

# 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><b><u>Transfer Courses on the Core Coursework Transfer Agreement</u></b>            ART 150, ASTR, BIO (110; 112; 113; 117; 218), CHEM, ECON, ENG, GEOG, GSC, HIST, MATH (101, 113, 115, 108; 109; 110; 210; 279; 280; 281), MUS, PHYS, POLS, PSYC, SA, SOC, SPCH, SPAN, SS,</p> <p><b><u>Transfer Courses included in 2+2 agreements</u></b>            ACC, CRJ, ECCE, HS, PHIL, SS, CIT117</p>	<p>Master's degree in the field to be taught or related field  <b>OR</b>            Master's degree in any field with 18 graduate semester hours in the field to be taught  <b>OR</b>            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>When evaluating credentials of faculty who have obtained a Master of Education degree, but not a master's degree in a discipline, graduate-level courses in the discipline and methods courses that are specifically for the teaching of that discipline may be considered for meeting the 18 graduate credit hour minimum.</p>
<p><b><u>Substance Abuse courses</u></b></p>	<p>Bachelor's degree in social work or psychology with at least 2 years of full-time experience working in the field of substance abuse</p>	<p>Official transcripts showing awarded degrees.  <b>AND</b>            Letters or resume identifying work experience.</p>
<p><b><u>Applied Courses AND Nontransferable Courses</u></b>            ART 100, 125, 126; BA, CART, CIT, COT, EL, ENG 101S; 097, HAT, *PTRM, **MEC, MGT, MKT</p> <p><b><u>ORNT 090: FYS</u></b>  <b><u>College Planning or College 101</u></b>            (These courses focus on college success and are not guaranteed transferability)_</p>	<p>Bachelor's degree in the field to be taught or a related discipline  <b>OR</b>            3-5 years of current experience, when appropriate, in the subject area to be taught  <b>AND</b>            Specialized certificate in the course to be taught based on industry standards as appropriate for the industry</p> <p>*PTRM requires relevant experience in the field not based on number of years            **MEC requires 10 hour OSHA certificate</p>	<p>Official transcripts showing awarded degrees  <b>OR</b>            Letter(s) of occupational experience  <b>AND</b>            Clear photocopy of specialized certificate_</p>

<p><b>Career and Technical Education</b> APT, HPE, *MMT, RAH, PAL, WELD</p>	<p>Associate's degree in the field to be taught or a related discipline <b>AND</b> Five (5) years of current work experience, when appropriate, in the field to be taught <b>AND</b> Specialized certificate in the course to be taught based on industry standards as appropriate for the industry</p> <p>*MMT requires a degree in Mining Engineering OR ten (10) years' experience in underground maintenance</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Clear photocopy of specialized certificate</p>
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<p><b>Allied Health</b> HIT Program Director</p>	<p>RHIT <u>or</u> RHIA Credentials <b>AND</b> *Baccalaureate degree <b>AND</b> Scholarship and/or teaching competencies and practice experience</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Clear photocopy of specialized certificate</p> <p>*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.</p>
<p><b>Allied Health</b> HIT Faculty AHS</p>	<p>Professional preparation and experience, <b>AND</b> Scholarship <b>and/or</b> Teaching competencies and practice experience.</p>	<p>Resume <b>AND</b> Letter(s) of occupational experience</p>
<p><b>Allied Health</b> PCT Faculty</p>	<p>Associate Degree Nursing <b>AND</b> Minimum of 2 years Nursing experience. <b>AND</b> WV current/active RN License</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Clear photocopy of WV RN License Printout</p>
<p><b>Allied Health</b> RAD Program Director</p>	<p>Master's Degree <b>AND</b> 3 years clinical experience in the discipline <b>AND</b> 2 years' experience as an instructor in a JRCERT-accredited program <b>AND</b> ARRT Certification, WV State License.</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Verification of Credentials from ARRT Website</p>

