

# Policies and Procedures

## Chapter S3 – Educational Policies

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### S3.20 Faculty Credentials

Responsible Administrator: Vice President of Academic Affairs & Institutional Effectiveness

#### Purpose

The purpose of this policy is to establish a standardized process for documenting minimum qualifications for faculty when instructors are hired to teach less than five credits, any number of credits for a concurrent enrollment offering, or in more than one credential field. Those teaching five or more credits in a single credential field are credentialed by the System Office according to Minnesota State Policy 3.32.1.

#### Responsibility

Academic Affairs is responsible for maintaining forms and verifying minimum qualifications. Human Resources will store the official records of the determinations that are made.

#### Minimum Qualifications

Minimum qualifications are established by the Joint Committee on Credential Fields according to Minnesota State Procedure 3.32.1.

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College President:



Date: 3-11-25

Date of Adoption: 10/27/11

Date of Implementation: 10/27/11

Date repealed or replaced: 3/11/25

## **S3.20.1 Establishing Minimum Qualifications Procedure**

### **Reviewing Faculty Qualifications**

The hiring dean will review the minimum qualifications, as established above, of applicants and will be responsible for requesting documentation to verify all applicable qualifications. After the hiring dean completes a review, the packet of materials will be forwarded to the Vice President of Academic Affairs & Institutional Effectiveness for a secondary review. The materials will be stored by Human Resources in the individual's personnel file.

### **Required Documentation**

Academic Affairs will maintain a form to be used for documenting the review of minimum qualifications.

Education requirements will be verified using official transcripts. Unofficial transcripts may be used to make an initial hire for not more than one semester. Every reasonable effort will be made to base hiring decisions on official transcripts.

Professional experience requirements will be verified using the employment verification form utilized by Minnesota State. A resume or CV may be used to make an initial hire for not more than one semester. Every reasonable effort will be made to base hiring decisions on the employment verification.

### **Exceptions**

Faculty who are hired by exception to the minimum qualifications must be hired according to Minnesota State Policy 3.32 and Procedure 3.32.1.

Faculty who are hired under an exception will have an observation performed by the hiring dean in the first two weeks of the semester. Additional observations will be conducted as determined by the hiring dean.

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College President:

*Jaw Kloos*

Date: *3-11-25*

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