

QUALIFIED FACULTY

I. Procedure

A. Initial Two-year Postsecondary Credential

The standards for issuing an initial postsecondary credential are dependent upon the type of courses being taught and are split into three categories: technical program courses, non-transferrable general education course, and transferrable general education courses. The process for initial application is the same regardless of which category the faculty falls in.

1. Faculty are required to submit the following documents to the Instructional Support Coordinator: South Dakota Postsecondary Credential Application, Applicant Conduct Review Statement, Verification of Employment Form, and official transcripts.
2. After review, the South Dakota Postsecondary Credential Application and Verification of Employment Form are submitted to the Vice President for Teaching and Learning for approval.
3. Upon approval, the Instructional Support Coordinator issues the Postsecondary Credential, which includes the subject areas for which the applicant is qualified to instruct.
4. A copy is provided to the employee and a copy is kept in the employee's file.

B. Two-year to Five-year Postsecondary Credential

Faculty qualify to move from the two-year credential to the five-year credential when the following criteria have been met: they have completed four credits in teaching methodology from an accredited institution and have completed a mentor program at one of the technical colleges.

1. Faculty are required to submit the following documents to the Instructional Support Coordinator: South Dakota Postsecondary Credential Application and Applicant Conduct Review Statement.
2. The employee provides the Instructional Support Coordinator with a transcript showing completion of the methodology courses and mentor program.
3. After review, the South Dakota Postsecondary Credential Application is submitted to the Vice President for Teaching and Learning for approval.
4. Upon approval, the Instructional Support Coordinator issues the Postsecondary Credential, which includes the subject areas for which the applicant is qualified to instruct.
5. A copy is provided to the employee and a copy is kept in the employee's file.

C. Postsecondary Credential Renewal

To renew a five-year credential for an additional five years, faculty must complete 150 hours of approved training from a minimum of two categories specified in the South Dakota Postsecondary Technical College Instructor Credential policy.

1. Faculty submit the Clock Hour Approval Form for Credential Certification, along with the required supporting documents, to the Instructional Support Coordinator. The Instructional Support Coordinator and Vice President for Teaching and Learning review the submitted documentation to determine the approved clock hours.
2. The Instructional Support Coordinator maintains credentialing documentation and tracks submitted hours for the renewal period.
3. Prior to the credential expiration date, if the minimum amount of approved training has been completed, faculty are required to submit the following documents to the Instructional Support Coordinator: South Dakota Postsecondary Credential Application and Applicant Conduct Review Statement.
4. After review, the South Dakota Postsecondary Credential Application is submitted to the Vice President for Teaching and Learning for approval.
5. Upon approval, the Instructional Support Coordinator issues the Postsecondary Credential, which includes the subject areas for which the applicant is qualified to instruct.
6. A copy is provided to the employee and a copy is kept in the employee's file.

D. Use of Subfield for Faculty Credentials

Qualified faculty members are identified primarily by credentials but other factors such as equivalent experience may be considered. 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. Faculty are also able to request the use of subfield for credentialing on the basis of one of the following: related work experience in the field, honors and awards, professional licensure and certifications, and/or other demonstrated competencies and achievements.

1. The Request for Use of Subfield for Faculty Credentials Form, along with a detailed justification and all relevant documents supporting the request, must be submitted to the Instructional Support Coordinator.
2. Upon receipt, the Instructional Support Coordinator will meet with the Vice President for Teaching and Learning and the President to review the request. Approval is required from all three parties in order for the request to be approved.
3. The request for use of subfield for faculty credentials must be submitted and approved prior to assigning the faculty member to instruct the course.

4. A copy of the Request for Use of Subfield for Faculty Credentials Form showing approval or denial is provided to the employee. A copy is also kept in the employee's file.

II. Definitions: None

Legal References: None

Board Approved: 12/8/2021; Committee Reviewed 7/9/2024