

Instructor Qualifications*

Employment as an instructor at NCCC shall be based on factors of preferred qualifications and best qualified. The intent of the Board of Trustees is to assure that every instructor meets reasonable standards as defined below and, to the extent possible, exceeds those qualifications. The goal of NCCC is that all faculty, adjunct and full-time, will meet the requirements detailed below.

Each faculty member is responsible for keeping his/her file up to date by informing the Chief Financial Officer (CFO) of any additional hours of credit obtained, and by providing official transcripts from the college granting the additional credit to the Director of Human Resources. Salary for Professional Employees is determined by the credentials filed and accepted on or before September 10 of each fiscal year. Professional Employees anticipating a move to a new column must notify the CFO in writing prior to May 1 preceding the next contract year.

All persons considered for employment by NCCC as faculty are expected to show concern for the quality and totality of the educational experience and demonstrate evidence of, or potential for, effective teaching.

Liberal Arts and Sciences

NCCC instructors in general education courses (usually liberal arts and sciences) shall be selected based on the following standards of qualifications as established by the Higher Learning Commission. Supervisors are encouraged to focus on selecting instructors with these educational credentials, and experience with teaching and learning:

- Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. Those teaching general education courses, or other courses that transfer, typically hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- Recommendations for instructors not meeting the preferred credential requirements will require the review and approval of the Vice President for Student Learning. Such exceptions will be evaluated using the information provided by the Higher Learning Commission's Determinations By Factors Other Than Credentials (within their Faculty Credentials policy) and the standards of the Kansas Board of Regents Concurrent Enrollment Partnership (CEP). Additional stipulations may be required of instructors that do not meet the preferred credential requirements, such as having at least 5 years of tested experience in a public institution or an accredited private institution, and/or the use of a college final exam.

If the NCCC course is in an academic area with an external accreditation requirement (such as ACBSP), those professional requirements must be satisfied with the selection of the instructor.

Nursing

Nursing faculty must be registered nurses in the State of Kansas and hold a master's degree in nursing from a regionally accredited college or university. Potential faculty who do not meet the minimum requirements may be employed on a case-by-case basis, provided the candidate possesses at least a baccalaureate degree in nursing, is a registered nurse and continues to show progress toward a master's degree in nursing (4-6 credits per year).

Business and Technical

Where relevant, preparatory occupational program instructors (other than nursing instructors) must meet the criteria above or the liberal arts and sciences criteria. Those instructors in disciplines where the aforementioned criteria do not apply must have previous professional training and experience and formal education necessary to indicate mastery of competencies to be taught. Where state or national competency examinations do not exist, a minimum of 6,000 hours of relevant, recent part-time or full-time experience is required. Additionally, if they have not already done so, new vocational/technical instructors must complete courses or other training acceptable to the institution on methods and techniques of instruction, course and curriculum development, and measurement and evaluation of programs and students. Courses selected to meet these requirements must be approved by the Vice President or his/her designated representative. Required training must be completed at a minimum of one subject area per year until all are complete.

Given that vocational-technical education places high demand on writing, mathematics, and critical thinking skills, technical and vocational program instructors must demonstrate and commit to continuing both academic and technical education during the period of employment. Such education may lead to advanced degrees or to enhanced technical skills or both.

*Covered by PEA Negotiated Agreement.

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