

KISHWAUKEE COLLEGE FACULTY CREDENTIALS MANUAL

This Manual is designed to guide the institution in ensuring that qualification of all faculty members are in compliance with requirements and guidelines specified by the Higher Learning Commission (HLC) Academic Quality

II. Faculty Credential Guidelines and Requirements

The Higher Learning Commission (NCS HLC), the national accrediting body for Milwaukee College, provides guidance in determining qualified full time and adjunct faculty. In general terms qualified faculty consist of “people who by formal education and tested experience know what students must learn.” Such faculty “create the curricular pathways through which students gain the competencies and skills they need.”

Faculty members teaching in higher education should have completed a significant program of study in the discipline they will teach or develop curricula at

V. International Credential Evaluation

In order to place an individual with transcripts from foreign countries in the appropriate job situation his/her educational background abroad will need to be evaluated in terms of U.S. "equivalency." Kishwaukee College requires that all international credential evaluations be conducted by an accredited third party organization. Advisory statements on educational equivalency are prepared on request for colleges and universities, professional associations and public school systems.

VI. Credential Hiring Standards by Discipline/Course

1.1 **Transfer** Those teaching for transfer general education courses and

must have a master's degree in the content area or a master's degree plus 18 semester hours of graduate level credit in the discipline of instruction.

1.2 **Occupational/Technical** Those teaching in nontransfer courses

must have a bachelor's degree in the field and/or a combination of education, training and tested experience.

Individuals who do not explicitly meet college minimum degree and course work requirements can be justified on an individual basis by documenting other qualifications.

1.4 **Remedial Education** Those teaching remedial courses must have a bachelor's degree.

1.6 **Adult Education** Those teaching adult education must have a bachelor's degree.

Required Licensure, Certification, Professional Registry and/or Apprenticeship

Type	Agency	Issue Date	Term Date

Teaching Experience

Discipline	Institution	# of Years

Qualifying Work Experience include # of years

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Other Qualifications

e.g. continuing professional education, honors/awards, authoring, recognition

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Co-teaching Required? YES NO

Credential validated by Division Dean:

Signature

Date

Credential reviewed by Vice President of Instruction:

Signature

Date

Please forward to HR after obtaining signatures.