

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**ACADEMIC AFFAIRS**  
**PROCEDURE**  
**SIP-2171**

**SUBJECT:** Faculty Credentialing and Tested Experience

**REFERENCE:** The Higher Learning Commission (HLC) publication “*Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*,” March 2016; SCP-2171, *Professional and Educational Requirements for Faculty*; SCP-2171.A, *Faculty Credentials Certification Form*

**ORIGINATION:** August 6, 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

**SECTION 1. PURPOSE**

- 1.1 This guidance sets forth the procedure used by the Office of Academic Affairs to ensure that each faculty member employed with Southern West Virginia Community and Technical College possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This procedure applies to faculty at Southern West Virginia Community and Technical College and to other individuals assigned to perform faculty work.

**SECTION 3. DEFINITIONS**

- 3.1 Tested experience - Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline and course content in which the faculty member is teaching.

**SECTION 4. PROCEDURE**

- 4.1 The School Dean may submit guidelines for determining faculty qualifications, including tested experience as deemed appropriate.
- 4.2 Revisions to the Faculty Credentials Matrix may be proposed to the academic administration team by any of the following groups: faculty members, program directors, or academic heads. Chief Academic Officer will review the Faculty Credentials Matrix upon receipt of proposed revisions or updates. The updated Faculty Credentials Matrix will be disseminated to faculty, program directors, and Dean after each revision.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The Higher Learning Commission requires institutions to justify and document qualifications of faculty as part of its accreditation process. The faculty hiring qualifications related to tested experience should be

reviewed and approved through the faculty governance process at the institution.

**SECTION 6. GENERAL PROVISIONS**

6.1 The general information related to the faculty credentialing procedure for implementation and review of tested experience for faculty qualification.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Division Heads/Lead Faculty - Division Heads/Lead Faculty members will define minimum faculty qualification guidelines, with input from faculty, including tested experience as appropriate. These guidelines are forwarded to the School Dean for review and approval.
- 7.2 School Dean - The School Dean reviews the proposed minimum qualification guidelines for approval and then forwards the guidelines to the Faculty Senate for review and approval. The School Dean or Chair is responsible for ensuring these guidelines are reviewed every 5 years.
- 7.3 Faculty Senate - The Faculty Senate will review the proposed faculty qualifications, including tested experience, for approval. The Faculty Senate will then forward to the Chief Academic Officer.
- 7.4 Chief Academic Officer - The Chief Academic Officer, working with his/her respective leadership team and the Human Resources department, maintains a comprehensive list of faculty credential requirements and current credentialing forms.
- 7.5 Human Resources Department - The Human Resources department will maintain an electronic database of faculty credentials that contains the same information as in the Faculty Credentials folders. The Human Resources department will use this database to provide accurate, timely information to various accrediting agencies, federal/state agencies, and College departments.

**SECTION 8. CANCELLATION**

8.1 None

**SECTION 9. REVIEW STATEMENT**

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the Cabinet-level Administrator may recommend to the President’s Cabinet that the procedure be amended or repealed.

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
President 09/10/2019  
Date

\_\_\_\_\_  
Cabinet-level Administrator 09/10/2019  
Date

**Attachments:** SIP-2171.A, Faculty Qualifications Teaching Field: English  
SIP-2171.B, Faculty Qualifications Teaching Field: Mathematics

SIP-2171.C, Faculty Qualifications Teaching Field: Science  
SIP-2171.D, Faculty Qualifications Teaching Field: Social Science  
SIP-2171.E, Faculty Qualifications School of Career and Technical Studies

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** Originated August 6, 2018

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.A**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: English**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:** August 9, 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the field of English: English, Journalism, or Communication.
2. A Master's Degree (or higher) in any field with 18 graduate hours in English, Journalism, or Communication.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the English program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master’s Degree in any field and must satisfy either:

1. one (1) of the four Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i>Group A Criteria</i>	<i>Evidence Required</i>
1	At least 12 graduate credit hours in English, Journalism, or Communication	Graduate transcript
2	Bachelor’s Degree in English, Journalism, or Communication	Transcript
3	National Board for Professional Teaching Standards Certificate in English, Adolescent and Young Adulthood with documentation of teaching collegial-level outcomes.	Copy of Certificate or other written evidence of successful completion.
4	Fellowships, awards, or recognitions for excellence related to the teaching of English at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i>Group B Criteria</i>	<i>Evidence Required</i>
1	Three (3) years or more of High School Advanced Placement English teaching with advanced (collegial-level) outcomes.	Student and supervisor course evaluations affirming teaching effectiveness and three years a data documenting student exam scores at or above national average for advanced placement
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming English teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed English conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed English assessment activity, such as Advanced Placement scoring in English or related field, item writing for national English competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level English professional organization.	Letter of appointment, organizational chart, or similar evidence.

