

**Category:** Personnel  
**Policy Title:** Faculty Qualifications

**Policy Number:**

**Policy Statement:**

Garden City Community College requires assessment of faculty and instructors' transcripts to ensure that our faculty and instructional staff are highly qualified. The teaching of general education courses require that faculty members or instructors meet the requirements of the HLC policy below. Faculty members and instructors of Tier III funded technical programs and/or courses are required to have industrial certifications or significant experience within the field as defined below.

Higher Learning Commission policy CRRT. B.10.020 (B)(2)(a) requires institutions to employ qualified instructors. HLC policy states:

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors...possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

In order to be compliant with the above policy and ensure the quality of education (on campus, in outreach and all other program modes) all instructors teaching courses will be assessed by the following:

1. Master's A: Master's degree or higher within subject area of teaching, or
2. Master's B: Master's degree or higher not in subject area and 18 hours of graduate course work within subject area of teaching, or
3. Technical education fields falling under Tier III funding are assessed either by academic credentials or by industry certifications and experience within the field:
  - a. Bachelor's Degree: A Bachelor's degree in the appropriate technical field.
  - b. Tech 2: 4,000 hours of equivalent work experience *and* a valid and current industry-recognized credential.
  - c. Tech 1: Either a valid and current industry-recognized credential *or* 4,000 hours of equivalent work experience.
4. Below is a chart that outlines uniform standards used for assessing tested experience for faculty. Documentation of tested experience standards are required to assess and determine an instructor's qualifications. A maximum of nine graduate hours may be granted based on equivalent experience.

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**Technical Education Disciplines:**

The following fields are considered technical in nature based on the college’s programmatic offerings. Most -faculty qualifications in these areas are met using the third option above. However, faculty in these areas may be assessed by any of the above requirements depending on degree or experience and the nature of the courses that they teach.

- Agriculture
- Ammonia Refrigeration
- Auto Tech
- Business
- Carpentry
- Computer Science
- Cosmetology
- Criminal Justice
- Culinary
- Early Childhood Education
- EMT
- Fire Science
- Industrial Machine Mechanic
- John Deere
- Nursing and Allied Health
- Welding

**Equivalent Experience Standard**

**Graduate Credit Hours**

Has the instructor taken a graduate-level course in theory or methods of teaching? These courses are typically found within an Education department, and are typically 3-credits. Equivalent credit will be given, up to 3 credit hours total.	Up to 3 graduate credit hours
Has the instructor taught AP classes in the discipline area within the last three years? (Teaching AP requires 32 clock hours for certification.)	Up to 3 graduate credit hours
Does the instructor hold designation in the discipline through research published in peer-reviewed journals, textbooks, or other publications? Up to 2.5 graduate credit hours per publication.	Up to 5 graduate credit hours
Has the instructor presented research or best practices at state or national conferences? Up to one credit hour per conference presentation.	Up to 3 graduate credit hours
Is the instructor recognized with designation in their discipline through professional organizations, exhibits, shows, galleries, theaters, performances, or other higher education departments? Up to 2.5 graduate credit hour per publication	Up to 5 graduate credit hours
Does the instructor have certification or endorsement for participating and completing training through professional development? The number of graduate credit hours awarded depends on the amount of time and relevance to	Up to 5 graduate credit hours

discipline. 1 graduate credit hour = 15 contact hours of professional development training.	
Has the instructor earned endorsement through completion of the ETS Content exams (Praxis series) in the discipline they teach? Must meet the minimum score outlined in ETS/Praxis Qualifying Scores below.	Up to 3 graduate credit hours
Does the instructor have at least 12 months non-instructional work experience which correlates to the discipline or any state/national certifications. 12 months work experience=1 graduate credit hour. State or national certifications in field/discipline=1 graduate credit hour.	Up to 9 graduate credit hours

### Definition of Graduate Hours

College courses numbered at 500 and above are deemed to be upper-level and will be counted as graduate hours to fulfill qualification requirements. Courses numbered at 500 and above will be counted even if these courses were taken within an undergraduate degree program.

