

**Central Texas College District
Human Resource Management Operating
Policies and Procedures Manual**

Policy No. 160: Instructional Personnel –
Qualifications and Approval Procedures

I. PURPOSE

To establish the minimum academic and professional preparation qualifications and approval procedures required for all faculty (full-time and adjunct) teaching college credit courses, continuing education units, high school credit courses, non-credit courses, and courses taught under contract in military, industrial, or other environments. The terms ‘faculty’ and ‘instructor’ are used in this document to refer to instructional personnel and are not references to any pay scale categories or rankings.

II. SCOPE

These procedures apply to all instructional personnel hired by the Central Texas College District (CTCD).

III. CENTRAL TEXAS COLLEGE (CTC)

A. Qualifications and Accreditation

Qualifications for faculty teaching university-parallel, developmental studies, career and technical education, distance education, continuing education, and high school credit courses are discussed below.

The degree and graduate hours presented by faculty for academic preparation qualifications must be from a college or university accredited by one of the associations listed below:

- New England Association of Schools and Colleges, Commission on Institutions of Higher Education;
- Middle States Association of Colleges and Schools, Commission on Higher Education;
- North Central Association of Schools and Colleges, Commission on Higher Education;
- Northwest Association of Schools and Colleges, Commission on Colleges;
- Southern Association of Colleges and Schools, Commission on Colleges (SACS COC);

- Western Association of Colleges and Schools, Accrediting Commission for Senior Colleges and Universities.

The Principles of Accreditation guidelines provided by SACS COC are followed to determine faculty qualification; specifically *Comprehensive Standard 3.7 Faculty*. CTC employs only faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the institution is from a regionally accredited institution.

CTC does not recognize ‘equivalency reports’ as prepared by organizations such as the International Education Research Foundation, Inc., a private, for-profit corporation, located in Los Angeles, California. However, *CTC Form 204 Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline in Lieu of Faculty Academic Preparation Requirement* can be used to document educational achievements. For example, an instructor with a PhD from Oxford majoring in English who has published ten books and presented at many professional organization meetings would be approved to teach English 1301 and 1302 if the appropriate documentation was provided.

B. General Policy Approval Procedures and Exceptions

1. Approval Authority

All full-time/adjunct CTC faculty must be recommended by the Department Chair/Regional Administrator to the Campus Dean and approved by the Deputy Chancellor, Educational Program and Support Services or a designated representative.

If a contract specifies that all faculty members will be approved by the home campus instructional department, then the contract provisions will apply and all faculty member documentation will be submitted to the Deputy Chancellor, Educational Program and Support Services or a designated representative.

Upon receipt of the faculty credential documents, the *CTC Form 16 Faculty Approval/Disapproval Notice* is processed by the Deputy Chancellor, Educational Program and Support Services.

The Deputy Chancellor, Educational Program and Support Services or a designated representative will approve all faculty under the *CTC Form 204 Outstanding Professional Experience and Demonstrated Contributions to Teaching Discipline in Lieu of Faculty Preparation Requirement* and will sign the *CTC Form 16 Faculty Approval/Disapproval Notice* for all full-time and adjunct faculty.

A Faculty Qualification Checklist for credit and non-credit faculty approval is available on *CTC Form 21*.

2. Approval Procedures

a. Interviewer(s)

Interviewer(s) complete the *CTC Form 9A Review of Faculty Qualifications* and include this form in the personnel packet that is submitted to the Campus Dean for review. *CTC Form 9A* becomes a permanent part of the faculty member's record.

Full-time and adjunct applicants to college career and technical education credit courses do not need to complete the Prior Work History section of the Application for Employment. Instead, they must complete the *CTC Form 202 Prior Occupational Experience - Career and Technical Education Faculty* and turn it in with their Application for Employment for review by the interviewer(s).

Once the interviewer(s) determine that the applicant is qualified and plan to recommend that the applicant be offered a job, the Application for Employment, all transcripts, *CTC Form 9A Review of Faculty Qualifications*, and other personnel documentation are submitted to the Campus Dean.

b. Campus Dean

Upon recommendation of approval, the Campus Dean signs the *CTC Form 9A Review of Faculty Qualifications*, attaches all transcripts, Application for Employment, and other personnel documents such as a resume, letters of recommendation, and military service record and forwards the documents to the Deputy Chancellor, Educational Program and Support Services.

Upon return of the recommendation from the Deputy Chancellor, Educational Program and Support Services, the Campus Dean completes the final hiring process, as specified in *Policy 120 Hiring Procedures and Required Documentation*.

When an applicant is hired, the faculty member's documentation is sent by the Campus Dean to the Director, Employment Services.

c. Deputy Chancellor, Educational Program and Support Services

The Deputy Chancellor, Educational Program and Support Services reviews the qualifications of all full-time and adjunct faculty and completes the *CTC Form 16 Faculty Approval/Disapproval Notice*. All approved and disapproved faculty recommendations are returned to the Campus Dean.

3. Communication Ability

Central Texas College ensures that each faculty member employed is proficient in oral and written communications in the language that assigned courses will be taught.

During the interview, the interviewer will evaluate the applicant's ability to communicate orally in English or the language that the courses are to be taught. Faculty who have not successfully completed a college-level English course must submit a 300-word paper in the language to be used in the course on a topic from their teaching field. This is evaluated by the interviewer to determine if the applicant can communicate proficiently in writing. If the evaluation of the applicant's communication proficiency is unfavorable, it will be returned to the interviewer's supervisor for review to determine the possibility of an agreed upon plan to remedy the deficiency between the applicant and CTC.

Texas faculty who successfully complete an initial oral communication evaluation and whose primary language is not English must take the Test of Spoken English (TSE). Faculty who score less than 220 on the TSE must participate in a plan to remedy the deficiency. Any determination of unacceptable communication proficiency will be reviewed.

English is considered the primary language of the following:

- A person who was born in an English speaking country or to English speaking parents in a non-English speaking country and who attended elementary and secondary schools where English was the primary language.
 - A person who was born in a non-English speaking country but who has been working in an English speaking country and using English as the primary language for the last ten years.
4. Outstanding Professional Experience and Demonstrated Contributions to Teaching Discipline in Lieu of Faculty Academic Preparation Requirement

The SACS COC *Principles of Accreditation: Foundations for Quality Enhancement* states, "In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members (full-time and adjunct) teaching both transfer and non-transfer courses. Such exceptions must be justified by the institution on an individual basis."

