



<b>Policy Title:</b>	Faculty Credentials Policy		
<b>Approval Authority:</b>	President	<b>Date Effective:</b>	March 16, 2017
<b>Responsible Office:</b>	Academic Affairs	<b>Responsible Office Contact:</b>	Vice President of Academic Affairs

**1. POLICY STATEMENT/REASON FOR POLICY**

Bay Mills Community College ensures that all instructors of record: possess the academic preparation, training, and experience to teach in an academic setting; meet or exceed the minimum requirements of accrediting bodies; and, accomplish the mission of our college. This policy applies to all instructors of record, including but not limited to, all full and part-time faculty, visiting instructors and adjunct positions. For all positions, the college is responsible for documenting and verifying the qualifications of its faculty prior to appointment.

**2. ENTITIES AFFECTED BY THIS POLICY**

All departments.

**3. WHO SHOULD READ THIS POLICY**

All Faculty and Department Heads.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

As stated in the policy. Faculty shall provide all documentation to BMCC.

**6. HISTORY**

-Next Review Date: December 5, 2020

-BMCC reserves the right to revise policies at any time.

## THE POLICY

1. Bay Mills Community College (BMCC) is committed to offering academic programs of demonstrable quality and effective teaching and learning, while meeting our mission as a Tribally Controlled Community College. The College recognizes that to deliver quality academic programs, faculty must meet the qualifications expected by our accrediting bodies. Such qualifications are primarily met by academic credentials, and, under certain specific circumstances by tested experience in the field of instruction. Faculty must also be qualified to engage in the non-teaching responsibilities of the College, including but not limited to oversight of curriculum, research and other scholarly activities, program review, assessment, and service to the institution and broader community.
2. Faculty teaching general education courses at the undergraduate level will hold a master's degree or higher in the teaching discipline or subfield. A faculty member who holds a master's degree with a concentration in a discipline or subfield other than that in which he or she is teaching, that faculty member will have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
3. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree will hold a master's degree or higher in the discipline or subfield, or a master's degree and a minimum of 18 graduate credit hours in the discipline or subfield.
4. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree will hold a bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
5. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs will hold a minimum of a bachelor's degree in the field and/or a combination of education, training and tested experience. (Note: See the Tested Experience section below.)
6. Tested experience may include the following: tested experience in practice-oriented disciplines, such as board or licensure exams, industry certification, recognition of language competence by tribal elders or a nationally recognized rating of proficiency in the language, or peer review of a significant body of work in the fine arts or interdisciplinary fields.
7. Bay Mills Community College will solicit and maintain records of faculty qualifications including academic transcripts, professional letters of support, documentation of professional experience, current certifications/licenses held, awards received or other pertinent items.
8. Faculty and instructors are responsible for providing BMCC with the documentation needed to verify their credentials. Faculty members are responsible for bearing the costs to obtain official transcripts and copies of licenses and certifications.
9. The Academic Affairs Department is responsible for the verification and validation of all faculty credential requirements. Verification and validations must be completed prior to the faculty member beginning instruction in the course and must be conducted for each separate course taught.
10. This policy follows the faculty credential requirements specified by the Higher Learning Commission.
  - A. Faculty Credentials Policy:
    - Relevant Higher Learning Commission policy:
      - 3C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
      - 3C2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.