

## South Dakota Postsecondary Technical College Instructor Credential Policy



South Dakota's four technical colleges recognize the importance of having agreed upon standards that are applied consistently at all technical colleges to credential postsecondary faculty. The agreed upon standards will ensure the technical colleges meet accreditation standards of the Higher Learning Commission in determining qualified faculty.

To ensure the standards are being met, the four technical colleges will have a Credential Board comprised of two members from each technical college – one administrator and one faculty member. The Credential Board will publish and maintain statewide standards and review the standards a minimum of once per year to ensure currency and validity. The Credential Board will also be the final authority in all credential disputes that cannot be resolved at the local level, and the final authority in all postsecondary credential refusal, suspension, or revocation decisions. The Credential Board will take any recommended policy changes to the Council of Presidents for action. The Credential Board will audit the procedures of technical colleges in awarding credentials for common subject areas to ensure the credentials are applied consistently for transferability among the colleges.

All full-time faculty must have a current postsecondary credential stating the subject area(s) they are qualified to instruct within 60 days of their start date, and all adjunct faculty (including part-time and dual/concurrent credit instructors) must qualify to obtain a two- or five-year initial postsecondary credential from the beginning of their work.

Full-time faculty must obtain a five-year initial postsecondary credential before starting their third year of full-time teaching unless the faculty member first held a one-year initial postsecondary credential. In such cases, the full-time faculty member must obtain a five-year initial postsecondary credential before starting their fourth year of full-time teaching.

Criminal background checks required by SDCL 13-10-12 precede the credentialing processes and must be considered as part of the instructor hiring process.

### Initial Postsecondary Credential

#### I. Standards to instruct technical program courses –

Technical education faculty may qualify for a one-, two-, or five-year initial postsecondary credential as follows:

One-year initial postsecondary credential – faculty who do not meet the requirements for a two- or five-year initial postsecondary credential may apply for a one-year initial postsecondary credential upon meeting the local technical college’s background check requirements. The one-year initial postsecondary credential serves as a temporary credential to allow an applicant to take the necessary steps to qualify for two- or five-year initial postsecondary credential. One-year initial postsecondary credentials should only be granted in extenuating circumstances.

Two-year initial postsecondary credential – faculty may qualify for a two-year initial postsecondary credential by meeting the local technical college’s background check requirements and one of the following:

1. Completed a baccalaureate degree from a four-year accredited institution relevant to the area of instruction; or
2. Completed a diploma or associate degree from an accredited higher education institution relevant to the area of instruction and have equivalent experience in the field. A minimum of 4,000 hours of tested and verified technical/occupational experience in the field is required; or
3. Have equivalent experience in the field. A minimum of 6,000 hours of tested and verified technical/occupational experience in the field is required.

Five-year initial postsecondary credential – faculty may qualify for a five-year initial postsecondary credential by meeting the local technical college’s background check requirements and all of the following:

1. Meet one of the requirements in the two-year initial postsecondary credential; and
2. Completed four credits in teaching methodology from an accredited institution; and
3. Completed a mentor program at one of the technical colleges.

## II. Standards to instruct non-transferrable technical general education courses –

Faculty of general education courses which do not transfer to South Dakota Board of Regents institutions may qualify for a two- or five-year initial postsecondary credential as follows:

Two-year initial postsecondary credential – faculty may qualify for a two-year initial postsecondary credential by meeting the local technical college’s background check requirements and one of the following:

1. Completed a baccalaureate degree from a four-year accredited institution relevant to the area of instruction, or
2. Completed an approved teacher education program from a four-year accredited institution.

Five-year initial postsecondary credential – faculty may qualify for a five-year initial postsecondary credential by meeting the local technical college’s background check requirements and all of the following:

1. Meet one of the requirements in the two-year initial postsecondary credential; and
2. Completed four credits in teaching methodology from an accredited institution; and
3. Completed a mentor program at one of the technical colleges.

### III. Standards to instruct transferrable general education courses –

Faculty of general education courses which transfer to South Dakota Board of Regents institutions may qualify for two- or five-year initial postsecondary credential as follows:

Two-year initial postsecondary credential – faculty may qualify for a two-year initial postsecondary credential by meeting the local technical college’s background check requirements and one of the following:

1. Completed a master’s degree or higher from a four-year accredited institution in the discipline or subfield; or
2. Completed a master’s degree or higher from a four-year institution and have a minimum of 18 graduate credit hours in the field or subfield.

Five-year initial postsecondary credential – faculty may qualify for a five-year initial postsecondary credential by meeting the local technical college’s background check requirements and all of the following:

1. Meet one of the requirements in the two-year initial postsecondary credential; and
2. Completed four credits in teaching methodology from a four-year accredited institution; and
3. Completed a mentor program at one of the technical colleges.

### Postsecondary Credential

All credentials awarded by the technical colleges must note the subject area(s) for which the applicant is qualified to instruct based on documentation provided in the application process. Credentials must also note the period of validity. Technical colleges will maintain credentialing documentation as required by the Higher Learning Commission and will retain all instructor credential records according to local human resources policies.

### Postsecondary Credential Renewal

To renew a postsecondary credential for an additional five-year period, faculty must complete 150 hours of approved training from a minimum of two of the categories below. Each technical college will approve individuals’ eligible training.

	Category	Maximum Clock Hours
A	Occupational Experience (4 hours = 1 Clock Hour)	80
B	Credit Hours (1 semester credit = 15 Clock Hours)	135
C	Industry/Business Conferences (1 hour = 1 Clock Hour)	105
D	Educational Workshops (1 hour = 1 Clock Hour)	105
E	Industry/Business Leaves (4 hours = 1 Clock Hour)	80
F	Curriculum Writing (1 hour = 1 Clock Hour)	20
G	Organized Technical Research (1 hour = 1 Clock Hour)	20
H	Evaluation/Accreditation Team (1 hour = 1 Clock Hour)	16

Hours from approved training apply to all subject areas noted on an instructor's credential. Each technical college will outline its procedures guiding the local renewal process.

### Renewal of a Lapsed Five-Year Postsecondary Credential

A current full-time instructor who has a lapsed five-year postsecondary credential will have six months from the credential expiration date to complete the remaining required training hours. If the current full-time instructor does not meet the required training hours within six months, their credential will no longer be valid, and they may not teach for the technical colleges as a full-time faculty member.

Former credentialed instructors who seek to return to a full-time instructor position who have a lapsed five-year postsecondary credential, must provide evidence of 150 hours of approved training in a minimum of two of the training categories labeled A through H above since the expiration of their last valid credential. Upon validation and approval of the 150 hours of training, the instructor may obtain a new five-year credential.

### Postsecondary Credential Revocation or Suspension

A postsecondary credential may be refused, revoked, or suspended by a technical college based on the character and fitness of the instructor through approval of the Credential Board (South Dakota Administrative Rule 24:10:45:13).