Ivy Tech Community College of Indiana

POLICY TITLE
Faculty Credential Standards

POLICY NUMBER
ASOM 7.1

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES

PURPOSE
Requirements for faculty credentials are an important means by which quality and consistency of instruction are promoted at Ivy Tech. Consistent credential requirements allow the College to meet the expectations of students, employers, other educational institutions, and accrediting bodies.

ORGANIZATIONAL SCOPE OR AUDIENCE
The following credential requirements apply to all courses taught using the respective prefixes (for example, BUSN, ECED, HVAC, etc.), in all settings (for example, on campus, off-campus, via technologies), under all auspices (for example, through degree programs, through dual credit, through Corporate College).

DEFINITIONS:
Academic Plan: A formal written document developed collaboratively between the faculty member and the campus academic officer and reviewed by the human resources director. This plan must specify the degree sought, timeline for obtaining reasonable progress, and any other conditions of the agreement. The plan must be placed in the faculty member's personnel file and reviewed, at a minimum, annually.
**Academic preparation appropriate to the course:** A significant level of coursework - defined as 18 semester hours at the 200-level or higher -- which indicates the faculty's expertise and/or ability to teach the respective subject matter. The campus academic officer will determine the appropriateness of a particular course or courses.

**Course Credential Standard:** Credentials other than the program/discipline standard that may appropriately qualify one to teach a specific course. Examples might include a licensure, certification, specialty coursework, etc. specific to the single course.

**Portfolio:** A compilation of faculty's work accomplishments that demonstrates acceptable professionalism, quality and work experience.

**Professional Certification:** A certificate by an external state, regional, national, or international agency that attests to significant breadth and depth of knowledge within a field of study.

**Program/Discipline Credential Standard:** The credential standard that applies to most courses in a given program or discipline. All faculty teaching liberal arts courses and all full time faculty members must meet program/discipline credential standards.

**Reasonable progress:** Annual progress sufficient to ensure the completion of the required credential in the required timeframe, as described in the professional development plan.

**Reasonable search:** A search for a faculty member must be posted internally statewide and through at least two of the following means:
- APN (Academic Position Network)
- Major regional newspapers
- Professional publications
- College search (i.e., circulation of the announcement among other institutions)
- Other documented external search(es)

**Regionally accredited:** Institutions which are accredited by one of the following seven regional institutional accrediting associations:
- Middle State Association of Colleges and Schools (MSA)
- New England Association of Schools and College (NEASC)
- North Central Association of Colleges and Schools (NCA)
- Northwest Association of Schools and Colleges (NASC)
- Southern Association of Colleges and School (SACS)
- Western Association of Schools and Colleges (WASC)
  - Accrediting Commission for Community and Junior Colleges (ACCJC)

**TransferIN:** Courses identified in the Indiana Core Transfer Library.
**Workplace Specialist License:** A license issued by the Indiana Department of Education to an Indiana teacher who is eligible to teach in a grade 9 through 12 vocational or career and technical education program.

**POLICY**

Faculty credential standards shall be established for each program or discipline and are referred to as “program/discipline credential standards”. Program/discipline credential standards are ideally a master’s degree in the discipline but no less than a baccalaureate degree. All faculty teaching liberal arts courses and all full time faculty members must meet program/discipline credential standards. When no credentialed instructors are available to teach a liberal arts course section, the course section shall be removed from the schedule until a credentialed instructor is contracted to teach the course.

Credentials other than the program/discipline standard, i.e. licensure, certification, specialty coursework, might appropriately qualify one to teach specific courses. In these cases, standards applicable to individual courses (“course standards”) may be established as appropriate. For example, an instructor with an OSHA 501 certification does not meet the public safety program standard, but is appropriately qualified to teach HAZM 100 OSHA Regulations. Therefore, HAZM 100 OSHA Regulations has a course standard specific to the course.

Each Ivy Tech degree program is expected to be accredited by the appropriate national and/or state accrediting and licensing boards. The College credential requirement policies have been developed to reflect these standards. However, a degree program will also have to adhere to the additional accreditation standards that are part of many accreditation regulations. These additional standards can include, but are not limited to, stipulations about what percentage of the program faculty must hold graduate degrees, higher credential or licensure requirements for program chairs, and a more limited array of appropriate degrees.

