



Policy Title Instructor Qualifications	Original Adoption Date 12/21/2018	Policy Number IS789
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement		
<p>In order to ensure high quality teaching and learning in its curricula, Lakeshore Technical College Instructor Qualifications Policy articulates and maintains minimum qualifications for all instructional staff in all credit-bearing classes. In most cases, an instructor’s academic preparation is the principal consideration in hiring them to teach in a particular discipline or area. In particular cases, a faculty member may be deemed qualified based on other credentials appropriate for a given course, which may include, licensure/certification, awards and other recognitions, work or teaching experience in the field.</p> <p>In accordance with the Higher Learning Commission and Wisconsin Administrative Code TCS 3.04, a faculty member can be qualified based on a combination of academic and other credentials. General guidelines follow a minimum of:</p> <p>General Education or other non-occupational transferable credit courses</p> <ul style="list-style-type: none"> • Master’s degree in the discipline or subfield. <ul style="list-style-type: none"> ○ If the Master’s degree is in a discipline or subfield other than the area being taught, a minimum of 18 graduate credit hours in the discipline or subfield is required. <p>Occupational courses must meet one of the following:</p> <ul style="list-style-type: none"> • Master’s degree in the discipline or subfield and two (2) years (4,000 hours) of related work experience. <ul style="list-style-type: none"> • One (1) year (2,000 hours) of related work experience must be within the past five (5) years. • Two (2) years of full-time equivalent teaching experience in a related area at an accredited college within the past five (5) years may be substituted for the one (1) year of related work experience within the past five (5) years. <ul style="list-style-type: none"> • Exception to the occupational experience requirements may be granted by the college president to comply with the administrative code per TCS 3.04 and TCS 3.05. • If the Master’s degree is in a discipline or subfield other than the area being taught, a minimum of 18 graduate credit hours in the discipline or subfield is required and two (2) years (4000 hours) of related work experience. <ul style="list-style-type: none"> • One (1) year (2,000 hours) of related work experience must be within the past five (5) years. • Two (2) years of full-time equivalent teaching experience in a related area at an accredited college within the past five (5) years may be substituted for the one (1) year of related work experience within the past five (5) years. <ul style="list-style-type: none"> • Exception to the occupational experience requirements may be granted by the college president to comply with the administrative code per TCS 3.04 and TCS 3.05. • Bachelor’s degree in the discipline or subfield and two (2) years (4,000 hours) of related work experience. <ul style="list-style-type: none"> • One (1) year (2,000 hours) of related work experience must be within the past five (5) years. 		



- Two (2) years of full-time equivalent teaching experience in a related area at an accredited college within the past five (5) years may be substituted for the one (1) year of related work experience within the past five (5) years.
 - Exception to the occupational experience requirements may be granted by the college president to comply with the administrative code per TCS 3.04 and TCS 3.05.

If Credential is not attained:

Tested experience may substitute for earned credential or portions thereof in one of the following to demonstrate the experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. The course competency certification defined by the Dean and Faculty with approval by the Vice President of Instruction.

Notes:

- Programs with additional accreditation requirements (e.g. Associate Degree Nursing, Radiography) will comply with the agencies requirements.
- An exception may be granted based on need by the college president per TCS 3.04,
- High school teachers will qualify based on this policy. If not, they may develop a plan for full compliance by Fall 2022.

Reason for Policy

The Faculty Qualifications policy is designed to establish minimum standards that ensure quality in student experience and comply with criteria set by the Higher Learning Commission and the Wisconsin Technical College System.

Historical Data, Cross References and Legal Review

Reviewed/Revised:

Legal Counsel Review and Approval:

Board Policy:

Definitions