

Qualifications for Instructional Staff

Philosophy:

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Chippewa Tribe. Under this unifying principle, the college seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

Procedure:

This procedure applies to hiring of all faculty at Turtle Mountain Community College (TMCC). It is the responsibility of the prospective faculty member to provide all documentation needed to verify their credentials. This includes, but is not limited to, a resume/curriculum vita, all college transcripts, appropriate licenses or certifications, and required justification for alternative credentialing. The cost to obtain official transcripts (including necessary translations and evaluations of foreign transcripts) and copies of licenses and certifications is borne by the prospective faculty member. The hiring process will be followed per TMCC policy, and hiring recommendations will be forwarded from the interview committee and to the President for approval and the Board of Directors for concurrence.

TMCC adheres to guidelines established by the Higher Learning Commission (HLC) with regard to faculty credentials. HLC's publication, "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, Guidelines for Institutions and Peer Reviewers" (Published March 2016) *Assumed Practices: B.2. Faculty Roles and Qualifications* (See Appendix A).

The TMCC Human Resources department will maintain appropriate credentialing documentation, including records of exceptions, on all faculty who are assigned to teach credit-based college courses. For all cases, the institution is responsible for justifying and documenting the qualifications of its entire faculty. TMCC may periodically request updated documents from faculty members to maintain the personnel file. Faculty will be responsible for updating their individual personnel file, recording these qualifications.

Definitions:

Determination by Credentials – Faculty credentials generally refer to the degree that faculty have earned which provides a foundation for knowing what students will learn in a specific discipline or field. Because of the distinctive cultural mission of TMCC and because other institutions from whom the faculty may have received degrees vary widely in interdisciplinary and cross-disciplinary nature of many academic programs, as well as tested experience, TMCC reserves the right to:

1. Recognize as qualified our present faculty whose specific discipline and subfield preparations have been adjudged to meet the qualifications required to teach courses they are presently teaching and those they have been assigned to teach in the past. The personnel file will record the data and decision-making in relation to these factors.
2. In the future, TMCC will use a procedure to select and employ faculty whose specific discipline and subfield preparations have been adjudged, in light of the above elements of

discipline and tested experience, to meet the qualifications required to teach courses as follows:

- a. Faculty should have completed a program of study from an accredited institution of higher learning in the discipline or subfield in which they teach, with coursework at least one level above that of the courses being taught.
 - i. Those teaching general education courses, and/or other courses that transfer typically hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in the discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield. This is the minimum threshold for educational credentialing requirements.
 - ii. Faculty teaching developmental courses must have a minimum of a baccalaureate degree in the discipline or related field.
 - iii. All Career and Technical Education faculty are expected to meet the North Dakota Career and Technical Education requirements.

Determination by Factors other than Credentials – Qualified faculty are identified primarily by credentials, but other factors may be considered.

1. Besides credentials, other attributes may be necessary to qualify someone to teach, such as the ability to design curricula, develop and implement effective pedagogy/andragogy.
2. In some cases, such as practice-oriented disciplines or programs, tested experience in the field may be needed as much as formal education preparation at the prescribed level.

Tested Experience – Tested experience implies that some objective measure ensures that the individual knowledge and expertise are sufficient for determining what students will learn and have learned. Alternative Credentials ensures that faculty members ~~may~~ have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. This may be particularly true in the areas of Ojibwa and/or Mitchif Language and Native American Studies. In these cases, the applicant may present a portfolio that documents such experience. The institution also considers competence in field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous documented excellence in teaching, published work, community service, fellowship, field work, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes (See Qualified Faculty Certification of Credentials form).

Emerging Fields – Exceptions may be made in instances where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

Tuition Assistance (can we pay directly to institution / is this counted as wages / reported on W2?)

1. TMCC will pay for the tuition, mandatory fees, course fees and books for full time faculty for graduate courses taken in accordance with the approved Qualification Plan.
 - i. Such payment will not exceed \$400 per credit, not to exceed 8 credits per semester.

2. In the event the course is not completed with a grade of “C” or higher, the course is dropped, or the faculty member is otherwise withdrawn, the faculty member will be ineligible for tuition assistance for the next course taken pursuant to the approved qualifications plan. Extenuating circumstances may be considered on an individual basis.
 - i. If timelines for meeting TMCC degree requirements are not met as required, employment actions including non-renewal of appointment, reassignments or termination of employment may occur.
3. Tuition assistance will not be provided when other funds are available to pay the tuition, mandatory fees, course fees, and/or books. Examples of other funds that could be available include scholarships, tuition waivers, grants, public tuition payment programs (e.g. GI Bill, Military TA) or other public or private third party payments.
4. Travel funds may be available per each approved Qualification Plan. A cap of \$1000 per semester will be applied. Appropriate documentation will be required.
5. Should the President of TMCC declare a financial hardship, the tuition assistance and funding outlined in this policy may be withdrawn.
6. A contract will be signed between faculty person and TMCC administrator. Repayment is one semester for one semester.