Requests for this exception are made by faculty members through the Department Chair/Site Director using *CTC Form 204 Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline in Lieu of Faculty Academic Preparation Requirement*.

Faculty who have outstanding professional experience and demonstrated contributions to the teaching discipline will be approved to teach those courses within the discipline that they have education and experience related to the identified learning outcomes. Outstanding professional experience should be something exemplary and not just routine, such as teaching high school history for 25 years. A candidate who has 15 years career and technical experience and no associate's degree will not be approved based on the 15 years experience alone, as that is not exemplary. Many applicants for faculty positions generally have that much experience. Outstanding professional experience could include publishing articles or books on the teaching subject, being formally recognized as an expert in the teaching field, being awarded citations from state and/or national professional associations, having earned licensure to practice in a field related to the teaching discipline, or some other experience or recognition that is exemplary. The outstanding experience must be documented. These faculty members must be approved by the Deputy Chancellor, Educational Program and Support Services. It is expected that less than a small percent of the total faculty of each campus will be placed in this approval category. It is further expected that faculty teaching in academic core transfer areas such as English and mathematics will be considered for approval under this category in an even more limited fashion.

An example of documentation justifying the professional experience and demonstrated contributions that would allow a faculty member to teach only one course, in this case BUSG 1371, using *CTC Form 204*:

Please complete the process to hire this applicant to teach BUSG 1371 TM001, Entrepreneurship and Business Plan Development, Spring 2009, and beyond. The applicant meets credential requirement stated in Paragraph III. C, 3, b Qualification – Certificate Faculty, pg 13 of CTC Policy No. 160, November 2009, as follows (resume attached):

- 1) Applicant holds a post-secondary certificate as Facilitator/Instructor for Fast Trac Entrepreneur Training Programs, awarded by the Kaufman Foundation.
- 2) Applicant has five years experience as a business founder/owner and business assistance counselor in Killeen, Texas.
- 3) As Director of the Central Texas Business Resources Center (CTBRC) since April 2002, applicant has assisted countless prospective and existing local entrepreneurs in business planning, startup, and operation. The CTBRC is a collaborative of Central Texas College, The Greater Killeen Chamber of Commerce, and the Central Texas Workforce Solutions Centers. As a result of applicant's sterling

performance and management, the CTBRC was rated the 2006 'Best New Chamber Program in Texas' by the Texas Chamber of Commerce Executives.

- 4) Applicant has been teaching the full range of business subjects on a short-course basis since 2001 both in the local community and in the CTC Continuing Education Program.

Applicant is eminently well-qualified to teach a college level entrepreneurship course such as BUSG 1371. Please hire him for the Spring 2009 semester starting in January 2010.

5. Emergency Permission

CTC authorizes Campus Deans to grant emergency permission to hire an applicant who cannot easily satisfy the requirements of submitting faculty documentation of qualification. In this situation, a person may be employed for no more than one term or semester. If there is concurrence by the Campus Dean, a *CTC Form 9A Review of Faculty Qualifications* is completed by the requesting administrator with the appropriate box checked in Section IV for the signature of the Campus Dean. The emergency permission and the temporary employment are authorized for one term/semester. It is understood that the hired person must submit necessary documentation for the Campus Dean's review and recommendation for approval before teaching a second term.

C. Courses and Qualifications

CTC offers courses in university parallel, career and technical education, continuing education, and developmental studies categories. The college currently offers courses in a variety of delivery systems; face-to-face and electronically.

All instructors must have the same qualifications as those teaching traditional, instructor-led courses and are responsible for the courses to which they are assigned regardless of instructional delivery method.

1. University Parallel (College Transfer) Courses

These are generally the courses listed in the *Academic Course Guide Manual* that colleges offer as the first two years of study for students planning to earn a baccalaureate degree. The university parallel courses and their course designations (prefixes) are listed below. All faculty teaching courses with the course prefixes listed below must meet the qualifications in **Section III.C.1.b.**

a. University Parallel Courses

Agriculture	
Agriculture	AGRI
Art	
Art	ARTS
Fine Arts	HUMA
Business Administration	
Accounting	ACCT
Business	BUSI
Communications	
English	ENGL
Journalism	COMM
Speech	SPCH
Theater	DRAM
Foreign Language	
Arabic	ARAB
Czech	CZEC
Chinese	CHIN
French	FREN
German	GERM
Italian	ITAL
Japanese	JAPN
Korean	KORE
Portuguese	PORT
Russian	RUSS
Spanish	SPAN
Computer Science	
Computer Science	BCIS
Computer Science	COSC
Criminal Justice	
Criminal Justice	CRIJ
Teaching	
Teaching	EDUC
Early Childhood Professions	
Early Childhood Professions	TECA
Economics	
Economics	ECON
Engineering	
Engineering	ENGR
Mathematics	
Mathematics	MATH
Music	
Music	MUSI
Physical Education	
Physical Education	KINE
Recreation	KINE
Science	
Astronomy	PHYS

Biology	BIOL
Chemistry	CHEM
Earth Science	GEOL
Environmental Science	ENVR
General Physical Science	PHYS
Geology	GEOL
Physics	PHYS
Social Science	
Anthropology	ANTH
Geography	GEOG
Government	GOVT
History	HIST
Philosophy	PHIL
Psychology	PSYC
Sociology	SOCI
Social Work	SOCW

b. Qualifications

All CTC faculty who teach college credit university parallel courses must have at least a master's degree and 18 graduate semester hours (GSH) in the teaching discipline or hold a minimum of a master's degree with a major in the teaching discipline. The course prefix generally identifies the teaching discipline.

Faculty must have GHS level coursework related to the courses they are seeking to teach. A review of course learning outcomes as listed on the master syllabus for each course provides guidance when determining prospective faculty members' qualification.

Faculty teaching physical education (KINE) activity courses may be exempt from these requirements if they have specialized training and/or academic preparation in the physical activity and have outstanding professional experience in the physical activity being taught. *CTC Form 204* is used to document outstanding professional experience.

The following examples may be helpful in determining the appropriate faculty selection when a master's degree and/or 18 GSH in the teaching discipline are not easily identifiable:

A faculty applicant who holds a graduate degree in divinity/theology will be approved to teach PHIL 1316 History of Religions I and PHIL 1317 History of Religions II, but may not be approved to teach all PHIL courses as determined by the applicant's graduate coursework.

