



Administrative Policy

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| Policy Title: | Jackson College Faculty Credential Policy |
| Policy Number: | EC-1031 |
| Date Adopted: | 10/01/2025 |
| Version: | 1.0 |
| Review Cycle: | Biannual |
| Last Reviewed: | 10/01/2025 |
| Office Responsible: | Academic Leadership Team |
| Reviewing Committee: | Academic Council |
| Related Policies: | N/A |
| Related Laws: | N/A |

Policy Summary:

This policy establishes the minimum faculty credential requirements at Jackson College to ensure academic quality and compliance with the Higher Learning Commission (HLC) expectations. The policy ensures that all instructional faculty—full-time, part-time, adjunct, dual-credit, and temporary—are academically and professionally qualified to deliver rigorous, high-quality instruction aligned with institutional mission and accreditation standards.

Policy Statement:

Jackson College maintains high standards for faculty qualifications in accordance with the Higher Learning Commission's (HLC) Criterion 3 and Assumed Practice B.2.a (effective September 1, 2025). The College ensures that all faculty members possess appropriate academic credentials, professional experience, or a combination thereof, sufficient to support student success, academic integrity, and programmatic rigor.

The policy affirms Jackson College's commitment to transparency, accountability, and academic excellence by outlining consistent procedures for verifying and documenting faculty credentials that withstand peer review scrutiny and reflect institutional integrity.

Scope

This policy applies to all instructional faculty employed by Jackson College, regardless of course location, delivery modality, or contractual status. This includes faculty teaching transfer, career and technical education (CTE), and dual-credit courses.

Policy Details

A. General Education, Liberal Arts and Sciences Faculty

To ensure academic rigor in transfer programs, instructors must meet one of the following:

1. Hold a master's degree or higher from a regionally accredited institution in the instructional field; or 2. Meet the program-defined criteria for qualification as attached in Appendix A.

B. Career and Technical Education (CTE) Faculty

CTE faculty qualifications emphasize a blend of academic preparation and applied experience. All CTE instructors must hold any required State of Michigan licensure, certification, or registration, and meet one of the following: 1. Hold a baccalaureate or in the field or a closely related career field; or 2. Hold an associate's degree in the field plus, a minimum of 3,000 hours of relevant work experience; or 3. Possess specialized training and 6,000 hours of tested experience in the field.

C. Dual Credit Faculty

High School faculty teaching dual credit courses must meet the same qualifications as those teaching on campus. Dual credit offerings must be equivalent in rigor, content, and quality to on-campus courses and align with HLC's Dual Credit for Institutions and Peer Reviewers guidelines.

D. Faculty Qualifications for Non-Instructor of Record Roles

Faculty assigned to support instruction (e.g., labs, discussion sections) must possess at least the same level of academic credentials and experience required for the course. The instructor of record must meet qualifications outlined in Sections II.A–C, maintain responsibility for student learning outcomes and final grades, and ensure regular interaction with supporting instructors.

E. Provisional Qualification

Faculty pursuing required academic credentials may be provisionally qualified to teach if they demonstrate consistent, measurable progress toward full qualification. Provisional appointments are temporary and contingent on continued advancement and must be approved by the Dean and Chief Academic Officer.

F. Exceptions and Narrative Justifications

Deans may approve instructors using the HLC Faculty Qualification Review Form. The form must include a narrative explaining the exemption by the Dean, a current CV/resume, and evidence of work experience, licensure, or recognition. All documentation is evaluated by the Dean and Chief Academic Officer. The Human Resources Office maintains credentialing records for HLC and institutional review.

G. Tested Experience Definition

In accordance with HLC, tested experience is defined as a 'breadth and depth of experience outside the classroom in real-world situations relevant to the discipline.' Area

Examples of Documents

Industry Experience

3+ years of work, supervisory roles, and technical expertise

Licensure/Certifications

Active credentials (e.g., RN, PMP, AWS)

Creative/Scholarly Contributions

Publications, performances, exhibitions, and curriculum design

Professional Recognition

Awards, invited talks, board memberships

Teaching Experience

Adjunct teaching, mentoring, training

Change Log:

| <u>Date of Change</u> | <u>Version</u> | <u>Description of Change</u> | <u>Responsible Party</u> |
|------------------------------|-----------------------|-------------------------------------|---------------------------------|
| 10/01/2025 | 1.0 | Initial adoption of policy | Academic Affairs |

Appendix A:



Academic Faculty Qualifications for Communications

November 2025

Faculty qualifications for Communications comply with the assumed practice of the Higher Learning Commission (Criterion 3, B.2.a) and are applicable to full-time, part-time, adjunct, dual credit, temporary, and other instructors. The qualifications for Communications faculty reflect those of neighboring four-year colleges and universities.

Requirements

A master's degree in Communication or a master's degree in another discipline with 9 graduate hours in Communication, or a closely related discipline.

Subdisciplines of Communication

Rhetoric, Interpersonal Communication, Organizational Communication, Intercultural Communication, Public Speaking, Journalism, Public Relations, Film Studies, Mass Communication, New Media, Health Communication, Leadership Studies, Business Communication.

Disciplines Closely Related to Communication

Journalism, Leadership Studies, Linguistics, Humanities, Global Studies, Marketing

Other Factors

Specific courses must be approved in advance by the Dean and CAO.

Academic Faculty Qualifications for Education

January 2026

Faculty qualifications for Education are aligned with the assumed practice of the Higher Learning Commission (Criterion 3, B.2.a) and are applicable to full-time, part-time, adjunct, dual credit, temporary, and other instructors.

Requirements

A master's degree in education or a master's degree in another discipline with 15 graduate hours in Education.

Subdisciplines of Education

1. Elementary Education
2. Secondary Education
3. Educational Psychology
4. Educational Leadership

Psychology
Social Work

Other Factors

Specific course [Disciplines Closely Related to Education](#) must be approved in advance by the Dean and CAO.