7	Evaluator of grants or other scholarly function in a collegial-level English-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications and reviews
9	Extensive experience as an editor or publisher of a newspaper or magazine.	Letter of appointment, organizational chart, copy of work, or similar evidence.
10	Participation in equivalent of 18 credit hours of English-related professional development.	Certificates of completion.
11	Other collegial-level English related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the English discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>			
Degree or Tested Experience	English	Journalism	Communication
Course Prefix	EN TH		CA SP

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.B**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: Mathematics**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:** September 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the Mathematics field: Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences.
2. A Master's Degree (or higher) in any field with 18 graduate hours in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Mathematics program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<b><i>Group A Criteria</i></b>	<b><i>Evidence Required</i></b>
1	At least 12 graduate credit hours in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Graduate transcript
2	Bachelor's Degree in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Transcript
3	National Board for Professional Teaching Standards Certificate in Mathematics, Adolescent and Young Adulthood with documentation of teaching collegial-level outcomes.	Copy of Certificate or other written evidence of successful completion.
4	Fellowships, awards, or recognitions for excellence related to the teaching of mathematics at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<b><i>Group B Criteria</i></b>	<b><i>Evidence Required</i></b>
1	Six or more semesters of successful advanced (collegial level) high school or college mathematics teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming mathematics teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed mathematics conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed mathematics assessment activity, such as Advanced Placement scoring in mathematics (or related, e.g., Calculus), item writing for national mathematics competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level mathematics professional organization.	Letter of appointment, organizational chart, or similar evidence.

7	Evaluator of grants or other scholarly function in a collegial-level mathematics-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications
9	At least three years successfully teaching AP Mathematics with advanced (collegial level) outcomes.	Three years a data documenting student exam scores at or above national average for advanced placement.
10	Participation in equivalent of 18 credit hours of mathematics-related professional development.	Certificates of completion.
11	Other collegial-level mathematical related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the mathematics discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>		
Degree or Tested Experience	Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Mathematics and Education
Course Prefix	MT	ME

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.C**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: Science**

**REFERENCE:**        **SIP-2171, Faculty Credentialing and Tested Experience**  
                          **SCP-2171, Professional and Educational Requirements for Faculty**  
                          **SCP-2171.A, Faculty Credentials Certification Form**

**ORIGINATION:**    **August 9, 2018**

**EFFECTIVE:**        **September 10, 2019**

**REVIEWED:**        **New**

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the teaching field of Science: Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, or Agriculture.
2. A Master's Degree (or higher) in any field with 18 graduate hours in Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, or Agriculture.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Science program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under Tested Experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i><b>Group A Criteria</b></i>	<i><b>Evidence Required</b></i>
1	At least 12 graduate credit hours in Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, Agriculture	Graduate transcript
2	Bachelor's Degree in science	Transcript
3	Fellowships, awards, or recognitions for excellence related to the teaching of science at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i><b>Group B Criteria</b></i>	<i><b>Evidence Required</b></i>
1	Six or more semesters of successful high school Advanced Placement or college science teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Six or more years of experience teaching high school science courses with collegial-level outcomes.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content
3	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
4	Peer reviews affirming science teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
5	Extensive presentations at national, regional, or state peer-reviewed science conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
6	Extensive participation in nationally normed science assessment activity, such as Advanced Placement scoring in science, item writing for national science competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level science professional organization.	Letter of appointment, organizational chart, or similar evidence.
7	Evaluator of grants or other scholarly function in a collegial-level science-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications
9	Participation in equivalent of 18 credit hours of science-related professional development.	Certificates of completion.

10	Other collegial-level science related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the science discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.
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The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>				
Degree or Tested Experience	Biology Biochemistry Environmental Science	Chemistry Biochemistry	Physics Physical Science Agriculture Geology Astronomy	Physics Engineering
Course Prefix	BS	CH	SC	PH

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
SIP-2171.D**

**Faculty Qualifications Including Tested Experience  
Teaching Field: Social Science**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:** September 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

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Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the field of Social Science: History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology.
2. A Master's Degree (or higher) in any field with 18 graduate hours in History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Social Science program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i>Group A Criteria</i>	<i>Evidence Required</i>
1	At least 12 graduate credit hours in social science: History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology	Graduate transcript
2	Bachelor's Degree in History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology	Transcript
3	Fellowships, awards, or recognitions for excellence related to the teaching of social science at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i>Group B Criteria</i>	<i>Evidence Required</i>
1	Six or more semesters of successful advanced (collegial level) high school or college social science teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming social science teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed social science conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed social science assessment activity, such as Advanced Placement scoring in the field, item writing for national social science competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level social science professional organization.	Letter of appointment, organizational chart, or similar evidence.
7	Evaluator of grants or other scholarly function in a collegial-level social science-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications

9	Participation in equivalent of 18 credit hours of social science related professional development.	Certificates of completion.
10	Other collegial-level social science related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the social science discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

Degree or Tested Experience	History Political Science Human Geography Anthropology	Sociology	Psychology	Philosophy
Course Prefix	HS PS GE	SO	PY	PE

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**SIP-2171.E**

**Faculty Qualifications Including Tested Experience  
School of Career and Technical Studies**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:**

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

The School of Career and Technical Studies at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the regional and specialized accreditation requirements. Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. Below are the faculty credential requirements for all programs within the School of Career and Technical Studies.