A faculty applicant who holds a master's degree in statistics can be approved for MATH 1342 Elementary Statistics but would not be approved to teach all courses in MATH.

2. Developmental Studies Courses

Developmental Studies courses are remedial courses. The credit received from these courses cannot be applied towards degree completion.

Designations for Developmental Studies are shown below:

a. Courses

English as a Second Language	DSL A
Mathematics	DSMA
Reading	DSRE
Study Skills	DSED
Writing	DSWR

b. Qualifications

All Developmental Studies faculty must hold a bachelor's degree in a discipline related to the teaching assignment and either teaching experience in the discipline or graduate coursework in remedial education.

Applicants who hold a minor or at least 18 undergraduate hours and either teaching experience in the discipline or graduate coursework in remedial education may be approved for the lowest level Developmental Studies course in the discipline. For DSMA 0300, the applicant's academic coursework must include differential and integral calculus. An applicant who holds a degree in elementary education may be approved for DSMA 0300, DSWR 0301, and DSRE 0300.

The following examples may be helpful in determining the appropriate faculty selection for developmental studies:

Faculty who hold a bachelor's degree in engineering, physical sciences, or statistics and who meet the teaching experience or the graduate remedial requirement may be approved for DSMA 0300.

Faculty who hold a bachelor's degree in language arts and who meet the teaching experience or graduate remedial training requirement may be approved for both DSRE and DSWR.

Faculty who hold a bachelor's degree in education, social sciences, or behavioral sciences and who meet the teaching

experience or graduate remedial training requirement may be approved for DSED.

Faculty who hold a bachelor’s degree in education, language arts, linguistics, or English and who meet the teaching experience or graduate remedial training requirement maybe approved to for DSLA.

3. College Career and Technical (Occupational) Education Credit Programs

These are generally the career and technical education courses as found in the *Workforce Education Course Manual*. These courses apply to programs leading to an Associate in Applied Science (AAS) Degree or a Certificate of Completion.

The programs and their corresponding course prefixes are listed below.

a. Program Area and Course Designations

Autobody/Automotive Service Repair
ABDR
AUMT
Accounting
ACNT
Agriculture
AGAH
AGCR
AGEQ
AGMG
HALT
Aviation
AERM
AIRP
AVIM
Building Maintenance Trades/Maintenance Technology
CBFM
CNBT
CRPT
ELPT
MBST
PFPB
WDWK
Business Administration/Management
BMGT
BUSG
HRPO

MRKG
RELE
Computer-Aided Drafting and Design
ARCE
DFTG
Computer Science
GAME
IMED
ITNW
ITSC
ITSE
ITSW
ITSY
Cosmetic Services
CSME
Diesel
DEMR
Early Childhood Professions
CDEC
Electronics
CETT
CPMT
ECT
ELMT
ITCC
ITNW
Graphics and Printing Technology
ARTC
GRPH
Heating, Air Conditioning and Refrigeration
HART
Health Sciences
CHLT
CMSW
DAAC
EMSP
GERS
MLAB
PSYT
RNSG
SCWK
VNSG
Hospitality
CHEF
HAMG
IFWA
PSTR

RSTO
TRVM
Music
MUAP
MUEN
Office Technology/Health Information Mgmt
HITT
MDCA
MRMT
POFI
POFM
POFT
Paralegal/Legal Assistant
LGLA
Protective Services
CJCR
CJLE
CJSA
FIRT
Public Administration
EMAP
SLPS
HMSY
Small Gas Engine Repair
SMER
Welding
WLDG

b. **Qualifications**

All CTC faculty who teach in AAS degree programs must possess appropriate academic preparation coupled with directly related work experience. The typical combination is a bachelor's degree with at least three years of recent work experience. Faculty must hold at least an associate's degree in the related teaching field and must have five years of recent work experience **exclusive of teaching**. Appropriate academic preparation and related work experience must be specific to the course rubric. For example, a Business Administration faculty member teaching HRPO must demonstrate human resources experience, which differs from the faculty member who teaches MRKG, who must demonstrate marketing experience. In another example, an individual who holds a bachelor's degree in correctional science and has at least three years experience in corrections cannot be approved for the entire comprehensive criminal justice program but will be approved on a limited basis for corrections courses.

Faculty who teach in career and technical education programs where transfer is expected or where substantial numbers of students transfer to senior institutions must have completed 18 or more graduate semester hours (GSH) in the teaching discipline and hold at least a master's degree or the minimum of a master's degree with a major in the teaching discipline. Faculty also must also have two years of recent work experience **exclusive of teaching**.

Certificate Faculty

Faculty who teach in freestanding certificate programs should hold an associate's degree or higher must hold at least a post-secondary certificate or have specialized training in their teaching field and have five years of recent work experience **exclusive of teaching**. Specialized training could consist of training received in the work place, in the military service, at a technical school or college, or other training institution.

Special Requirements

Special qualifications are required for faculty teaching the programs listed below:

Career and Technical Program	Requirements
Associate Degree Nursing	*Registered nurse in Texas with a master's degree and a minimum of six GSH in Nursing coursework.
Aviation Maintenance Technology	FAA Airframe and Power Plant Mechanic License; license not required for general courses. The courses marked with a 'G' in the catalog are general courses.
Aviation Science	AIRP 1315, 1255, 1341, 1417, 2239, 2336, 2337, and 1451: Must be Certified Flight Instructor (CFI). Certificate must have been issued within the previous 24 calendar months. Must hold an Airplane Single Engine Land (ASEL) rating. AIRP 2250, 2341, and 2342: CFI, ASEL, and must hold an Instrument Airplane rating. AIRP 2251 and 2243: CFI, must hold Airplane Multi-Engine Land (AMEL) rating, and Instrument