In addition to liberal arts courses, faculty teaching TransferIN courses must also meet the appropriate credential standard. When no credentialed instructors are available to teach a TransferIN course section, the course section shall be removed from the schedule until a credentialed instructor is contracted to teach the course.

Faculty with extensive graduate credits, but no graduate degree, can be determined to have met the requirement if the individual is ABD or has amassed 45 graduate hour credits in a single program that meets the requirements specific to the course being taught.

Alternate credential standards may apply to faculty who teach the laboratory portion of general education/liberal arts science courses. Faculty teaching 100-level science labs must hold a bachelor’s degree in the field, with an additional nine or more graduate hours in the subject matter. Faculty teaching 200-level science labs must meet the applicable discipline/course standard.
Faculty with a master’s degree can be determined to have met the credential standards requirement if the individual has 18 graduate credits in the field. Up to six graduate credits in the field of study/discipline focusing on instructional methodology in the appropriate discipline and at the appropriate level will be counted towards the 18 required graduate hours.

Those hiring faculty are required to complete the Faculty Credential Evaluation form or a regional form capturing the same information (credentials, relevant courses, courses approved to teach) and place the completed form in the personnel file of the faculty member to assure that proper credential evaluation was completed.

The following are specific Program/discipline and Course Credential Standards:
**Accounting Program Standard:**
A qualified faculty member meets the program standard through one of four routes:

1. Possesses an earned master’s degree or higher from a regionally accredited institution in accounting; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 post-secondary semester hours or equivalent of courses in accounting beyond the introductory principle(s) level; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   - Professional certification (national, regional or state)
   - Two years of in-field professional employment
   - Documented evidence of teaching excellence, including date of award
   - Documentation of research and publication in the field
   - Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree in accounting, from a regionally accredited institution, with documentation in two or more of the following:
   - Professional certification (national, regional or state)
   - Two years of in-field professional employment
   - Documented evidence of teaching excellence, including date of award
   - Documentation of research and publication in the field
   - Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.
5. Possesses and earned Bachelor’s degree in a related business field from a regionally accredited institution with an active Certified Public Accountant (CPA) certification.

**ACCT 090 Course Standard:**
A qualified faculty member teaching ACCT 090 meets the course standard through one of two routes:

1. Meets Accounting program standard, or
2. Possesses an earned bachelor’s or higher degree in business, accounting or a business related field.

**ACCT 101, 102 Course Standard:**
A qualified faculty member for ACCT 101 and ACCT 102 meets the course standard through one of two routes:

1. Possesses an earned master’s or higher degree in accounting, from a regionally accredited institution; or
2. Possesses an earned master’s degree in a related business field from a regionally accredited institution with documented 21 semester hours in Accounting

**Advanced Automation & Robotics Technology Program Standard:**
See School of Technology Standards

**Agriculture Program Standard:**
A qualified faculty member in Agriculture meets the School of Technology criteria:

1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in the fields of Agricultural and Biological Engineering, Agriculture Education, Agricultural Economics, Agricultural Systems Management, Agronomy, Animal Science, Botany, Horticulture, or Plant Science; or
2. Possesses a current Workplace Specialist License granted by the Indiana Department of Education appropriate to course objectives and directly linked to credentials, certifications, and competencies listed in the Curriculum of Record (COR), or
3. Possesses an earned associate or higher degree, from a regionally accredited institution directly related to the program’s discipline, and has two years of directly related work experience.

**AGRI 110 Course Standard:**
A qualified faculty member teaching Introduction to Agricultural Business and Economics possesses an earned master’s or higher degree, from a regionally accredited institution, in Agricultural Economics, or Agriculture Education or a Master of Business Administration (MBA).

**AGRI 111 Course Standard:**
A qualified faculty member teaching Crop Production possesses an earned master’s or higher degree, from a regionally accredited institution, in Agronomy, or Agriculture Education.

**AGRI 112 Course Standard:**
A qualified faculty member teaching Fundamentals of Horticulture possesses an earned master’s or higher degree, from a regionally accredited institution, in Horticulture, or Agriculture Education.

**AGRI 113 Course Standard:** A qualified faculty member teaching Animal Agriculture possesses an earned master’s or higher degree, from a regionally accredited institution, in Animal Science, or Agriculture Education.

