

FACULTY CREDENTIAL GUIDELINES

West Kentucky Community & Technical College (WKCTC) employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of faculty, WKCTC gives primary consideration to the highest earned degree in the discipline in accordance with College guidelines. The College also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, diplomas and certificates in the teaching area, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. The qualifications for teaching full-time or adjunct faculty at West Kentucky Community & Technical College are the same.

The faculty credentials listed below are intended as **guidelines**. There are some areas in which the guidelines may not be clearly defined and it is in these areas where definitive criteria are lacking that common sense must be carefully and judiciously applied. The appropriate Division Dean approves the files of potential instructors and submits them to the Vice President of Academic Affairs. The Vice President of Academic Affairs is charged with the responsibility to see that WKCTC faculty meet credentialing guidelines.

Transfer General Education Courses

Faculty teaching general education courses designed for transfer: doctors or masters degree in the teaching discipline or a master's degree with a concentration in the teaching disciplines (a minimum of 18 graduate semester hours in the teaching discipline). For example, a person may qualify to teach history if the person possesses a master's degree in public administration and has also completed additional graduate hours to total a minimum of 18 in history.

Non-transfer General Education Courses

Faculty teaching general education courses that apply only to diploma and associate in applied science degrees (AAS): masters or bachelors degree in the teaching discipline or a related discipline. For example, a person may qualify to teach an applied or business math course that does not transfer as a math requirement with a bachelor's degree in math or a related area such as engineering. Faculty possessing a master's in business administration or accounting may qualify to teach business math.



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Transfer Non-general Education Courses

Faculty teaching courses designed for transfer to a baccalaureate degree: doctors or masters degree in the teaching discipline or a masters degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). For example, a person may qualify to teach education courses if the person possesses a masters degree in nursing but after completing the masters, the individual completes additional graduate hours to total a minimum of 18 in education.

Non-transfer Occupational/Technical Program Courses

Faculty teaching certificate, diploma, and associate degree courses not designed for transfer to the baccalaureate degree: bachelors or associate degree in the teaching discipline or a related discipline. In lieu of the associate degree, documented work and teaching experience in the discipline, diplomas or certificates in the teaching discipline, licensures and/or certifications, honors and awards, and continued professional development are considered. The Certificate for Teachers and Other Professional School Personnel issued by the Commonwealth of Kentucky Education Professional Standards Board may also be considered in the employment of faculty teaching occupational-based career and technical education courses. Complete information on the requirements for this certification may be found at:

<http://www.lrc.state.ky.us/>.

For example, a person may qualify to teach welding with a welding diploma, the Commonwealth of Kentucky Certificate for Teachers, and welding certifications. A person may qualify to teach basic computer fundamentals with a bachelor's degree in business education as this degree requires graduates to complete coursework and be competent in basic computer theory and applications.

Transitional Education (Developmental) Courses

Faculty teaching developmental courses (courses numbered below 100): a bachelor's degree in the teaching field or a related field. For example, a person may qualify to teach a developmental English course with a bachelor's degree in secondary education with a major in English.

Physical Education (Activity) Courses

Faculty teaching activity courses: documented experience, certification, or licensure in the activity area or a related area. For example, a person with a masters degree in nursing may qualify to teach walking based on their knowledge of health and physical fitness; a person with documented years of private dance studio instruction may qualify to teach ballroom dancing.



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