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Policy: Faculty Teaching Credentials

Policy No: 4.30

Approved: September 2021

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**SUMMARY:**

In support of high-quality teaching in its curricula, Sullivan County Community College employs teaching faculty who are well qualified to teach students enrolled in credit-bearing courses. This policy defines the required credentials for teaching faculty.

**POLICY STATEMENT:**

Sullivan County Community College requires candidates for teaching faculty positions to possess the appropriate diploma, license, certification, prior work experience, and background for each position. The College will make every effort to ensure such requirements are reasonable and realistic qualifications and do not impose artificial barriers to employment.

***Requirements***

1. All regular full-time tenure-track, contract, and adjunct teaching faculty members are required to have a minimum of a Master's Degree in their related field of instruction at the time of offer of employment. Earned degrees must be awarded by a regionally-accredited U.S. institution or by a recognized non-U.S. institution, as determined by the Vice-President for Academic and Student Affairs and documented by an official transcript or the international equivalent. Discipline-specific requirements are stated in the respective position descriptions. Exceptions are listed in #2.
2. In some specialized and technical fields, individuals with discipline-specific credentials or substantial related work experience may be employed without a Master's Degree in their related field of instruction. The Vice President in the faculty member's division will approve any appropriate alternate credentials or experience, based on the College's needs.
3. Faculty who hold a license or certification that is required for the performance of their job duties must maintain current licensure or certification, and must inform Human Resources immediately of any lapse, encumbrance, or suspension thereof.
4. This policy does not supersede any existing collective bargaining agreements.

***Applicability***

Requirements #1 and #2 apply to all full-time and adjunct faculty teaching courses offered for credit hired after September 30, 2021. Requirement #3 applies to all full-time and adjunct faculty. Individuals who are invited to deliver a guest presentation(s) are not covered by this policy.