

Northland Community and Technical College

4045P College Faculty Credentialing Procedure

1. Temporary full-time, Temporary part-time, Adjunct and External Instructors shall complete an on-line credentialing application to be reviewed. The application process will require submission of an official college transcript(s), employment verifications of related occupational experience, state and/or national industry licensure/certification, and any other requirements outlined in the system-established minimum qualifications. The faculty member's direct supervisor will be responsible for approving the application for the designated credential field and shall approve any change or addition of a credential field prior to a hiring offer being made.
2. The Human Resources Department shall maintain appropriate credentialing documentation on Temporary full-time, Temporary part-time, Adjunct, and External Instructors assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians.
3. Faculty will receive official notification of the credentialing decision. As noted in the Faculty Credentialing Policy, temporary full-time faculty must meet system-established minimum qualifications, without exception. The college may assign a temporary part-time, Adjunct or External Instructor, without meeting system-established minimum qualifications, ONLY if one of the following exception conditions applies:

Emergency staffing situations:

- *Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course;
 - *A failed search for a faculty position, if the position has been advertised at least twice;
 - *Resignation of a faculty member immediately prior to the start of a term;
 - *Addition of course sections immediately prior to the start of a term; or
 - *Immediate deployment in the armed services
- (An individual may be hired for no more than two consecutive semesters under this exception.)

Pending Credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

Special Expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

Renowned qualifications: An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

Emerging Fields: An exception may be made where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

Temporary part-time, Adjunct faculty, and external instructors who performed work during academic years 2004-2005 and/or 2005/2006 and currently do not meet the system established minimum qualifications or do not meet one of the exception conditions may be offered available semester by semester faculty assignments during academic years 2006-2007 and/or 2007-2008. After June 20, 2008, to be eligible for available faculty work, temporary part-time, adjunct, and external instructors shall meet system established minimum qualifications or meet one of the exceptions.

4. Faculty appointments under the exception conditions will be requested by the faculty's direct supervisor and forwarded to the President/CAO for final approval prior to an offer of employment being made.
5. Documentation of "exception" appointments and the applicable time limits will be maintained by the Chief Academic Officer.

Date of Adoption: 5/4/06

Date of Implementation: 5/4/06

Date & Subject of Revisions: 3/10/08 – Changed #5 from HR Dept. to CAO.