Career and Technical Program	Requirements
	<p>Airplane rating: AIRP 2235: CFI, AMEL, Instrument Airplane and Airline Transport Pilot rating.</p> <p>In addition, all instructors must meet applicable insurance requirements to teach flight courses.</p> <p>*Texas faculty, other than flight instructors, must meet the requirements of the university parallel programs faculty.</p>
Computer Electronics Technology	CETT 1421: Must have completed all requirements of PACE and certified by PACE. The campus teaching the course must also be certified.
Cosmetology	*Licensed cosmetologist.
Criminal Justice	<p>*Texas faculty must have a Basic Peace Officer Certificate or Instructor's Certificate issued by TCLEOSE, except for CJCR 1304, 1307, 1358, 2324, 2325; CJSA 1302, 1318; and CJLE 1358; and CRIJ 1306, 2301, and 2313.</p> <p>Faculty teaching CJLE 1211 must be a certified police firearms instructor.</p> <p>Faculty teaching CJSA 1302 must be certified by the respective state governing commission for private security officers.</p> <p>Faculty teaching CJCR 1400 must be a licensed jailer.</p> <p>Faculty teaching CRIJ 1301, 1306, 1307, 1310, 1313, 2301, 2313, 2314, 2323, and 2328 must meet the requirements for university parallel programs faculty.</p>
Emergency Medical Technician-Basic	*Must be an EMT-P, M.D., or Registered Nurse with emergency treatment experience and will be under the supervision of a Medical

Career and Technical Program	Requirements
	Director.
Emergency Medical Technician/Technology	<p>*Faculty (full-time): Current Paramedic Certification in Texas; Current Instructor Certification in Texas from the Texas Department of Health (TDH).</p> <p>*Faculty (adjunct): Current Paramedic Certification and Instructor Certification in Texas from the TDH or currently licensed as a Registered Nurse.</p> <p>All faculty will be under the supervision of a Medical Director.</p>
Hospitality Management	DITA 1300, 1301 and 2366: Must be a registered Dietician.
Medical Laboratory Technician	<p>Program Director: Clinical Laboratory Scientist/Medical Technologist (BS); nationally recognized certification; master's or doctoral degree; and 3 years experience in clinical laboratory science education.</p> <p>Instructor: Clinical Laboratory Scientist/Medical Technologist (BS) and nationally recognized certification.</p>

Career and Technical Program	Requirements
Mental Health Services	<p>*DAAC 1304, 1309, 1311, 1319, 1207, 1314, 1341, 1166, 1167, and 2367: Master's degree in Counseling or a related field; two years of recent counseling experience; preferably one year in teaching; and Licensed Chemical Dependency Counselor (LCDC) or Qualified Credentialed Counselor (QCC).</p> <p>*CMSW 1309, 1370, and 1167; Master's degree in Counseling or related field; two years of recent counseling experience; preferably one year in teaching; and have professional experience with children and teens.</p> <p>PSYT 1329, 1309, 2321, 2303 and 2331; CHLT 1309: Master's degree in Counseling or related field; two years of recent counseling experience; and preferably one year in teaching.</p>
Professional Truck Driving	<p>*Faculty are required to have a commercial license to drive in 48 states and Canada, three years driving experience, and a high school diploma or GED.</p>
Real Estate	<p>Real estate salesman or broker's license.</p> <p>The following courses may be taught by a faculty member without a license but with three years experience and the credentials indicated:</p> <p>RELE 2301 and 1311: Law License.</p> <p>*RELE 1303: Texas Appraisal License.</p>

Career and Technical Program	Requirements
Vocational Nursing	<p>*Current Licensed Vocational Nurse or Registered Nurse in Texas, according to the Board of Vocational Nurse Examiner. A minimum of an associate's degree with a BSN or master's degree preferred.</p> <p>For a teaching assistant in the LVN program, minimum is current licensure as an LVN in Texas.</p>
* Applies to Texas only.	

4. Laboratory Courses/Course Presenters

All Laboratory faculty and assistants require Campus Dean approval. The Campus Dean completes the hiring process, as specified in Policy 120 – Hiring Procedures and Required Documentation.

a. University Parallel Laboratory Faculty

University parallel laboratory faculty must hold a bachelor's degree with a major in the teaching field and demonstrated academic or professional achievement in the teaching field.

b. University Parallel Laboratory Assistants

University-parallel laboratory assistants must hold a high school diploma or GED equivalent and the necessary competencies to assist in the laboratory.

c. Career and Technical Education Laboratory Assistants

Career and technical education laboratory assistants must hold a high school diploma or GED equivalent and a minimum of one year of recent work experience in the teaching field exclusive of teaching or an associate degree or certificate in the teaching field.

5. Military Related Contract Courses

a. Contract Courses

Leader Skill Enhancement Instruction (LSEI) – formerly ASEP also NCO LEAD
MTBC
MTCS
MTES
MTHO
MTHR
MTIR
MTLE
MTLM
MTMC
MTMM
MTMS
MTOB
MTPF
Military Science Management
MTMS

b. Qualifications

Military related contract faculty must have, at a minimum three years military experience. Degrees and experience are equivalent to those required of university parallel and career and technical faculty.

6. Continuing Education Courses

- a. Courses: There are several types of continuing education courses.

Continuing Education Courses offered for continuing education units (CEUs) are customized to provide flexible, quick response to business, industry, government, and student needs for intensive preparatory, supplemental, or upgraded education. Each course is conducted in a competency format and has specific career and technical education learning outcomes.

Military Related Courses are continuing education courses that teach military occupational specialty (MOS) skills in support of a contract.

Avocational Courses are courses conducted to provide life enrichment, hobby enhancement, or general knowledge and skills that improve leisure time activities or provide enlightenment on how to accomplish personal, family, or household activities. Examples are Calligraphy, Basic Sewing, Stained Glass, Ceramics, Antiques, Jewelry Making, Basic Photography, Scuba Diving, Personal Income Tax, English as a Second Language, and Computers for Kids.

- b. Qualifications

Faculty for Continuing Education courses must have a combination of post-secondary academic preparation or specialized training and recent work experience exclusive of teaching with an emphasis on competence gained through work experience.

Acceptable combinations of education and work experience are shown below:

Degree Held	Years of Paid Work Experience in the Teaching Field
Master's degree in the teaching area	1
Master's degree not in the teaching area	3
Bachelor's degree in the teaching area	2
Bachelor's degree not in the teaching area	3
Associate's degree in the teaching area	3
Associate's degree not in the teaching area	4
No degree; specialized training in the teaching area	5

In addition to the qualifications listed above, other qualifications may be imposed by contract requirements. Administrators must review the contracts to ensure faculty comply with contract requirements.

Faculty teaching Continuing Education courses may be approved with practical experience if such experience can be documented and is related to the course content.

