



| Policy Title<br>Instructor Qualifications  | Original Adoption Date<br>12/21/2018                               | Policy Number<br>IS-789 |
|--|--|-------------------------|
| Responsible College Division/Department<br>Instruction   | Responsible College Manager Title<br>Vice President of Instruction |                         |
| <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><b>General Education or other non-occupational transferable credit courses</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in the discipline or subfield. <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul> <p><b>Occupational courses must meet one of the following:</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>• One (1) year (2,000 hours) of related work experience must be within the past five (5) years.</li> <li>• 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"> <li>• 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.</li> </ul> </li> </ul> </li> <li>• 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"> <li>• One (1) year (2,000 hours) of related work experience must be within the past five (5) years.</li> <li>• 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"> <li>• 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.</li> </ul> </li> </ul> </li> <li>• 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"> <li>• One (1) year (2,000 hours) of related work experience must be within the past five (5)</li> </ul> </li> </ul> |  |                         |



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.

**Occupational courses only, if credential is not attained tested experience may substitute**

To determine tested experience qualifications, faculty must meet at least two of the following:

- Five or more years of teaching experience in discipline of instruction
- Five or more years of related occupational experience in discipline of instruction
- Teaching awards in the discipline of instruction
- Presentations at state, national, or international conferences appropriate to the discipline of instruction
- Course competency certification defined by the Dean and Faculty with approval by the Vice President of Instruction
- Specialized training in discipline of instruction
- Graduate credit attainment in discipline of instruction
- A record of research, creative activity, scholarship, or achievement appropriate to the discipline of instruction
- The degree level at or above the level taught
- Relevant certifications, licensure, or additional credentials related to the discipline of instruction
- Relevant clinical experience in the discipline of instruction
- Department of Labor recognized apprenticeships related to the discipline of instruction
- Honors, awards, and/or commendations directly related to the discipline of instruction
- Letters of support from past or current employers, on business stationery, that speak directly to the expertise related to the discipline 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.
- An exception may be granted based on an established background of a subject matter expert. An example is a current or retired politician teaching American Government.

The Wisconsin Technical College System (WTCS) created the Instructor requirements and Faculty Quality Assurance System (FQAS) to define expectations for WTCS Instructors. LTC will comply with the faculty qualification requirements of the WTCS and Higher Learning Commission.

**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**

**Created/Adopted:** 12/21/18

**Reviewed/Revised:** 2/18/19, 4/7/20, 5/6/20

**Board Policy:** III.A. General Executive Constraint, III.B. People Treatment

**Definitions**