

NASHVILLE STATE TECHNICAL COMMUNITY COLLEGE  
FACULTY QUALIFICATION CAMPUS GUIDELINES

**Campus Guidelines**

Minimum qualifications for hiring and promoting faculty members are in Nashville State (NSCC) and TBR policies on Tenure and Promotion. Additional campus practices are listed below to help both faculty and administrators with the hiring process.

**General campus practices and issues:**

1. It is NSCC's responsibility to make our case by thoroughly documenting why we hire each faculty member.
2. All faculty – part-time or full-time, on-campus or off-campus, on ground or by distance, are subject to the same qualification requirements.
3. Faculty teaching college-level courses should have an undergraduate major in the teaching field if the master's degree is not in the teaching field.
4. Faculty teaching DSP and ESOL (precollegiate-level) courses should meet the qualifications formulated by NSCC for teaching in those programs.
5. It is generally expected that faculty in Arts and Sciences areas will be qualified based on academic degrees. In career areas, relevant work experience is more likely to provide one basis for qualification.
6. Courses that are included in articulation agreements that provide transfer to universities should be considered "designed for transfer" for SACS purposes.

**Suggested Combinations for faculty not meeting SACS Guidelines:**

These combinations offer some general suggestions, but require discussion on a case-by-case basis.

1. Professional licensure such as the CPA in accounting or CNI in computers might substitute for 3-6 graduate hours if master's degree is in a related area.
2. Written qualification requirements from a program accreditation agency area can be used as justification for the qualifications of a faculty member. Include a copy of the program accreditation qualifications in the personnel file as part of the justification. It is up to the SACS committee, however, to determine whether or not they believe the qualifications are adequate.
3. Related work experience might substitute for up to 9 graduate hours in career/technical areas. The file must include written documentation of work experience directly related to course content, preferably from outside the institution.
4. A sustained record of documented excellent (not average) evaluations of teaching might substitute for 3-6 graduate hours in the teaching area. This is especially applicable to long-time faculty members who were employed under different standards.

**Established SACS Precedents:**

1. The degree in English does not qualify an individual to teach speech.
2. The CPA does not replace the master's degree in Accounting.

3. The MBA does not qualify an individual to teach accounting.
4. The MSW or master's degree in Counseling does not qualify an individual to teach psychology.
5. The master's in Education does not qualify individuals to teach in any area except Education.

### **Accreditation Guidelines**

The College receives its regional accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools and is governed by the SACS **Principles of Accreditation: Foundations for Quality Enhancement**. SACS Core Requirement 2.8 requires that "The number of full-time faculty members is adequate to support the mission of the institution. The institution has adequate faculty resources to ensure the quality and integrity of its academic programs." Program accreditation standards also apply in many cases and are often more specific than SACS. Program accreditation standards apply to engineering technology, business, culinary, and health science programs.

### **SACS Requirements**

With regard to specific qualifications, further direction is provided under SACS Program Comprehensive Standard 3.7.1 and the SACS Resource Manual. "The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty."

**The College is responsible for justifying and documenting the qualifications of all full-time and part-time faculty members at all locations and using all delivery systems. If the faculty member meets the credential guidelines below, that explanation is sufficient. However, any other standard requires written justification/explanation in the personnel file. Again, we must build our case for hiring every faculty member.**

#### **Credential guidelines applicable to associate degree faculty:**

- a. Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:  
a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:  
a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

### **ACBSP (Business Program) Requirements**

Faculty teaching Business Management, Office Administration, Computer Accounting, and Economics courses are subject to the following requirements.

Standard: Professional, qualified faculty must teach all class sections taught within the business unit. A professionally qualified faculty member is one who:

- A. Possesses an earned Master's or higher in field.
- B. Possesses a related Master's with documented 18 semester credit hours or equivalent of courses in the field beyond the introductory principle(s) level ("sufficient subject matter coursework")
- C. Possesses a Bachelor's in field with documentation in two or more areas of:
  - a. Professional certification (national, regional, or state – institution must provide documentation to validate the certification);
  - b. In-field professional employment (institution must provide minimum two-years documented experience from employer);
  - c. Teaching excellence (institution must provide documentation of who and how excellence was determined and year of award)
  - d. Research and publication (institution must provide documentation);
  - e. Documented relevant additional coursework beyond Bachelor's degree equivalent to 18 semester hours or equivalent subject matter coursework, CEU's, military, vendor training, etc.

### **ABET Engineering Technology Requirements**

NSCC has four programs accredited by ABET -- Electrical Engineering Technology, Electronic Engineering Technology, Architectural Engineering Technology, and Civil and Construction Engineering Technology. ABET standards basically follow the SACS requirements in terms of faculty qualifications.