Faculty teaching Continuing Education courses that are for both college credit and CEUs must meet the qualification requirements for the college credit course.

Military related course faculty must have the qualifications as established for the equivalent college course and must meet contractual requirements. For instance, a faculty member teaching 'Supervision' must have an associate's degree and three years experience supervising activities and a faculty member teaching 'Military Writing' must have the qualifications to teach developmental studies writing courses.

Faculty of vocational courses must have experience, academic preparation, or specialized training in the discipline. As no specific qualifications are established other than noted above, the responsible administrator must use their judgment to ensure that the faculty member is fully qualified to teach the course and provide quality instruction.

c. Approval Procedures

The Campus Dean or the Director, Continuing/Workforce Education will recommend approval of all faculty teaching continuing education courses to the Deputy Chancellor, Educational Program and Support Services.

The Campus Dean or Director, Continuing/Workforce Education must sign the *CTC Form 9A Review of Faculty Qualifications*, must complete the *CTC Form 18 Continuing Education Faculty Approval/Disapproval Notice*, and must attach appropriate supporting documentation as listed below:

Faculty teaching state-funded continuing education courses must have the same documentation as career and technical education faculty. *CTC Form 202 Prior Occupational Experience* is used to document occupational education faculty work history.

Faculty teaching military related courses reported for state funding must have the same documentation as career and technical education faculty.

Faculty teaching avocational courses must have, as a minimum, an Application for Employment.

Documentation is forwarded to the Director, Employment Services with copies provided to Deputy Chancellor, Educational Program and Support Services for faculty teaching courses offered for both college credit and CEUs. Minimum documentation required for all full-time and adjunct faculty is shown on the *CTC Form 21 Faculty Qualifications Checklist*.

Sample forms follow.

FACULTY QUALIFICATIONS CHECKLIST

Faculty Qualifications checklist includes all required and optional documentation. Each faculty qualifications approval packet should contain the following, with possible exceptions indicated by an asterisk (*):

_____ CTC Application for Employment/All Transcripts/Licensure/Certification

_____ * Prior Occupational Experience - *CTC Form 202 Career and Technical Education Faculty* completed by the applicant and attached to the application. For career and technical education course approval only.

_____ Review of *CTC Form 9 Non-Credit Continuing Education Faculty Qualifications* completed by Campus Dean or Director, Continuing/Workforce Education. *CTC Form 9A Review of Faculty Qualifications for Credit Academic Transfer/CTE courses workforce* completed by the Department Chair, Site Director/Coordinator, or Regional Administrator and signed by the Campus Dean.

_____ * *CTC Form 204 Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline in Lieu of Faculty Academic Preparation Requirement* completed and signed by the Department Chair, Site Director/Coordinator, or Regional Administrator and also signed by the Faculty Member, Campus Dean, and Deputy Chancellor, Educational Program and Support Services.

** These forms are only required as applicable to the discipline approval being sought and the lack of the faculty member's educational qualifications at the time of approval review.*

Full-Time and Adjunct Faculty: When application, appropriate forms, transcripts, and other qualifying documentation is reviewed and deemed acceptable, the *CTC Form 16 Faculty Approval/Disapproval Notice* will be completed and signed by the Deputy Chancellor, Educational Program and Support Services. Complete faculty qualification packets including the original *CTC Form 16* will be forwarded to the Campus Dean to complete the hiring process.

Continuing Education Faculty: CTC Application for Employment and, if applicable, *CTC Form 202 Prior Occupational Experience Career and Technical Education Faculty* will be submitted to Deputy Chancellor, Educational Program and Support Services for approval. *CTC Form 18 Continuing Education Faculty Approval/Disapproval Notice* will be completed and signed by Deputy Chancellor, Educational Program and Support Services.

CTC Form 21

CENTRAL TEXAS COLLEGE
Review of Faculty Qualifications for Credit Academic Transfer/CTE Courses

Site/Region/Campus

Date

Faculty Member's Name

SSN

Adjunct/Full-Time/Emergency Permission

Review Based Upon:

- ____ New Hire
- ____ Change of Teaching Field
- ____ Change in Curriculum
- ____ Contractual Requirement
- ____ Currency Related to New & Emerging Technology

List courses to be taught:

SECTION I: QUALIFICATION OF ACADEMIC PREPARATION

____ Certificate in _____

____ Associate's Degree in _____

____ Bachelor's Degree in _____

____ Master's Degree in _____ and _____ *GSH in _____

____ Doctorate Degree in _____ and _____ *GSH in _____

*Graduate course(s) to be used for the 18 GSH required in the teaching field are identified on the attached transcripts.

SECTION II: RELATED WORK/TEACHING EXPERIENCE

____ Years occupational experience in _____

____ Years teaching experience in _____

____ Graduate coursework in Remedial Education

SECTION III: LICENSURE/CERTIFICATION

Title of License/Certification _____

License/Certification # _____

State where issued _____ Date issued _____

SECTION IV: REVIEW APPROVAL

_____ The Application for Employment, transcripts, Occupational Experience for Career and Technical Education Faculty (*CTC Form 202* if the instructor is teaching a credit career and technical education class), *CTC Form 204* if applicable, and other appropriate licensure or certification, if applicable, are attached and have been forwarded to the Deputy Chancellor, Educational Program and Support Services.

OR

_____ I have granted emergency permission of the above faculty member to teach term _____ / _____ semester. The emergency permission expires at the end of the term, dependent upon submission of full employment credentials as required in *CTC Policy 160*. A copy has been forwarded to the Deputy Chancellor, Educational Program and Support Services and the Director, Employment Services.

Campus Dean

Date

Deputy Chancellor, Educational Program
and Support Services

Date

CTC Form 9A

CENTRAL TEXAS COLLEGE
Prior Occupational Experience - Career and Technical Education Faculty

If applicable, attach to Application for Employment.