**AGRI 114 Course Standard:**
A qualified faculty member teaching Introduction to Agricultural Systems possesses an earned master’s or higher degree, from a regionally accredited institution, in the fields of Agricultural and Biological Engineering, Agricultural...
Systems, Management, Agronomy, Animal Science or Agricultural Economics, or Agriculture Education.

AGRI 209 Course Standard:
A qualified faculty member teaching Agricultural Commodity Marketing meets the course standard through one of two routes:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in the fields of Agricultural and Biological Engineering, Agriculture Education, Agricultural Economics, Agricultural Systems Management, Agronomy, Animal Science, Botany, Horticulture, Plant Science, or other agriculture related discipline; or
2. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution and holds a Series 3 commodity futures broker license from NASD.

AGRI 210 Course Standard:
A qualified faculty member teaching Management Methods for Agricultural Business possesses an earned master’s or higher degree, from a regionally accredited institution, in Agricultural Economics, or Agriculture Education or a Master of Business Administration (MBA).

American Sign Language Discipline Standard:
A qualified faculty member in American Sign Language meets both of the following criteria:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, and
2. One of the following:
   - Holds certification in American Sign Language, or
   - Has experience teaching American Sign Language.

Anatomy and Physiology Discipline Standard:
A qualified faculty member in anatomy and physiology meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree from a regionally accredited institution in a biological science, or
2. Possesses an earned master's or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in biology-related courses.

APHY 0XX Course Standard:
A qualified faculty member teaching developmental anatomy and physiology meets the course standard through one of three routes:
1. Meets the Anatomy and Physiology discipline standard, or
2. Possesses an earned bachelor’s or higher degree from a regionally accredited institution in anatomy and physiology, or
3. Possesses a bachelor’s degree with 18 semester hours in anatomy- and/or physiology-related courses.

**Anthropology Discipline Standard:**
A qualified faculty member in anthropology meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in anthropology, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in anthropology.

**Arabic Discipline Standard:**
A qualified faculty member in Arabic meets the discipline standard through one of three routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in Arabic language or Arabic literature, or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate hours in Arabic language or Arabic literature, or
3. Is a native speaker of Arabic with a master’s degree and the equivalent of two years secondary or postsecondary teaching experience in Arabic or a related area (e.g. linguistics or another language)

**Art History Discipline Standard:**
A qualified faculty member in art history meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in art or art history, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in art or art history.

**ARTS XXX Courses:** See Fine Arts Program

**Astronomy Discipline Standard:**
A qualified faculty member in astronomy meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in astronomy, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in astronomy or physics.

**Automotive Technology Program Standard:**
See School of Technology Standards
Aviation Maintenance Technology Program Standard:
See School of Technology Standards

Biology Discipline Standard:
A qualified faculty member in biology meets the discipline standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution in a biological science, or
2. Possesses an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in biology-related courses.

BIOL 065 Course Standard:
A qualified faculty member teaching developmental life sciences meets the course standard through one of three routes:
1. Meets the Biology discipline standard, or
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution in life science, or
3. Possesses a baccalaureate or higher degree from a regionally accredited institution with a minimum of nine semester hours of life science-related courses.

BIOL 110 Course Standard:
A qualified faculty member teaching BIOL 110 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution in entomology, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in entomology-related courses.

BIOL 120 Course Standard:
A qualified faculty member teaching BIOL 120 meets the course standard through one of two routes:
1. Possesses an earned master's or higher degree from a regionally accredited institution in biology or chemistry, or
2. Possesses an earned master's or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in biology- and/or chemistry-related courses.

BIOL 221 Course Standard:
A qualified faculty member teaching BIOL 221 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution in biology, biochemistry, biotechnology, or microbiology; or
2. Possesses an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in cell biology, biochemistry, molecular biology, biotechnology, and/or microbiology.

**Biotechnology Program Standard:**

A qualified faculty member in biotechnology meets all three of the following criteria:

1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in biology, chemistry, biochemistry, biotechnology, microbiology, or a related field; and
2. Completed 18 graduate semester hours in cell biology, biochemistry, molecular biology, biotechnology, and/or microbiology; and
3. Has two or more years of experience in the field.

**BIOT 100, 101, 102, 103, 104, 106, 107, 214, 216 and 218 Course Standard:**

A qualified faculty member teaching BIOT 101, 102, 103 and 104 meets the biotechnology program standard or both of the following criteria:

1. Possesses an earned bachelor’s or higher degree, from a regionally accredited institution, in life sciences or chemistry, and
2. Has 10 or more years relevant industry experience as a scientist, production manager or equivalent position, or
3. Appropriate professional certification in the field

**Building Construction Management Program Standard:**

See School of Technology Standards

**Business Administration Program Standard:**

A qualified faculty member in Business Administration meets the program standard through one of four routes:

1. Possesses an earned master’s degree or higher from a regionally accredited institution in business administration, public administration, management, marketing, or a business-administration-related field as appropriate to the program; or
2. Possesses an earned related or out-of field master’s degree, from a regionally accredited institution, with documented 18 post-secondary semester hours or equivalent of courses beyond the introductory principle(s) level in business administration, public administration, management, marketing, or a business-administration-related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   - Professional certification (national, regional or state)
   - Two years of in-field professional employment
   - Documented evidence of teaching excellence, including date of award
   - Documentation of research and publication in the field
• Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or

4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in business administration, public administration, management, marketing, or a business-administration-related field as appropriate to the program, with documentation in two or more of the following:
   • Professional certification (national, regional or state) in the field
   • Two years of in-field professional employment
   • Documented evidence of teaching excellence, including date of award
   • Documentation of research and publication in the field
   • Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

BUSN 201 Course Standard:
1. Meets Business Administration program standard; or
2. Possess an earned Juris Doctorate Degree.

Business Operations, Applications, and Technology Program Standard:

A qualified faculty member in Business Operations, Applications, and Technology meets the program standard through one of four routes:

1. Possesses an earned master’s or higher degree from a regionally accredited institution in a business or computer-related discipline, as appropriate to the program; or

2. Possesses a related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 post-secondary semester hours or equivalent of courses in business or computer-related discipline as appropriate to the program beyond the introductory principle(s) level; or

3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   • Professional certification (national, regional or state)
   • Two years of in-field professional employment
   • Documented evidence of teaching excellence, including date of award
   • Documentation of research and publication in the field
   • Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or

4. Possesses an earned bachelor’s degree from a regionally accredited institution in a business or computer-related discipline appropriate to the program, with documentation in two or more of the following:
   • Professional certification (national, regional or state), or
   • Two years of in-field professional employment, or
• Documented evidence of teaching excellence, including date of award, or
• Documentation of research and publication in field, or
• Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent matter coursework, CEU’s, vendor or military

BOAT 0XX Course Standard:
A qualified faculty member teaching BOAT 0XX meets both of the following criteria:
1. Possesses an earned bachelor’s or higher degree from a regionally accredited institution, and
2. Two or more of the following:
   • Professional certification (national, regional or state)
   • Two years of in-field professional employment
   • Documented evidence of teaching excellence, including date of award
   • Documentation of research and publication in field
   • Documented relevant coursework, equivalent to 6 semester hours or equivalent matter

BOAT 101 Course Standard:
A qualified faculty member teaching BOAT 101 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office Outlook certification, or
2. Holds the second most recent MOS: Microsoft Office Outlook certification.

BOAT 105 Course Standard:
A qualified faculty member teaching BOAT 105 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office Word certification, or
2. Holds the second most recent MOS: Microsoft Office Word certification.

BOAT 109 Course Standard:
A qualified faculty member teaching BOAT 109 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office PowerPoint certification, or
2. Holds the second most recent MOS: Microsoft Office PowerPoint certification.
BOAT 218 Course Standard:
A qualified faculty member teaching BOAT 218 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office Excel certification, or
2. Holds the second most recent MOS: Microsoft Office Excel certification.

BOAT 222 Course Standard:
A qualified faculty member teaching BOAT 222 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office Access certification, or
2. Holds the second most recent MOS: Microsoft Office Access certification.

BOAT 228 Course Standard:
A qualified faculty member teaching BOAT 228 meets the Business Operations, Applications, and Technology program standard and one of the following two criteria:
1. Holds a current MOS: Microsoft Office Excel Expert certification, or
2. Holds the second most recent MOS: Microsoft Office Excel Expert certification.

CARD XXX Courses: See Healthcare Specialist

CATX XXX Courses: See Imaging Science

Chemical Technology Program Standard:
A qualified faculty member in Chemical Technology meets all three of the following criteria:
1. Possesses an earned baccalaureate degree or higher degree, from a regionally accredited institution, in technology, engineering technology, engineering, mathematics, science, or business; and
2. Completed academic preparation appropriate to the program being taught; and
3. Possesses one of the following:
   - Professional certification in the field;
   - Two years of directly related work experience.

CHMT 102 & CHMT 280 Course Standard:
A qualified faculty member teaching CHMT 102 & 280 meets the course standard through one of the following routes:
1. Meets the Chemical Technology program standard, or
2. Possesses an earned bachelor’s degree in any area, with 2 years of directly related work experience appropriate to the course being taught.
**Chemistry Discipline Standard:**
A qualified faculty member in chemistry meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in chemistry, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in chemistry-related courses.

**CHEM 061 Course Standard:**
A qualified faculty member teaching CHEM 061 meets the course standard through one of three routes:
1. Meets the Chemistry discipline standard, or
2. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in chemistry, or
3. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in any field with a minimum of nine semester hours in chemistry-related courses.

**Chinese Discipline Standard:**
A qualified faculty member in Chinese meets the discipline standard through one of three routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in Chinese language or Chinese literature; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate semester hours in Chinese language or literature courses; or
3. Is a native speaker of Chinese with a master’s degree and the equivalent of two years secondary or post-secondary teaching experience in Chinese or a related area (e.g. linguistics or another language).

**Communication Discipline Standard:**
A qualified faculty member meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree in speech or communication, from a regionally accredited institution; or
2. Possesses an earned master's or higher degree with 18 graduate semester credit hours in speech or communication, from a regionally accredited institution.

**COMM 101 Course Standard:**
A qualified faculty member in public speaking meets the course standard through one of the following three routes:
1. Meets Communication discipline standard, or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g. rhetoric, linguistics, homiletics, law, theatre, public relations).

**COMM 102 Course Standard:**
A qualified faculty member in interpersonal communication meets the course standard through one of following three routes:

1. Meets the Communication discipline standard, or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g. social work, counseling, sociology, psychology).

**COMM 201 Course Standard:**
A qualified faculty member in COMM 201 meets the course standard through one of two routes:

1. Meets the Communication discipline standard; or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g., social work, counseling, sociology, psychology).

**COMM 202 Course Standard:**
A qualified faculty member in COMM 202 meets the course standard through one of two routes:

1. Meets the Communication discipline standard; or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g., public relations, journalism, marketing, advertising, telecommunications).

**COMM 203 Course Standard:**
A qualified faculty member in COMM 203 meets the course standard through one of two routes:

1. Meets the Communication discipline standard; or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g., counseling, organizational psychology).

**COMM 204 Course Standard:**
A qualified faculty member in COMM 204 meets the course standard through one of two routes:

1. Meets the Communication discipline standard, or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g., speech pathology, theatre, performance studies).

**COMM 211 Course Standard:**
A qualified faculty member in COMM 211 meets the course standard through one of two routes:

1. Meets the Communication discipline standard, or
2. Possesses an earned master's degree with 18 graduate semester credit hours in a discipline related to the course (e.g., marketing, public relations, public affairs).

**Computer Information Systems Program Standard:**
A qualified faculty member in computer information systems or meets the program standard through one of four routes:

1. Possesses an earned master’s degree or higher from a regionally accredited institution in computer information systems, management information systems, information technology, computer science or a computer-related degree as appropriate to the program; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented post-secondary 18 semester hours or equivalent of courses beyond the introductory principle(s) level in a computer, business, mathematics, or engineering-related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   - Professional certification (national, regional or state)
   - Two years of in-field professional employment
   - Documented evidence of teaching excellence, including date of award
   - Documentation of research and publication in the field
   - Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in mathematics, engineering, or business/computer-related field as appropriate to the program with documentation in two or more of the following:
   - Professional certification (national, regional, or state) in the field
   - Two years of in-field professional employment
   - