

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-1
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

6Hx23-2.022 QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

INTENT:

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 accordance 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 its faculty.

The requirements are summarized below:

- I. Faculty teaching general education courses at the undergraduate level: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- II. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- III. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- IV. Faculty teaching baccalaureate courses: doctor's or master's degree in the teaching discipline or master's degree with a

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-2
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

- V. Faculty members who teach in remedial programs must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.

- VI. For all non-credit courses, St. Petersburg College will employ competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, program directors will consider 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 appropriate program director is responsible for justifying and documenting the qualifications of his or her faculty.

- VII. Administrative/professional personnel appointed to regular positions on a non-acting basis, must hold the degree as required in the appropriate position description. Administrative/professional personnel will be assigned to levels in the same manner as instructional personnel if they request supplemental teaching contracts.

- VIII. Educational requirements will be met if the highest degree required for the appointment was attained from a regionally accredited institution of higher learning. All faculty must have earned their highest degree(s) presented as the credential qualifying the faculty member to teach at the institution from a regionally accredited institution with the following exceptions:

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-3
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

- A. The degree is equated as equal to the required credential by an independent credential evaluation service recognized by the National Association of Credential Evaluation Services, Inc.
 - B. Specific accreditation may be substituted for regional accreditation as follows:
 - 1. The National Association of Schools of Music (for music only).
 - 2. The American Bar Association or the Association of American Law Schools (for law only).
- IX. Levels for payroll purposes shall be assigned as follows:
- A. Level I

Doctorate degree. A J.D. or LL.B. degree in law or an M.D. degree or other recognized and equivalent doctoral degrees shall be considered equivalent to the doctoral degree for determining the level of certification.
 - B. Level II

Master's degree plus 30 graduate credits or bachelor's degree plus 62 semester hours (including a master's degree).
 - C. Level III

Master's degree.
 - D. Level IV

Bachelor's degree.
 - E. Level V

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-4
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

Associate degree or vocational certification in the specialized area of instruction.

F. Adjunct faculty

The appropriate degree as listed above for Levels I. through V.

X. Special Requirement

A. Full-time faculty

All full-time faculty (instructors, counselors, and librarians), as well as deans, academic program chairs/coordinators, instructors-in-charge, program directors, provosts, associate provosts, academic site administrators, associate and assistant academic site administrators, and vice presidents or associate vice presidents of Academic & Student Affairs, must have graduate level credits in or be able to document knowledge of the topics of "history and philosophy of community colleges" and "college teaching." If an individual occupying one of the (above) specified positions can substantiate having taken an equivalent course on the specified topic(s) and/or the suitability of a course more appropriate to his/her job responsibilities to the satisfaction of his or her dean, and with approval of the senior vice president of Academic & Student Affairs, the individual may substitute one-for-one graduate-level courses for those specified above. The taking of the two courses, approved substitute courses, or an on-line, non-credit, professional development course of equal rigor provided by St. Petersburg College is mandatory unless previously completed graduate courses meet the requirements. The substitute courses should help the faculty member or administrator perform his/her job responsibilities more effectively and/or become sensitive to the mission, population, or administration of community colleges. The substitute course(s) should not be directly related to a specific teaching discipline. Substantiation of equivalent coursework on the specified topic(s) or request for approval

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-5
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

of substitution will be managed through petition to the senior vice president of Academic & Student Affairs. Full-time budgeted personnel in these categories who are employed after July 1, 1992, and who do not meet this requirement when they are employed, or those who were in positions which were exempt from this requirement when they were employed but who now hold one of the specified positions, must complete the two specified or one or two approved substitute courses, earning grades of "B", "P", or better before the end of their third year of employment in these positions to be eligible for re-appointment consideration. Full-time personnel in these categories who were employed before July 1, 1990, and academic advisors, instructional assistants, and student activities coordinators who have baccalaureate degrees will be encouraged to enroll in the above-referenced non-credit graduate courses.

There are two options for faculty and those in other positions identified above to complete the graduate coursework requirement:

Option 1:

Complete the SPC-developed, non-credit, online coursework. These courses are "Excellence in Academic Instruction" (approved substitute for Seminar in College Teaching) and "Trends, Perspectives & Leadership in Postsecondary Education" (approved substitute for Community College in Higher Education). These courses were designed to provide relevant and practical information about the community college in general and St. Petersburg College specifically.

Option 2:

The College attempts to have the credit graduate courses offered by appropriate universities locally or via distance technology. Those courses are "Community College in Higher Education" (EDH 6062) and "Seminar in College

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-6
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

Teaching” (EDH 6938) offered in lecture and blended formats.

Upon completion of each course, personnel are required to furnish Human Resources with certificates of completion for SPC non-credit coursework and/or an official transcript from the institution that offered the credit course within 90 days of the completion of the course.

The College will reimburse the tuition, fees, and cost of books for the first enrollment in each course.

If for any reason a second attempt in either course is necessary, the individual will be responsible for the costs.

The College will reimburse tuition and fees to the faculty or staff member; however, individuals who earn grades of less than "B", "S", or "P" will be required to reimburse the College for the tuition and fees except in extenuating circumstances approved by the President. Individuals who receive grades of "I" (incomplete) must complete the course with a grade of "B", "S", "P", or better within a 2-session period after the session in which they enrolled for the course. Individuals who fail to achieve a "B", "S", "P", or better within this time period will be required to reimburse the College for the tuition and fees.

B. Credit Adjunct faculty

Beginning in Spring 2006, all new credit adjunct faculty (instructors, counselors, and librarians) must successfully complete an on-line initial training and orientation course provided by the College prior to being hired for a subsequent semester. Documented completion of prior adjunct training provided by the College (the "Excellence in Adjunct Instruction" video or the "Scenarios On-line" pilot) also fulfills this requirement.

Documentation of completion of initial professional development will be recorded on the Adjunct Faculty

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-7
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

Evaluation and in the HR database by the responsible program director and a copy of the certificate of completion provided to Human Resources. The second part of the course will be open to adjunct faculty and can be used to fulfill part of the ongoing professional development requirement.

C. Non-Credit Adjunct faculty.

Beginning in Spring 2006, all new non-credit adjunct faculty must successfully complete an initial on-line orientation course provided by the College prior to being hired for a subsequent semester,

D. Faculty E-training requirement

Faculty, whether adjunct or budgeted, must take the Pathways to E-learning (PTE) online course provided by the College on using technology in the classroom. All adjunct and budgeted faculty must take Level 1 PTE training within the first term of their employment. Required PTE course levels beyond that will be determined by the following criteria: whether the faculty is teaching face-to-face only, teaching blended or online courses, or is also teaching and developing blended or online courses.

XI. Ongoing professional development.

All faculty and administrators are expected to be current in their discipline and to strive to improve their instructional ability. At the time of each evaluation full-time faculty or administrator will develop an individual professional development plan with their supervisor over the next two-year period and show documentation of completed activities. Adjunct faculty, after the initial evaluation, will identify the professional development activities they have completed over the previous two years. In order to be considered for employment in subsequent semesters, adjunct faculty will have to have completed one professional development activity over the previous two-year period. Acceptable professional

RULE

SUBJECT	QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	PAGE
		2.022-8
LEGAL AUTHORITY	6Hx23-2.022	6/16/09 Revision #09-6

development activities are identified in the College Procedure on Professional Development, P6Hx23-2.022.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(4)(b) & (18), 1008.45, 1012.855, F.S.; Rules 6A-14.0261, F.A.C.

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