
Chapter: Human Resources

Modification No. 001

Subject: **Minimum Educational Requirements for Faculty**

The minimum educational requirement for all full- and part-time instructional faculty in the credit programs and all noninstructional faculty at Montgomery Community College is a master's degree or appropriate equivalent. The appropriate equivalent of a master's degree will be the presentation of demonstrable evidence of competency for achievements in performance and/or instruction, as authorized in procedures approved by the President.

Board Approval: September 21, 1987.

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- I. All advertisements for recruitment of applicants will contain a statement that a master's degree or demonstrated evidence of equivalent competency is required along with other specific requirements unique to each position.
- II. All applications received by the deadline date will be evaluated. Applications received after the deadline date will not be considered, with appropriate notification being sent to each individual.
- III. In the evaluation of applicants' credentials the primary criterion for hiring shall be the ability of the applicant as judged through such criteria as teaching interest and ability, commitment to the community college philosophy, related work experience, performance and/or academic achievements that meet the minimum position requirements.
- IV. In those cases where qualified applicants with a master's degree or equivalent demonstrable evidence of competency are not available, or in occupational fields where practical work experience is critical to teaching success, the Dean will make appointments in consultation with selected faculty in the curriculum. The following criteria may be used as acceptable evidence of qualifications:
 - A. Have been awarded a professional degree beyond the bachelor's degree and with qualifications in specialized areas (e.g., law).
 - B. Have been awarded a bachelor's degree and hold a current professional certification granted by a nationally recognized association (e.g., C.P.A. for accounting).
 - C. Have been awarded a bachelor's degree and have at least 3 years current work experience in the field or directly related to the specific course(s) to be taught.
 - D. Have other substantial qualifications which are consistent with the potential assignment and which will contribute to the goals, objectives and mission of the College.
 - E. Have demonstrated competency through written and/or performance examination.
- V. Applicants who are hired without a master's degree may be required to earn a master's degree as a condition of continued employment. This condition must be stated in writing at the time of original employment.
- VI. Faculty employed in an academic discipline or professional area who desire to teach in another discipline/area must meet the initial employment guidelines for the other discipline/area unless special exceptions are approved by the Dean after consultation with the department. The qualifying alternative criteria will be noted and discussed with the applicant at the time of initial assignment. A faculty member who teaches in the area more than two semesters may be required to complete additional training as determined by the Dean. In cases where the Dean and representative faculty determine that further

training/credentialing is appropriate, a professional development plan and time line for completion will be agreed upon by all parties. The following criteria may be used to approve appointments with special exceptions:

- A. Have at least 9 graduate hours in the other discipline/area.
 - B. Have at least 3 years of recent experience in the discipline.
 - C. Have demonstrated competency through written and/or performance examination.
 - D. Have special certification/licensing in or related to the field.
- VII. The President delegates to the provost the authority and responsibility to implement and administer this policy and procedures and to prepare an annual report for the President concerning all faculty hired during the preceding year.

Administrative Approval: September 21, 1987; September 27, 1990; May 13, 1996; June 25, 1996.