### General Education Disciplines and Subfields:

The following is used to determine the 18 hours of course work within a subject area. Courses are determined to fit a subfield if the learning outcomes of the course relate to a subfield.

<b>Accounting</b> (CIP 52.03 & 30.16)	
<b>Subfields</b>	<b>CIP Numbers</b>
Accounting	52.0301
Accounting Technology/Technician And Bookkeeping	52.0302
Auditing	52.0303
Accounting and Finance	52.0304
Accounting and Business/Management	52.0305
Accounting and Computer Science	30.16
Other Relevant Subject Area Experience	

<b>Agriculture</b> (CIP 01)	
<b>Subfields</b>	<b>CIP Numbers</b>
Agriculture, General	01
Agricultural Business and Management	01.01
Agricultural Mechanization	01.02
Agricultural Production Operations	01.03
Agricultural and Food Products Processing	01.04
Animal Sciences	01.09
Food Sciences and Technology	01.10

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Soil Sciences	01.12
Other Relevant Subject Area Experience	
Welding Technology/Welder (100-Level Introductory Welding Only) 1G, 2G level	48.0508

<b>Art (CIP 50.07)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Fine and Studio Arts	50.07
Design and Commercial Arts	50.04
Art Studies General	50.0701
Art Therapy/Therapist	51.2301
Art History	50.0703
Drawing	50.0705
Intermedia/Multimedia	50.0706
Painting	50.0708
Sculpture	50.0709
Printmaking	50.0710
Ceramic Arts and Ceramics	50.0711
Other Relevant Subject Area Experience	

<b>Behavioral Sciences (CIP 42, 45, and 05)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Psychology	42.01
Clinical, Counseling, and Applied Psychology	42.28
Intellectual and Personality Assessment	42.99
Sociology	45.11
Women's Studies	05.0207
Other Relevant Subject Area Experience	

<b>Biological and Biomedical Sciences (CIP 26)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Biology	26.01
Biochemistry, Biophysics, and Molecular Biology	26.02
Botany / Plant Biology	26.03
Cellular Biology and Anatomical Sciences	26.04
Microbiological Sciences and Immunology	26.05
Zoology / Animal Biology	26.06
Genetics	26.08
Physiology, Pathology, and Related Sciences	26.09
Pharmacology and Toxicology	26.10
Biomathematics, Bioinformatics, and Computational Biology	26.11
Biotechnology	26.12
Ecology, Evolution, Systematics, and Population Biology	26.13
Molecular Medicine	26.14
Neurobiology and Neurosciences	26.15
Other Relevant Subject Area Experience	

<b>Business, Management, &amp; Marketing (CIP 52)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Business/Commerce	52.01
Business Administration, Management and Operations	52.02
Accounting and Related Services	52.03
Business Operations Support and Assistant Services	52.04
Business/Corporate Communications	52.05
Business/Managerial Economics	52.06
Entrepreneurial and Small Business Operations	52.07
Finance and Financial Management Services	52.08
Hospitality Administration/Management	52.09
Human Resource Management and Services	52.10
International Business	52.11
Marketing	52.14
Other Relevant Subject Area Experience	

<b>Communications (Mass, Journalism and Speech) (CIP 09 &amp; 50)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Communication and Media Studies	09.01
Speech Communication and Rhetoric	09.0101
Mass Communication/ Media Studies	09.0102
Journalism	09.04
Radio, Television, and Digital Communications	09.07
Public Relations, Advertising, and Applied Communications	09.09
Publishing	09.10
Drama/ Theatre Arts	50.05
Film/ Video	50.06
Other Relevant Subject Area Experience	
Related: Theatre Arts/Rhetoric and Composition	05.0501/09.0101