Employer: _____

From: _____ / _____ To: _____ / _____

Address: _____

Hours Worked Per Week: _____

City, State, Zip: _____

Phone: _____

Detailed Job Description and Training:

Employer: _____

From: _____ / _____ To: _____ / _____

Address: _____

Hours Worked Per Week: _____

City, State, Zip: _____

Phone: _____

Detailed Job Description and Training:

Employer: _____

From: _____ / _____ To: _____ / _____

Address: _____

Hours Worked Per Week: _____

City, State, Zip: _____

Phone: _____

Detailed Job Description and Training:

Employer: _____

From: _____ / _____ To: _____ / _____

Address: _____

Hours Worked Per Week: _____

City, State, Zip: _____

Phone: _____

Detailed Job Description and Training:

CENTRAL TEXAS COLLEGE
Outstanding Professional Experience and
Demonstrated Contributions to the Teaching Discipline
in Lieu of Faculty Academic Preparation Requirement

Faculty Member's Name: _____

Social Security Number: _____

Course Requests: _____

Type and Description of Experience: _____

Faculty Member's Signature: _____ Date: _____

Department Chair/Site Director Signature: _____ Date: _____

Recommended: YES NO

Dean's Signature: _____ Date: _____

Approved: _____ Date: _____

Deputy Chancellor, Educational Program and Support Services

Attachments: _____

CENTRAL TEXAS COLLEGE
Continuing Education
Faculty Approval/Disapproval

Applicant's Name

Campus

Continuing Education Course(s)

Date

A CTC Application and/or *CTC Form 202 Prior Occupational Career and Technical Education Faculty* for the above named person was received, processed, and signed by the appropriate Campus Dean. Transcripts, necessary licensure/credentials, and a completed *CTC Form 9 Review of Faculty Qualifications* are attached.

_____ The individual meets all the requirements established for the position in *Policy 160* and is approved to teach the course(s) listed above.

_____ The individual meets the minimum requirements for selected courses listed above and is granted limited approval.

The individual does not meet the requirements established for the position by the Texas Higher Education Coordinating Board and is not approved because of:

_____ Lack of appropriate work experience.

_____ Lack of appropriate formal education.

_____ Lack of appropriate licensure/credentials.

Campus Dean (or Director, Continuing Education)

Date

IV. AMERICAN PREPARATORY INSTITUTE (API)

American Preparatory Institute faculty are required to have proficiency in the language that their course is taught. Except for special courses taught using a foreign language and except for foreign language courses, faculty must have the proficiency to communicate in oral and written English. An interviewer will evaluate an applicant's English or foreign language oral and written proficiency during the selection process.

The degree presented by faculty for academic preparation qualifications must be from a college or university accredited by one of the regional accrediting bodies listed in Section III of this document.

Qualifications for faculty teaching high school diploma, adult basic education, and specialized courses are discussed below. Qualifications are applicable to full-time, adjunct, and substitute instructors.

A. Qualifications by Program

1. High School Diploma Credit Courses

- a. Bachelor's degree from a regionally accredited college or university. Instructors who teach in special areas such as career and technical courses may be certified or licensed by the state where they are employed.
- b. College major or current state teaching certificate in the subject area of instruction.
- c. Instructors who teach in other areas outside their major subject area for less than a major portion of the school day must have at least 12 semester hours in each of such areas.
- d. 12 semester hours of professional education courses. Instructional personnel without teaching experience shall have two years to complete the 12 semester hours of professional education.
- e. Meet all other requirements as listed in a contract or binding agreement. For example, although API prefers a current state teaching certificate, a certificate is not required. However, if a current teaching certificate is required by the contract, it must be a required qualification for employment.

2. Adult Basic Education Noncredit Courses (includes basic academic skills, Pre-GED, GED preparation, and developmental study)

- a. Bachelor's degree from a regionally accredited college or university.

- b. Meet all other requirements as listed in a contract or binding agreement such as a current teaching certificate if required by contract.

3. Specialized Noncredit Courses

- a. English as a Second Language (ESL). Faculty must have specialized training in teaching English as a second language. As a noncredit course, there are no degree and certification requirements; however, if a contract so requires, these credentials must be part of the API required qualifications.
- b. Military Related Courses. Faculty who teach military related courses must have experience and academic preparation or specialized training in the area of instruction. Additional qualifications may be specified in a contract, and, if so, they are required.

It is the responsibility of the approving campus authority to exercise his or her judgment to ensure that the faculty member is qualified by one of the above factors to teach the course and provide quality instruction.

B. General Qualifications for Initial and Continued Employment

1. Communications Ability

See Section III of this document.

2. Staff Development Training

Participate in pre-service staff development training prior to beginning instruction followed by in-service staff development training throughout each year of employment; number of hours required is based upon education and certification.

- a. If faculty holds a major in elementary, secondary, or adult education or a state teaching certificate or license, 8 hours of pre-service training and 24 hours of in-service training each year are required. Otherwise,
- b. Sixteen hours of pre-service training and 32 hours of in-service training each year are required.

3. Professional Growth

Participate in professional growth by earning six semester hours of credit or equivalent during each five years of employment. Professional development is designed to maintain and increase the competency of faculty in the subjects they teach. Equivalent growth is evaluated based upon the

guidelines set forth by the Commission on Secondary and Middle Schools, Southern Association of Colleges and Schools.

C. Required Documentation for Initial and Continuing Employment

All applicants must submit a completed CTC Application for Employment and all other required Human Resource Management employment forms. Academic documents required are listed below.

1. High School Diploma Credit Courses

- a. Official transcripts conferring bachelor's degree and/or higher degrees that document the major subject area assigned and professional education courses as shown on transcripts that document the qualifications for the position sought, and copies of transcripts from all other institutions attended.

Instructors teaching courses outside their major subject area for less than a major portion of the day must also submit official copies of all college transcripts that verify 12 semester hours in each subject area.

Instructors approved to teach in special areas such as career and technical based upon a state license or certification that authorizes their employment in the area must submit official documents.

- b. Official state teaching certificate if required by contract or in lieu of college major.
- c. Official transcripts that verify professional growth of six semester hours of credit or equivalent during each five years of employment.
- d. Staff Development Form or comparable document that verifies required pre-service and in-service training.
- e. Official documents to verify contractual requirements that are not already listed in a through c above.

2. Adult Basic Education Noncredit Courses

- a. Official transcripts conferring bachelor or higher degree.
- b. Official state teaching certificate if required by contract.
- c. Official transcripts that verify professional growth of six semester hours of credit or equivalent during each five years of employment.
- d. Staff Development Form or comparable document that verifies required pre-service and in-service training.

- e. Official documents to verify contractual requirements that are not already listed in a through c above.

3. Specialized Non-Credit Courses

- a. Documentation of experience, academic preparation, or specialized training in the area of instruction.
- b. Official transcripts that verify professional growth of six semester hours of credit or equivalent during each five years of employment.
- c. Staff Development Form or comparable document that verifies required pre-service and in-service training.
- d. Official documents to verify specific contractual requirements if applicable.