<p><b>RAD</b> Clinical Coordinator</p>	<p>Baccalaureate Degree <b>AND</b> 2 years clinical experience in the discipline <b>AND</b> ARRT Certification, WV State License.</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Verification of Credentials from ARRT Website</p>
<p><b>RAD</b> Clinical Instructor</p>	<p>2 years clinical experience in the discipline <b>AND</b> ARRT Certification, WV &amp;/or OH State License (as required).</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Verification of Credentials from ARRT Website</p>
<p><b>Allied Health</b> ST Program Director</p>	<p>Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) <b>AND</b> Minimum total of five years of experience, either in the operating room scrub role or as instructor in Surgical Technology, or a combination of both within the past 10 years <b>AND</b> Possess an associate degree or higher <b>AND</b> Possess proficiency in instructional methodology, curriculum design, and program planning</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Clear photocopies of current NBSTSA certificate</p>
<p><b>ST</b> Core Instructor</p>	<p>Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) <b>AND</b> Have minimum of two years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both within the past five years</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Clear photocopies of current certificate NBSTSA certificate</p>
<p><b>ST</b> Clinical Instructor/Preceptor</p>	<p>Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) <b>AND</b> Have a minimum total three years of experience, either in the operating room scrub role or as an instructor in surgical</p>	<p>Official transcripts showing awarded degrees <b>AND</b> Letter(s) of occupational experience <b>AND</b> Clear photocopies of current NBSTSA certificate</p>

	technology, or combination of both, within past five years.	
<b>Allied Health</b> NURS Director	Master's degree in Nursing <b>AND</b> Two (2) years teaching in Nursing education program <b>AND</b> Five (5) years of direct patient care experience <b>AND</b> Current/active RN License	Official transcripts showing awarded degrees <b>AND</b> Official transcripts showing awarded degrees <b>AND</b> Clear photocopy of WV RN License Printout
<b>Allied Health</b> NURS Faculty	Master's degree in Nursing <b>AND</b> (2) years of direct patient care experience Current active WV RN License <b>OR</b> BSN and Enrolled in MSN Program and making progress to be completed in 3 years. <b>AND</b> (2) years of direct patient care experience Current active WV RN License <b>OR</b> BSN with (10) years of direct patient care experience and plans to complete MSN in 3 years. <b>AND</b> Current/active RN License	Official transcripts showing awarded degrees <b>AND</b> Official transcripts showing progression toward MSN <b>AND</b> Clear photocopy of WV RN License Printout
<b>Nursing (NURS)</b> Clinical Instructor	Bachelor's degree in Nursing <b>AND</b> Two (2) years of direct patient care experience	Official transcripts showing awarded degrees <b>AND</b> Resume <b>AND</b> Clear photocopy of WV RN License Printout
<b>Allied Health</b> MAS Program Director	Associate's degree in the field to be taught <b>AND</b> 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. <b>AND</b> Specialized certificate in the field to be taught based on industry standards	Official transcripts showing awarded degrees <b>AND</b>  Letter(s) of occupational experience <b>AND</b>  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