<b>Computer Science (CIP 11)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Computer and Information Sciences General	11.01
Computer Programming	11.02
Data Processing	11.03
Information Science/Studies	11.04
Computer Systems Analysis	11.05
Other Relevant Subject Area Experience	

<b>Criminal Justice (CIP 43.01)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Criminal Justice and Corrections	43.01
Criminology	45.04
Other Relevant Subject Area Experience	

<b>Developmental Education</b>	
<b>Requirements</b>	
Any Master's Degree or Above in Education	
Any Master's Degree or Above in Subject Area of Course	
Bachelor's degree or Teaching Cert. in a discipline or subfield	
Other Relevant Subject Area Experience	

<b>Economics</b> (CIP 45.06, 01.0103, 52.0601, 19.0402, 03.0204)	
<b>Subfields</b>	<b>CIP Numbers</b>
Economics, General	45.0601
Agricultural Economics	01.0103
Business/ Managerial Economics	52.0601
Consumer Economic	19.0402
Applied Economics	45.0602
Natural Resource Economics	03.0204
Other Relevant Subject Area Experience	

<b>Education</b> (CIP 13)	
<b>Subfields</b>	<b>CIP Numbers</b>
Education, General	13.01
Bilingual, Multilingual, and Multicultural Education	13.02
Curriculum and Instruction	13.03
Educational Administration	13.04
Educational/instructional Media Design	13.05
Educational Assessment, Evaluation, and Research	13.06
Special Education and Teaching	13.10
Other Relevant Subject Area Experience	

<b>English &amp; Literature</b> (CIP 23 & 16)	
<b>Subfields</b>	<b>CIP Numbers</b>
English Language: Linguistics or Applied Linguistics	23.01
Rhetoric & Composition/ Writing Studies	23.13
Creative Writing	23.1301
Professional, Technical, Business, and Scientific Writing	23.1303
Literature	23.14
American Literature	23.1402
English Literature	23.1404
Children’s Literature	23.1405
Composition and Digital Media	23.99
Linguistics	16.0102
Comparative Literature	16.0104
Other Relevant Subject Area Experience	
Related: Speech Communication and Rhetoric	09.0101

<b>ESL &amp; Languages (CIP 16)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Linguistic or Applied Linguistic, Comparative, and Related Language Studies and Services	16.01
African Languages, Literatures, and Linguistics	16.02
East Asian Languages, Literature, Linguistics	16.03
Slavic, Baltic and Albanian Languages, Literature, and Linguistics	16.04
Germanic Languages, Literatures, and Linguistics	16.05
Romance Languages, Literatures, and Linguistics	16.09
Southeast Asian Languages, Literatures, and Linguistics	16.14
English as a Second Language	
Other Relevant Subject Area Experience	

<b>Family and Consumer Sciences (CIP 19)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Family and Consumer Sciences/Human Sciences, General	19.01
Family and Consumer Sciences/Human Sciences Business Services	19.02
Family and Consumer Economics and Related Studies	19.04
Foods, Nutrition, and Related Services	19.05
Housing and Human Environments	19.06
Human Development, Family Studies, and related Services	19.07
Apparel and Textiles	19.09
Other Relevant Subject Area Experience	

<b>Geography (CIP 45.07)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Geography and Cartography	45.07
Demography and Population Studies	45.05
Political Science	45.10
History	54.0101
Other Relevant Subject Area Experience	

<b>History (CIP 54)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
History, General	54.0101
American History	54.0102
European History	54.0103
Asian History	54.0106
Other Relevant Subject Area Experience	
Related: American Government and Politics	45.1002

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<b>HPER (CIP 31.05)</b>
<b>Requirements</b>
Any Master's Degree in Subject Area Discipline
Valid/current athletics-recognized credential in Subject Area Discipline
Other Relevant Subject Area Experience
For skills courses, Bachelor's degree or other relevant experience in Subject Area Discipline

