH, IMT, ARS, PAL, WELD,</p>	<p>Associate's degree in the field to be taught or a related discipline AND Five (5) years of current work experience, when appropriate, in the field to be taught AND Specialized certificate in the course to be taught based on industry standards as appropriate for the industry</p>	<p>Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopy of specialized certificate</p>

<u>Allied Health</u> <u>HIT Program Director</u>	RHIT or RHIA Credentials AND *Baccalaureate degree AND Scholarship and/or teaching competencies and practice experience	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopy of specialized certificate *In the current associate Standards there is no prescribed baccalaureate degree that a program director must have earned. It can be in any field as long as the person has also earned an RHIA or RHIT.
<u>Allied Health</u> <u>HIT Faculty</u>	Professional preparation and experience, AND Scholarship and/or Teaching competencies and practice experience.	Resume AND Letter(s) of occupational experience
<u>Allied Health</u> <u>PCT Faculty</u>	Associate Degree Nursing AND Minimum of 2 years nursing experience. AND WV current/active RN License	Official transcripts showing awarded degrees AND Clear photocopy of WV RN License Printout
<u>Allied Health</u> <u>RAD Program Director</u>	Master's Degree AND 3 years clinical experience in the discipline AND 2 years' experience as an instructor in a JRCERT-accredited program AND ARRT Certification, WV State License.	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Verification of Credentials from ARRT Website
<u>RAD</u> <u>Clinical Coordinator</u>	Baccalaureate Degree AND 2 years clinical experience in the discipline AND ARRT Certification, WV State License.	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Verification of Credentials from ARRT Website
<u>RAD</u> <u>Clinical Instructor</u>	2 years clinical experience in the discipline AND ARRT Certification, WV &/or OH State License (as required).	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Verification of Credentials from ARRT Website

<u>Allied Health</u> SGT Program Director	Associates in Applied Science Degree in Surgical Technology or higher AND Approved credentials in Surgical Technology (CST, CSFA or CST/CSFA) AND 5 years of current scrub experience or 5 years of current experience as instructor of Surgical Technology	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current CST, CSFA or CST/CSFA certificate
<u>SGT Core Instructor</u>	Graduated from an accredited program AND Practiced as a Surgical Technologist or a Surgical Technology Instructor two of the last five years AND Holds a certification from the National Commission on Certifying Agencies (NBSTSA)	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current NBSTSA certificate
<u>SGT Clinical Instructor/Preceptor</u>	Graduated from an accredited program AND Practiced as a Surgical Technologist or a Surgical Technology Instructor one of the last three years	Official transcripts showing awarded degrees AND Letter(s) of occupational experience
<u>Allied Health NUR Director</u>	Master's degree in Nursing AND Two (2) years teaching in nursing education program AND Five (5) years of direct patient care experience AND Current/active RN License	Official transcripts showing awarded degrees AND Official transcripts showing awarded degrees AND Clear photocopy of WV RN License Printout
<u>Allied Health NUR Faculty</u>	Master's degree in Nursing plus two OR BSN and Enrolled in MSN Program and making progress to be completed in 3 years. AND (2) years of direct patient care experience AND Current/active RN License	Official transcripts showing awarded degrees AND Official transcripts showing awarded degrees AND Clear photocopy of WV RN License Printout

