

SECTION 700.03

QUALIFICATION AND SELECTION

1. Qualification: The President, in consultation with the Vice President of Academic and Student Affairs, shall prescribe qualifications and the level and nature of experience for all faculty positions.
2. Selection: The President, in consultation with the Vice President of Academic and Student Affairs, shall establish the procedures and selection criteria for filling any vacant faculty position.

Faculty at Lake Region State College shall meet or exceed the identified minimum qualifications to teach as outlined in this policy.

3. Definitions

- a. Faculty: Benefitted and non-benefitted, full and part-time, including those whose salary is paid by a third party, whose primary responsibility is to provide instruction through any mode of delivery (i.e. traditional face to face, interactive video, and online), at any location (on campus or off campus at a distance site), and for any purpose (degree seeking, non-degree seeking, dual credit, and early entry). The definition of faculty does not include guest lecturers, industry experts, business or political leaders, and others who deliver information or demonstrate skills at the request of faculty who are assigned the responsibility to develop and deliver the curriculum.
  - i. Academic Faculty: Those faculty whose teaching assignments include general education courses, or other “non-occupational courses”, in subjects that prepare students to transfer to baccalaureate degree granting institutions.
  - ii. Career and Technical Education (CTE) Faculty: Those faculty whose teaching assignments are in programs designed to prepare students to enter the workforce following graduation.
  - iii. Academic Skills Faculty: Those faculty teaching courses that do not qualify for transferable college credit and are preparatory in nature. English as a Second Language (ESL) instructors are included in this category.
- b. Academic Credentials: Those certificates, diplomas, and degrees earned and awarded from an accredited institution of higher learning.
  - i. “Master’s degree in the discipline or subfield”. Discipline shall refer to a specific field or subject, while subfield shall refer to a focus of specialization or component. All degree types (e.g. MS, MA, Med, MAT, etc.) are included.
  - ii. “Graduate credit” refers to all credits for coursework, research, teaching, and other professional activities, earned post-baccalaureate, and awarded by the college or university. Graduate credit also includes any credit awarded pre-baccalaureate (or when a baccalaureate degree is irrelevant) taken specifically for graduate credit.
- c. Experience: The relevant experience a faculty member has, that is significant and measurable. This may include industry qualifications and certifications earned during employment or professional volunteer work. It may also include expertise that can be quantified through real world experiences, accomplishments, awards, publications,

attendance at discipline specific training, professional memberships, conference attendance, leadership roles held in relevant professional associations, and other similar means.

- d. Qualified Faculty: Faculty Qualifications may be determined by a combination of academic credentials, progress toward academic credentials, and equivalent experience, however:

- i. Academic faculty shall ordinarily possess a master's degree or higher. Should a member of the academic faculty possess a master's degree in a discipline or subfield other than that in which they teach, that faculty member should have 18 graduate credits in that discipline or subfield or possess a combination of education and equivalent experience (including research, scholarship, recognized achievement, or other related activities) sufficient to demonstrate expertise.
  - 1. With approval from the VP for Academic Affairs, academic faculty may be approved to teach while they make progress toward their faculty qualifications.
- ii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.

#### 4. Responsibility

- a. The Vice President of Academic and Student Affairs shall be responsible for the assessment of qualifications of all existing faculty.
- b. Existing faculty who do not meet the minimum requirements to be "qualified" under "d" above may continue to teach courses in accordance with their contract and regular course assignments, provided:
  - i. The faculty member has in place a qualifications plan approved by the Vice President for Academic and Student Affairs. An approved qualifications plan shall include:
    - 1. Degree(s) needed and/or courses to be completed;
    - 2. The institution of higher education where the courses will be completed or the degree earned;
    - 3. The timeline for course completion and degree completion (if applicable); and
    - 4. The identification of any professional growth activities, workshops, and/or certifications that must be completed and the related timeline.
  - ii. The faculty member is actively working toward meeting the minimum requirements of the qualifications plan through their enrollment in graduate courses and/or other professional growth activities.

#### 5. Tuition Assistance and other Remuneration

- a. Lake Region State College will reimburse approved faculty for the tuition, mandatory fees, course fees, and books for graduate courses taken in accordance with the approved qualifications plan.
  - i. Such reimbursement will not exceed the maximum tuition and fees assessed by an NDUS institution and may be reimbursed upon enrollment. 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 reimbursement for the next course taken pursuant to the approved qualifications plan.

- ii. Reimbursement 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.
  - iii. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be designated for tuition reimbursement until the faculty member has met the graduate credit requirement of their qualification plan.
- b. Lake Region State College will reimburse benefitted faculty for the full cost of attendance at workshops and other professional development activities that are included in the approved qualifications plan.
- i. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be used for this purpose unless these funds have already been used for tuition reimbursement.
- c. The tuition assistance and funding outlined in this policy may be withdrawn should the President declare a financial necessity.

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### **History**

Administrative Council Approved 08/29/16

Administrative Council Approved 02/17/22

Administrative Council Approved 08/29/24