**Accounting (AC)**

1. Master's Degree in Accounting, or
2. Master's Degree in non-related field + 18 graduate hours in Accounting, or
3. Bachelor's Degree in accounting plus
  - a. Professional Certification, or
  - b. 2+ years of professional employment in accounting, or
  - c. Relevant additional coursework beyond a bachelor's degree, or
  - d. Documented evidence of teaching excellence.

**Agriculture (AG)**

1. Bachelor's Degree in Agriculture, Agriculture Education, Horticulture, Soil and Crop Management, Agroecology, Animal and Nutritional Science, Agriculture Mechanics, or Agribusiness required, or
2. AAS in Agriculture or related field and 5 years experience, or
3. 10 years practical experience in agriculture or related field.

**Healthcare Professional/Allied Health (AH)**

1. BS or BA with national/state certification in a professional healthcare profession, or
2. AA, AS, or AAS with national/state certification in a professional healthcare profession with a minimum of 5 years experience.

**Business (BU)**

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or

2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Computed Tomography (CT)

1. Program Coordinator: MA or MS and credentialed with ARRT.
2. Faculty: BA or BS and credentialed in computed tomography with ARRT.

#### Information Technology (CS & IT)

1. BS or BA in Information Technology, Computer Science, or related field, or
2. AAS/AA/AS in information technology, computer science, or related field with a minimum of 5 years experience in the field, or
3. National certifications in information technology, computer science, or related field with a minimum of 5 years experience in the field.

#### Drafting and Design Technology (DR)

1. BS in Electrical Engineering, Computer-Aided Drafting, Technology or related field, or
2. AAS in Electrical Engineering, Computer-Aided Drafting, Technology or related field and 3 years of practical experience, or
3. CAD Technician Certificate, or related professional certifications with 5 years of practical experience, or
4. 10 years of practical experience in computer-aided drafting and design technology or related work experience.

#### Economics (EC)

1. Master's Degree in Finance, Economics, Business Administration, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in finance, business administration, or economics, or
3. Bachelor's Degree in finance, economics, or business administration, plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Paramedic Science (EM)

1. Program Coordinator: BS or BA with COAEMSP Paramedic certification.
2. Faculty: Paramedic Certification.

#### Electrical Engineering (EG)

1. BS in Electrical Engineering or related field, or
2. AAS in Electrical Engineering or related field and 5 years of practical experience, or
3. Masters Electrician License or equivalent, or
4. Journeyman Electrician with 7 years of practical experience, or
5. 10 years of practical experience in design and maintenance, control system, and fundamental of PLCs, or related work experience.

#### Entrepreneurship (EP)

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Finance (FN)

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Medical Coding (HI)

1. BS or BA with CAHIIM or National Healthcareer Association Medical Coding Certification (RHIT OR RHIA), or
2. AAS in medical coding field with national coding certification and 5 years of practical experience.

#### Management (MG)

1. Master's Degree in business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management or related field, or
3. Bachelor's Degree in business administration, management, education, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Marketing (MK)

1. Master's Degree in business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management or related field, or
3. Bachelor's Degree in business administration, management, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Mechantronics (MX)

1. BS in Mechanical/Industrial/Electrical or related field, or
2. AAS in Mechanical/Industrial/Electrical or related field and 5 years of practical experience, or
3. 10 years of practical experience in design and maintenance of mechanical, electrical, hydraulic, pneumatic, and programmable logic controls, or related work experience.

#### Medical Assisting (MA)

1. AAS or AS and credentialed in Medical Assisting.

#### Medical Laboratory Technology (ML)

1. Program Coordinator: MA or MS and credentialed in MLT.
2. Faculty: BA or BS and credentialed in MLT.

#### Nursing (NU)

1. Program Director: MS/MA/MSN or doctoral degree.
2. Faculty: BSN with 10 years of experience.
3. Clinical Faculty: BSN with 2 years experience.

#### Office Administration (OA)

1. Master's Degree in marketing, business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in marketing, business administration, management or related field, or
3. Bachelor's Degree in marketing, business administration, management, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Orientation (OR)

1. Bachelor's Degree with advising or mentoring experience.

#### Powersports Technology (PR)

1. MMI (Motorcycle Mechanics Institute) Degree or equivalent, or
2. Manufacturer certifications and a minimum of 3 years work experience as an A level technician or equivalent, or
3. 5 years work experience as an A level technician or equivalent.

#### Radiologic Technology (RA)

1. Program Coordinator: MA or MS and credentialed with ARRT.
2. Faculty: BA or BS and credentialed with ARRT.

#### Respiratory Care Technology (RC)

1. Program Coordinator: BA or BS and credentialed as RRT.
2. Faculty: AS or AAS and credentialed as RRT.

#### Surgical Technology (SG)

1. Program Coordinator: AS or AAS and credentialed as CST with 5 years of experience.
2. Faculty/ Clinical Coordinator: AS or AAS and credentialed as CST with 3 years of experience.

#### Welding (WL)

1. AAS in Welding and 5 years of practical experience, or

2. AWS Certifications and 5 years of practical experience, or
3. 10 years of practical experience in various forms of welding.