<p><u>Nursing (NUR)</u> Clinical Instructor</p>	<p>Bachelor's degree in Nursing AND Two (2) years of direct patient care experience</p>	<p>Official transcripts showing awarded degrees AND Resume AND Clear photocopy of WV RN License Printout</p>
<p><u>Allied Health</u> <u>MAS Program Director</u></p>	<p>Associate's degree in the field to be taught AND Minimum of three years of employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants, or RN licensure with experience in ambulatory care setting. AND Specialized certificate in the field to be taught based on industry standards AND Current Professional Credentials (must include one of the following): CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA); CMAC (AMCA) AND Minimum of one year teaching experience in postsecondary and/or vocational/technical education.</p>	<p>Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current certificate Date on which credential was acquired (NCMA needs to have been earned after November 30, 2010, the CCMA needs to have been earned after January 20, 2011, and the CMAC (AMCA) needs to have been earned after October 8, 2015 in order to be eligible, but the other two credentials do not have a date requirement)</p>
<p><u>MAS</u> <u>Administrative MAS</u></p>	<p>Associate's degree in the field to be taught AND Two (2) years' experience in the field to be taught AND Specialized certificate in the field to be taught based on industry standards CMA (American Assoc of Med Assts) OR RMA (American Med Technologists) OR CCMA (National Healthcareer Assoc)</p>	<p>Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current certificate</p>
<p><u>MAS</u> <u>Clinical Program/Clinical Coordinator</u></p>	<p>Associate's degree in the field to be taught AND Two (2) years' experience in the field to be taught AND Specialized certificate in the field to be taught based on industry standards CMA (American Assoc of Med Assts)</p>	<p>Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current certificate and licensure</p>

	<p>OR RMA (American Med Technologists)</p> <p>OR CCMA (National Healthcareer Assoc)</p> <p>AND RN licensure with experience in ambulatory care setting"</p>	
<p><u>Billing & Coding</u> <u>Faculty</u></p>	<p>Associate's degree in the field to be taught</p> <p>AND Two (2) years' experience in the field to be taught</p> <p>AND Specialized certificate in the field to be taught based on industry standards</p> <p>CMA (American Assoc of Med Assts)</p> <p>OR RMA (American Med Technologists)</p> <p>OR CCMA (National Healthcareer Assoc) with</p> <p>CBCS (National Healthcareer Assoc)</p>	<p>Official transcripts showing awarded degrees</p> <p>AND Letter(s) of occupational experience</p> <p>AND Clear photocopies of current certificate</p>

Required Documentation:*Transcripts -*

Transcripts of all college work required. (Unofficial transcripts or photocopies will be accepted to establish the application file. Official transcripts will be required if the candidate is offered the position.) All credits and degrees shall be earned from a regionally accredited institution and shall be documented with official transcripts sent directly from the institution to WV Northern's Human Resources Office. Credits and degrees from foreign institutions must be evaluated at the applicant's expense by an evaluation agency who is a member in good standing of the National Association of Credential Evaluation Services (www.naces.org) prior to first day of work.

Letters of Occupational Experience –

Must be written on official letterhead and be signed by an official representative of the employer. The letter must delineate length of employment (beginning and ending dates), brief description of job responsibilities, skill attainment, observed competence of duties and job requirements. Letters documenting teaching experience are to include subjects taught.

Licenses/Certificates –

Legible photocopies of all occupational licenses and/or certificates applicable to the area of instruction. Licensure must be current and issued by a state or national regulatory body.

Additional Requirements and Information:

The Vice President of Academic Affairs may approve exceptions to the minimum requirements for faculty in instances where an individual has acquired appropriate, documented alternative experience or education to instruct a particular field and the College has been unable to secure a faculty member with minimum credentials. The Vice President of Academic Affairs may approve employment of faculty with less than minimum credentials with a development plan to achieve the appropriate credentials within a set period of time.

Approval of appropriate qualifications by the Division Chairs shall be completed before any faculty member is allowed to begin instruction. However, a faculty member may be scheduled for instruction pending qualification by the first day of class.

Division Chairs will recommend adjunct faculty following "West Virginia Northern Community College procedures for hiring adjunct faculty."

All faculty must read, complete and sign the West Virginia Northern Community College employment application. In addition, all faculty must meet the following requirements:

1. The WVNCC qualification requirements outlined above. All degree(s) must have been obtained from a regionally accredited institution. The candidate must have earned a "C" or better in all relevant course work.
2. Have no felony convictions or misdemeanor originally designated as a felony convictions or an open-ended offense.
3. Have not held a license or credential (either professional or related to the field to be taught) issued by any state that has been revoked or suspended.
4. Have not been denied any certificate, license or credential (either professional or related to the field to be taught) by any state.
5. Have not been found guilty of unprofessional conduct.