D. Approval Authority

Approval authority varies slightly by API campus.

1. Central Campus

All API faculty, full-time, adjunct, and substitutes, of the API Central Campus and other API-managed sites are reviewed by the Dean, API using the *API Form I-8A Notice of Instructor Approval/Disapproval Form*. The packet is forwarded to the Deputy Chancellor, Educational Program and Support Services for approval.

2. Continental and International Campuses

- a. Full-time API faculty of the Continental and International Campuses will be recommended by the Campus Dean and approved by the Deputy Chancellor, Educational Program and Support Services.
- b. Adjunct and substitute API faculty of the International and Navy Campus Operations are recommended by the designated representative of the site, region, or country and then approved by the Campus Dean; Dean, API; and Deputy Chancellor, Educational Program and Support Services.
- c. If a contract specifies that all faculty are approved by the home campus, then the contract provisions apply. The Campus Dean will forward all documents to the Dean, API. Upon making a recommendation, the Dean, API will relay the documents to the Deputy Chancellor, Educational Program and Support Services for approval.

E. Approval Procedures

Procedures for interviewing and recommending faculty vary by API campus.

1. Central Campus

a. Full-time Faculty

The Dean, API interviews applicants and evaluates the qualifications to include comparing the qualifications of the applicant to the requirements for the position.

b. Adjunct Instructors and Substitutes

The full-time API Lead Instructor at the Central Campus interviews applicants and evaluates qualifications to the requirements of the position.

Once the API Lead Instructor determines the applicant is qualified and plans to recommend the applicant for a position, the applicant's CTC Application for Employment, transcripts, and other required documents (Faculty Approval Packet) are forwarded to the Dean, API along with the recommendation.

The Dean, API reviews the applicant's documentation and forwards the packet to the Deputy Chancellor, Educational Program and Support Services for review of the applicant. The Dean, API will be notified of the approval or disapproval of the applicant.

c. The Dean, API submits the applicant's Faculty Approval Packet with all documentation through proper channels to the Director, Employment Services.

2. Continental and International Campuses (C&I)

a. Designated Campus Representative

The Campus Dean may designate a representative based upon the campus organizational structure to interview an applicant and evaluate the applicant's qualifications to include comparing the qualifications to API and contractual requirements. Designated representatives may include such positions as site director, regional director, or director.

Once the interviewer determines the applicant is qualified and plans to recommend the applicant for the position, the interviewer forwards the CTC Application for Employment, transcripts, and other required

documents (Faculty Approval Packet) through the proper channels to the Campus Dean.

b. Campus Dean

The Campus Dean forwards the Faculty Approval Packet of full-time and adjunct instructors being recommended to the Dean, API.

c. Dean, American Preparatory Institute

Faculty qualifications are reviewed by the Dean, API through examination of the Faculty Approval Packet who then forwards the recommended faculty packets to the Deputy Chancellor, Educational Program and Support Services.

d. Deputy Chancellor, Educational Program and Support Services

The Deputy Chancellor, Educational Program and Support Services approves or disapproves all full-time and adjunct faculty after reviewing the applicant's documentation and approves or disapproves the applicant.

The Faculty Approval Packets are sent to the Dean, API with all documentation who will then send them through the proper channels to the Director, Employment Services.

F. Provisional Qualifications

Provisional qualifications may be approved but only under the following conditions and for a specific time period.

1. Lack of official transcripts.

Applicant does not have official transcripts or other required official documents, such as a teaching certificate, at the time of application for the position. Copies of transcripts or other required credentials may be used to provisionally meet the qualifications for the position.

Official transcripts and/or other required documents must be provided within 90 days of the effective date of employment.

2. Lack of required semester hours.

Applicant holds required degree but does not have the required semester hours in a subject area of instruction or the required 12 semester hours of professional education to teach in the high school diploma program.

An applicant who needs just a few semester hours to qualify in a subject area may be considered for employment if applicant agrees to correct the deficiency by a certain date. For example, an applicant who is qualified to teach in English but who needs three to six semester hours to qualify to teach in history may be considered. An applicant who has no semester hours in history would not be considered.

Instructional personnel without teaching experience shall have two years to complete the 12 semester hours of professional development.

API Form I-26 Plan for Required Professional Development is used to document the plan to remove the deficiency for faculty. The form must be signed by the faculty member, supervisor, Campus Dean, and the Deputy Chancellor, Educational Program and Support Services with a copy provided to the Dean, API.

Only a small percentage of the total faculty of each campus would have faculty members who would be placed under a deficiency plan.

3. Waivers.

Occasionally, due to local conditions, a decision must be made to either (1) hire an applicant who cannot easily and quickly satisfy the qualifications for a position as stated above or (2) not to offer the class. In this situation, a person who holds the required degree but does not meet the other qualifications may be employed temporarily, if there is concurrence by the applicable approving authorities. Such waivers are normally made for an individual who cannot meet the required pre-service training. Temporary employment is authorized for one term or semester.

G. Instructors Educated Outside the United States

1. Individuals who earned a degree from a foreign school and hold a current standard Texas state teaching certificate or current standard out-of-state (U.S.A.) teaching certificate may apply for a review of their credentials by submitting the following items:
 - a. A completed CTC Application for Employment
 - b. Copies, front and back, of the Texas state teaching certificate and/or all STANDARD out-of-state certificates
 - c. Official transcripts (transcripts must be original copies)
 - d. Official translation of transcripts into English

Standard certificates are those issued by a state board of education that administers one of the K-12 public school systems within the United States.

2. For API Central Campus and other API-managed sites, documents are submitted through the designated site representative to the Dean, API for review then to the Deputy Chancellor, Educational Program and Support Services for approval.
3. International Campuses' documents are submitted through the designated site representative through the Campus Dean to the Deputy Chancellor, Educational Program and Support Services. Upon making a recommendation, the Deputy Chancellor, Educational Program and Support Services will relay the documents to the Dean, API. The Dean, API will act on the recommendation.

H. Courses

1. High School Diploma Courses (Credit)

Courses that earn graduation credits and satisfy required or elective diploma requirements.

