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## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	070.022.000 – Minimum Qualifications and Equivalencies
<b>Responsible Department:</b>	Human Resources
<b>Authority:</b>	Executive Director of Institutional Effectiveness

### Overview

Faculty who meet the hiring guidelines for the college according to the State of Oregon and the Northwest Commission on Colleges and Universities (NWCCU) will be approved to teach courses at the college. All faculty position announcements will state the required qualifications.

Staff who meet the hiring requirements set forth in the recruitment posting and job description will be approved for hire at the college.

The vice president of instructional services (VPIS), instructional deans, and human resources personnel will follow the established hiring guidelines when approving faculty to teach at the college.

Human resources, program vice presidents and directors will follow hiring guidelines when approving staff to work at the college. All staff hires will be approved by the president prior to an offer being extended.

The president may grant a provisional approval for a faculty to teach a course upon recommendation from the VPIS when the college has been unable to identify or hire a person with the required qualifications. The recommendation must indicate why the person is qualified to teach through work experience and skills or other teaching experience.

### Applicability

Faculty and staff

## Administrative Rule Statement

### *Faculty*

The minimum requirements for approval to teach a lower division college transfer course are the following:

- Master's degree in the subject area; or
- Master's degree in a related area plus 24 graduate hours of credit in the subject area; or
- Demonstrated competency in the field.

The minimum requirements for approval to teach a developmental education course are the following:

- Master's degree in an appropriate educational field (e.g. special/developmental/adult education, reading, math, English) and
- Recent experience working with disadvantaged students;
- ESOL also requires TESOL certification, or demonstrated competency in the field.

The minimum requirements for approval to teach a career/technical education course are the following:

- Master's degree in the subject area and three (3) years recent, full-time, nonteaching experience in the field; or
- Master's degree in a related area plus 24 graduate hours of credit in upper division coursework in the subject area, and three (3) years recent, full-time, non-teaching work experience in the field; or
- Bachelor's degree in the subject area and four (4) years recent, full-time, nonteaching work experience in the field; or
- Bachelor's degree in a related area, plus 24 hours upper division coursework in the subject area, plus four (4) years recent, full-time, non-teaching work experience in the field; or
- Associate of Applied Science (AAS) degree in subject area or professional education plus five (5) years recent, full-time, non-teaching work experience in the field, or demonstrated competency and/or qualifications set by licensing organization in the field.

*(Supportive documentation as established by the department chair, and approved by the instructional director and VPIS must be included in the faculty file).*

Instructors for adult continuing education classes and contracted training will be hired at the discretion of the adult continuing education coordinator. Credentials in the areas of work experience, years of teaching adults, and expertise in the field will be considered.

Instructors in all subject areas in which academic credentials are required shall have completed their education at institutions accredited by commissions associated with or similar to the Northwest Commission on Colleges and Universities.

Department chairs may recommend alternative or additional qualifications, e.g. professional registration or familiarity with special equipment, processes, or computer software, for consideration and approval by the VPIS.

### *Staff*

Job descriptions will contain the minimum qualifications and experience required and or preferred for each position. Where indicated and combination of education and experience may be used to meet qualifications. Approval from the president is required to waive any requirements set forth in the job description.

### **Definitions**

1. ESOL: English speakers of other languages
2. TESOL: Teacher of English to speakers of other language

### **Applicability**

Staff and faculty

### **Interpretation of Administrative Rule**

Vice President of Instructional Services and Executive Director of Institutional Effectiveness

### **References:**

ORS 341.535  
OAR 589-008-0100 (Personnel Policies)

### **Further Information**

Vice President of Instructional Services  
lufford@cgcc.edu  
541-506-6030

Executive Director of Institutional Effectiveness  
cjudah@cgcc.edu  
541-506-6151