



<p align="center">Policy Title Faculty Quality Assurance System (FQAS) Requirements</p>	<p align="center">Original Adoption Date 12/15/2015</p>	<p align="center">Policy Number HR-729</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p>Faculty Quality Assurance System (FQAS) is required for all instructors teaching courses that apply to a degree or adult basic education. It does not apply to instructors teaching adult continuing education or community service/avocational courses listed under aid code 42, 47, or 60.</p> <p>Each academic and occupational instructor shall meet applicable requirements established by the higher learning commission and federal and state licensing requirements. Each occupational instructor shall have a minimum of 2 years (4,000 hours) of occupational experience in a target job for the program or programs being taught, of which at least 1 year (2,000 hours) shall be within 5 years prior to the date of appointment. One year (2,000 hours) of related occupational experience may be waived if the occupational instructor has at least 2 years of post-secondary teaching experience in the appropriate occupational field within 5 years prior to the date of appointment. Two years of post-secondary teaching experience means 8 semesters of part-time teaching or 4 semesters of full-time teaching at an accredited post-secondary degree granting institution.</p> <p>An exception to the occupational experience requirements may be granted by the College President or designee for any of the following:</p> <ul style="list-style-type: none"> • Emergency staffing situations. • Pending credentials. • Specialized expertise or renowned qualifications of candidate. • Emerging fields. • Lack of candidate availability. <p>An occupational experience exception will only be allowed if a plan is approved by the College President or designee to ensure the occupational instructor granted the exception complies with occupational experience requirements with a specified period of time.</p>		
<p align="center">Reason for Policy</p> <p>Lakeshore Technical College (LTC) is assigned the responsibility by the Wisconsin Technical College System Board (WTCSB) to ensure that all instructors meet the requirements of Faculty Quality Assurance System (FQAS).</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Reviewed/Revised: 12/8/2015 Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
<p align="center">Definitions</p> <p>"Academic instructor" means a person teaching one or more courses in academic subjects such as mathematics, social science, English, communications, and science where the knowledge and skills taught are obtained by the instructor through collegiate preparation.</p> <p>"Occupational instructor" means a person employed by a district to teach one or more courses that are</p>		



Lakeshore Technical College
Official Policy

vocational, technical, or apprentice-related in nature and that apply toward a degree

"Postsecondary degree granting institution" means a public or private educational institution awarding an associate, baccalaureate, or graduate degree.

See: [Faculty Quality Assurance System \(FQAS\) Certified Instructor Policy](#) [Faculty Quality Assurance System \(FQAS\) Requirements Procedure](#)