

Minimum Course Qualifications

10-27-15

These are forms to document the qualifications required of the Faculty in order to teach the course.

1. **Initially developed** at the time the course is approved through the Curriculum Development process. One of these forms [link] need to be completed, signed by dean, and delivered to Academic and Student Affairs (ASA). Upon Executive Dean approval signature, ASA will scan the signed document, send a copy to Human Resources and a copy to the originating department. Original documents are filed in ASA. Electronic files of the signed document are kept in ASA and Lane Managers' shared drive (S Drive).
2. **Track faculty who are certified** where each Division should have a method of tracking who is certified to teach each particular course.
3. **The Minimum Course Qualifications** must be reviewed by Division administration every 3 years, updated with current qualifications, signed by dean, and delivered to ASA. Upon Executive Dean approval signature, ASA will scan the signed document, send a copy to Human Resources and a copy to the originating department. Original documents are filed in ASA. Electronic files of the signed document are kept in ASA and Lane Managers' shared drive (S Drive). HR will initiate the 3 year review year and track compliance with this policy.
4. If a course has **new/revised** Minimum Course Qualifications then the faculty who were certified to teach it must be re-evaluated for certification and a new Faculty Certification form and process need to be completed (see below).
5. **Storage** of the original document will be maintained by ASA and electronically filed in the Managers' shared drive (S Drive) as PDFs. Working, and easily updatable documents should be stored and managed by individual division/departments.
6. **Remove** a course by updating the Minimum Course Qualifications form and completing the portion regarding removing a course. Removing a course means that each Faculty that had been certified to teach that course needs to have their Faculty Certification forms revised and updated to reflect (see below).

Faculty Certifications

1. **Initially developed** at the time the New Faculty is hired. One of these forms [link] needs to be completed adding all the courses for which this faculty is qualified, get signed by Faculty and the Division/Department Dean then delivered to Academic and Student Affairs (ASA). Upon

Executive Dean approval signature, ASA will scan the signed document, send a copy to Human Resources and a copy to the originating department. Original documents are filed in ASA.

2. Update Faculty Certification Forms as necessary. The Minimum Course Certification Form is the driver in terms of whether or not the Faculty Certification form needs to be updated. If there are changes to faculty qualifications to teach a course, and/or courses have been added or deleted from a Division, all the associated Faculty Certification forms need to be updated. This includes getting them signed by the Faculty and Division/Department Dean, and delivered to ASA.

Each Faculty Certification Form needs to be a full reflection of what faculty are currently certified to teach by indicating on the first column on the form:

- Add – new courses
- Delete – removed courses
- Continued - reflecting all the courses for which nothing is changed
- Revised – reflecting all the courses for which the minimum qualifications have changed

3. **Storage** of the official document will be maintained by ASA as PDFs. Working, and easily updatable documents should be stored and managed by individual division administration.