	<p><b>AND</b> Current Professional Credentials (must include one of the following): CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA); CMAC (AMCA)</p> <p><b>AND</b> Minimum of one year teaching experience in postsecondary and/or vocational/technical education.</p>	October 8, 2015 in order to be eligible, but the other two credentials do not have a date requirement)
<p><b>MAS</b> Administrative MAS AHS</p>	<p>Associate's degree in the field to be taught</p> <p><b>AND</b> Two (2) years' experience in the field to be taught</p> <p><b>AND</b> Specialized certificate in the field to be taught based on industry standards CMA (American Assoc of Med Assts)</p> <p><b>OR</b> RMA (American Med Technologists)</p> <p><b>OR</b> CCMA (National Healthcareer Assoc)</p>	<p>Official transcripts showing awarded degrees</p> <p><b>AND</b> Letter(s) of occupational experience</p> <p><b>AND</b> Clear photocopies of current certificate</p>
<p><b>MAS</b> Clinical Program/Clinical Coordinator</p>	<p>Associate's degree in the field to be taught</p> <p><b>AND</b> Two (2) years' experience in the field to be taught</p> <p><b>AND</b> Specialized certificate in the field to be taught based on industry standards CMA (American Assoc of Med Assts)</p> <p><b>OR</b> RMA (American Med Technologists)</p> <p><b>OR</b> CCMA (National Healthcareer Assoc)</p> <p><b>OR</b> RN licensure with experience in ambulatory care setting"</p>	<p>Official transcripts showing awarded degrees</p> <p><b>AND</b> Letter(s) of occupational experience</p> <p><b>AND</b> Clear photocopies of current certificate and licensure</p>
<p><b>Billing &amp; Coding</b> Faculty</p>	<p>Associate's degree in the field to be taught</p> <p><b>AND</b> Two (2) years' experience in the field to be taught</p> <p><b>AND</b> Specialized certificate in the field to be taught based on industry standards CMA (American Assoc of Med Assts)</p> <p><b>OR</b> RMA (American Med Technologists)</p> <p><b>OR</b> CCMA (National Healthcareer Assoc) with CBCS (National Healthcareer Assoc)</p>	<p>Official transcripts showing awarded degrees</p> <p><b>AND</b> Letter(s) of occupational experience</p> <p><b>AND</b> Clear photocopies of current certificate</p>

<p><b>Medical Laboratory Technician</b> Program Director/faculty</p>	<ul style="list-style-type: none"> <li>• Three (3) years full time experience working in all areas of the medical laboratory</li> <li>• Certified as a medical technologist or medical laboratory scientist, ASCP or equivalent</li> <li>• One (1) year full-time teaching experience.</li> <li>• Master's degree in related science field</li> </ul>	<p>Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current certificate</p>
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**Tested Experience: (Adapted from Lake Michigan College<sup>1</sup>)**

Evaluation of earned academic credentials is the primary method for determining faculty qualifications. However, other credentials may be considered for specific disciplines, particularly applied and practice-oriented disciplines. The value of tested experience to determine faculty qualifications is largely dependent upon the relevance of the experience both to the degree level and to the specific content of the course(s). Tested experience implies that some *objective* measure ensures that the individual's knowledge and expertise are sufficient for determining what students must learn and have learned.

Faculty members may have a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member teaches that clearly contribute to student learning outcomes and can be considered in lieu of formal academic preparation. In such cases, the faculty member may present objective documentation of those experiences relevant to the teaching assignment to be considered for determining if the faculty member is qualified under tested experience guidelines. Using tested experience as a method for qualifying teaching faculty should be used judiciously and should not be construed as standard practice. Tested experience guidelines presented herein will be applied consistently.

**Tested Experience Guidelines**

1. A minimum of an associate degree is required for all teaching faculty. Some disciplines/programs may require a minimum of a bachelor's degree.
2. Teaching experience does not equate to tested experience.
3. Alternative credentials must be directly relevant to the course(s) to be taught.
4. A minimum of the equivalent of five years of full-time professional experience relevant to the specific content and learning outcomes of the course(s) for which the individual is being reviewed is required.
5. Alternative credentials documentation that may be considered include:
  1. Board or licensure exams
  2. Industry certifications
  3. Industry training records
  4. Department of Labor recognized apprenticeships
  5. Recognition in journals or textbooks
  6. Professional presentations
  7. Professional registries
  8. Publications, other than through vanity presses
  9. Honors, awards, and/or commendations directly related to the discipline

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<sup>1</sup> Lake Michigan College. (2018). Faculty Qualifications. Retrieved from <https://www.lakemichigancollege.edu/policies/faculty-qualifications>

10. Letters of support from past and current employers or colleagues on business stationery that speak directly to work in the discipline
11. Other discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field

**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](http://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.