<b>Math (CIP 27)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Mathematics	27.01
Applied Mathematics	27.03
Statistics	27.05
Mathematics and Technology	27.99
Analytical Reasoning	27.99
Other Relevant Subject Area Experience	

<b>Music (CIP 50.09)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Music, General	50.0901
Music Education	13.1312
Music Therapy/ Therapist	51.2305
Music History, Literature, and Theory	50.0902
Music Performance, General	50.0903
Music Theory and Composition	50.0904
Music Management and Merchandising	50.0909
Other Relevant Subject Area Experience	
Bachelor's degree in music or other relevant experience for skills/lessons courses.	

<b>Nursing</b>
<b>Requirements K.S.A. 65-11</b>
The Nursing Faculty requirements are established by Kansas Law in the Kansas Nurse Practice Act
For LPN instructors are required to be RN with at least a BSN Degree
For RN (AND) instructors are required to be RN with at least a MSN

<b>Personal &amp; Career Development</b>
<b>Requirements</b>
College Success: Any Bachelor's Degree
Career Success: Qualifications to teach in a technical education program as described above in this policy.

<b>Philosophy and Religious Studies (CIP 38)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Philosophy	38.0101
Logic	38.0102
Ethics	38.0103
Religion / Religious Studies	38.0201
Other Relevant Subject Area Experience	

<b>Physical Sciences (CIP 40)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Physical Sciences	40.01
Astronomy and Astrophysics	40.02
Atmospheric Sciences and Meteorology	40.04
Chemistry	40.05
Geological and Earth Sciences	40.06
Physics	40.08
Materials Sciences	40.10
Other Relevant Subject Area Experience	

<b>Political Science (CIP 45.10)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Political Science and Government, General	45.1001
American Government and Politics	45.1002
Public Administration	44.0401
International Relations	45.0901
American Legal/Jurisprudence (Count Course Hours not just a JD)	22.01
Other Relevant Subject Area Experience	

<b>Theater Arts (CIP 50.05)</b>	
<b>Subfields</b>	<b>CIP Numbers</b>
Drama and Dramatics/ Theatre Arts, General	50.0501
Technical Theater/Theatre Design and Technology	50.0502
Acting	50.0506
Directing and Theatrical Production	50.0507
Theater/ Theatre Art Management	50.0508
Other Relevant Subject Area Experience	
Related: Speech Communication and Rhetoric	09.0101
Related: Rhetoric and Composition Studies	23.13

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## ETS/Praxis Qualifying Scores

For more information see: <https://www.ets.org/praxis/ks/requirements>

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Agriculture	<a href="#">Agriculture</a>	5701	147
Biology	<a href="#">Biology: Content Knowledge</a>	5235	150
Business Education	<a href="#">Business Education: Content Knowledge(Calculator allowed.)</a>	5101	150
Chemistry	<a href="#">Chemistry: Content Knowledge</a>	5245	152
Communication Technology	<a href="#">Technology Education</a>	5051	160
Earth and Space Science	<a href="#">Earth and Space Sciences: Content Knowledge</a>	5571	150
English Language Arts 6–12	<a href="#">English Language Arts: Content Knowledge</a>	5038	162
Family and Consumer Science	<a href="#">Family and Consumer Sciences</a>	5122	153
History and Government 6–12	<a href="#">Social Studies: Content Knowledge</a>	5081	158
Mathematics 6–12	<a href="#">Mathematics: Content Knowledge(On-screen graphing calculator provided.)</a>	5161	152
Physics	<a href="#">Physics: Content Knowledge</a>	5265	141
Power, Energy, Transportation Technology	<a href="#">Technology Education</a>	5051	160
Production Technology	<a href="#">Technology Education</a>	5051	160
Psychology	<a href="#">Psychology</a>	5391	154
Speech/Theatre	<a href="#">Speech Communication: Content Knowledge</a>	5221	148
Technology Education	<a href="#">Technology Education</a>	5051	160