Communications (COMM)
<ul style="list-style-type: none"> • English I • English II • English III • English IV • Creative Writing • Practical Writing • Technical Writing • Communications Applications • Reading Improvement • Spanish I • Spanish II
Economics (ECON)
<ul style="list-style-type: none"> • Economics with emphasis on Free Enterprise
Mathematics (MATH)
<ul style="list-style-type: none"> • Algebra I • Algebra II • Geometry • Math Models for Applications
Physical Education (PHED)
<ul style="list-style-type: none"> • Foundations of Physical Fitness
Science and Health (SCIE)
<ul style="list-style-type: none"> • Integrated Physics and Chemistry • Biological Science • Environmental Science
Social Studies (SOCS)

<ul style="list-style-type: none"> • U.S. History • U.S. Government • World Geography • World History
Technology Applications (ELEC)
<ul style="list-style-type: none"> • Keyboarding/Word Processing • Business Computer Information Systems I
Electives
<ul style="list-style-type: none"> • Art I (FINA) • Individual and Family Living (ELEC) • Music I (FINA) • Parenting and Child Development (CHDV) • Psychology (SOCS)

2. Adult Basic Education Courses (Noncredit)

Courses include basic academic skills, pre-GED, GED, and developmental study courses. No credit is earned.

Communications (COMM)
<ul style="list-style-type: none"> • Reading Essentials I and II • Developmental Reading • Fundamentals of Communication
Mathematics (MATH)
<ul style="list-style-type: none"> • Basic Mathematics I • Basic Mathematics II • Developmental Mathematics
Specialized Courses (Noncredit)
<p>Courses may include workplace literacy, military related, or other courses designed to meet a specific need. No credit is earned.</p> <ul style="list-style-type: none"> • English as a Second Language (COMM)

**Central Texas College District
American Preparatory Institute
Instructor Qualifications**

High School Credit Courses	Qualifications
<ul style="list-style-type: none"> • Economics (ECON) • English (COMM) • Mathematics (MATH) • Physical Education (PHED) • Science (SCIE) • Social Studies and Behavioral Sciences (SOCS) • Electives (CHDV, ELEC, FINA) 	<p>Bachelor's degree with major in subject area of instruction; 12 semester hours professional education courses; 16 hours pre-service training, 32 hours in-service training per year; 6 semester hours or equivalent of professional growth during each 5 years of employment; and any contractual requirements such as a teaching certificate. If teaching outside major subject area for less than major portion of school day, 12 semester hours in each subject area. (If teacher certified or have major in education, 8 hours pre-service training and 24 hours in-service training per year.)</p> <p>Reference: See Provisional Qualifications in Section IV.F.</p>
Adult Basic Education Courses	Qualifications
<ul style="list-style-type: none"> • Basic Academic Skills (COMM, MATH) • Pre-GED Program (PGED) • GED Program (GED) • Developmental Studies (COMM, MATH) 	<p>Bachelor's degree; 16 hours pre-service training, 32 hours in-service training per year; 6 semester hours or equivalent of professional growth during each 5 years of employment; and any contractual requirements such as a teaching certificate. (If teacher certified or have major in education, 8 hours pre-service training and 24 hours in-service training per year.)</p> <p>Reference: See Waivers in Section IV.F.3.</p>
Specialized Courses	Qualifications
<ul style="list-style-type: none"> • English as a Second Language • Military-related 	<p>Specialized training for teaching ESL; 16 hours pre-service training, 32 hours in-service training per year; 6 semester hours or equivalent of professional growth during each 5 years of employment; and any contractual requirements such as a teaching certificate. (If teacher certified or have major in education, 8 hours pre-service training and 24 hours in-service training per year.)</p>

**Central Texas College District
American Preparatory Institute
Plan for Required Professional Development**

Name: _____ SSN: _____

Campus: _____ Site: _____

Position: _____

Requirement: _____

To Be Completed By Site Director and Faculty Member

Semester Hours Required: _____

Semester Hours Completed: _____

Semester Hours Remaining: _____

Timetable for Requirement: Start: _____ Complete: _____

Plan for Completion:

I agree with the above Plan for Required Professional Development and that completion of this plan of study brings my credentials into compliance with institutional instructional requirements as required by the Southern Association of Colleges and Schools Commission on Accreditation and School Improvement.

I understand that my failure to follow this plan may result in my dismissal from the instructional staff of the Central Texas College District. I further understand that amendments to this plan must be filed with and approved by the Site Director and the Campus Dean.

Faculty Member Date

Site Director Date

Campus Dean Date

Dean, API Date

Deputy Chancellor, Educational Program and Support Services Date

Distribution: Faculty; Campus Dean; Dean, API; Director, Employment Services

API Form I-26

**Central Texas College
American Preparatory Institute
Staff Development Verification**

Name: _____ SSN: _____

Job Title: _____ Campus/Site: _____

Type of Staff Development: Pre-service _____ In-service _____ Other _____

Date(s) of Staff Development: _____

Course Number/Title: _____

Topics of Staff Development (List topics or attach agenda)

Total hours of this Staff Development: _____

Conducted by (name, title, organization): _____

Verification:

Signature

Date

Printed Name

Distribution: Faculty; Campus Dean; Dean, API; Director, Employment Services
API Form I-4A

**Central Texas College District
American Preparatory Institute
Notice of Instructor Approval/Disapproval**

Name: _____ SSN: _____

Job Title: _____ Campus/Site: _____

Approval is given for the above named person to teach:	
1. _____	3. _____
2. _____	4. _____

Disapproval is given for the above named person to teach:	
1. _____	3. _____
2. _____	4. _____
Reason(s) for disapproval:	
<input type="checkbox"/> Does not meet institutional requirements	
<input type="checkbox"/> Does not meet contractual requirements	
<input type="checkbox"/> Lack of required education in	
<input type="checkbox"/> Lack of required experience in	
<input type="checkbox"/> Lack of certification in	
<input type="checkbox"/> Other	
<input type="checkbox"/> Lack of required documentation	
<input type="checkbox"/> Official Transcript(s)	<input type="checkbox"/> Certificate(s)
<input type="checkbox"/> Staff Development Verification	<input type="checkbox"/> Application for Employment
<input type="checkbox"/> Other	

Campus Dean	Date
Dean, API	Date
Deputy Chancellor, Educational Program and Support Services	Date

Distribution: Place and retain in applicant's/employee's personnel file at the site.

API Form I-8A