



ADMINISTRATIVE RULE

Approval Date: 11/01/12
Effective Date: 10/18/13
Last Revised: 11/01/19

Rule Number/Name:	040.005.000 – Faculty Minimum Qualifications
Responsible Department:	Instructional Services
Authority:	Vice President Of Instructional Services (VPI)

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.

Applicability

The Vice President of Instructional Services (VPI), instructional deans, and human resources personnel will follow the established hiring guidelines when approving faculty to teach at the college.

The president may grant a provisional approval for a faculty to teach a course upon recommendation from the VPI 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.

Administrative Rule Statement

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.

(Supportive documentation as established by the Department Chair and approved by the Instructional Dean and VPI must be included in faculty files.)

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.

(Supportive documentation as established by the department chair and approved by the instructional Dean and VPI must be included in faculty files).

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, non-teaching 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, non-teaching 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 dean and VPI must be included in the faculty file).

Instructors for adult continuing education classes and contracted training will be hired at the discretion of the coordinator of community education & customized training.

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 VPI

Definitions

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

Interpretation of Administrative Rule

Vice President of Instructional Services

Cross Reference to Related Administrative Rules

None

Further Information

Executive Assistant to the VPI
(541) 506-6031

Strategic Direction

Appendix

1. CGCC Operating Procedure 040.005.001 – Hiring Process for Adjunct Faculty
2. Columbia Gorge Community College Instructor Review/Approval Form
3. New Instructor Orientation Checklist



Approval Date: 09/21/19
Effective Date: 09/21/19
Last Revised:

ADMINISTRATIVE RULE

Rule Number/Name:	070.022.000 – Minimum Qualifications and Equivalencies
Responsible Department:	Human Resources
Authority:	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
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