

## INSTITUTIONAL STANDARDS FOR INSTRUCTOR QUALIFICATIONS

A. Lower Division Transfer: Each full-time or part-time instructor teaching lower division transfer courses will

1. Possess a Master's degree in the primary subject area taught; or
2. Possess a Master's degree in another subject area and 30 graduate quarter credits in the primary subject area taught; or
3. Possess a minimum of 24 graduate quarter credits towards a Master's degree in the primary subject area and demonstrate evidence of active progress toward obtaining a Master's degree. Instructors will be approved provisionally. In such case, one year will be allowed to complete the Master's degree program, renewable for a maximum of one additional year upon review by the College administration.

B. Professional/Technical (Occupational) and Occupational Supplemental: Each full-time or part-time instructor teaching professional/technical (occupational) and occupational supplemental courses will

1. Possess a Master's degree in education or related subject area; or
2. Possess a Baccalaureate degree in education or related subject area and a minimum of three (3) years of recent full-time verifiable work experience in the subject area to be taught. Teaching in the subject area will be considered work experience; or
3. Possess a Baccalaureate degree and possess a nationally recognized certification in the subject area.

In addition to the above qualifications, possess State and/or national industry licensure/certification required or considered essential for practice in the industry directly related to the credential field (e.g. License to practice as a registered nurse).

C. Adult Basic Education (ABE), General Education Development (GED), English Language Learners (ELL): Each full-time or part-time instructor teaching ABE, GED, or ELL courses will

1. Possess a Master's degree in the subject area; or
2. Possess a Baccalaureate degree or higher in adult education, secondary education, or in the field of instructional assignment and three years full-time teaching ABE, GED, ELL, and/or high school.

D. Librarian: Each full-time or part-time librarian will possess a master's degree in Library Science or Library and Information Sciences from an American Library Association or equivalent accredited institution and one year librarian experience at any level.

E. Counselor: Each full-time or part-time counselor will possess a Master's degree in Counseling or a closely related field. **In addition, possess State licensure required or considered essential for the practice related to the credential field.**

F. Self-Improvement (Credit Instruction): Each full-time or part-time instructor will

1. Possess a baccalaureate degree or higher in the field of instructional assignment; or
2. Demonstrate competence in special areas such as creative or performing arts, languages, and developmental skills associated with the teaching assignment. Competence will be demonstrated through education, work experience, and/or field experience.

G. Prior to submitting a Request to fill a Position, exceptions to the institutional standards for instructor qualifications will be submitted by the Vice President of Instruction and reviewed by the Director of Human Resources and forwarded to the President to approve or deny the exceptions to the minimum qualifications.

END OF POLICY

---

Legal Reference:

ORS Chapter 341–535 Qualifications of Faculty; Appraisal  
NWCCU Standard 4.A – Faculty Selection, Evaluation, Roles, Welfare & Development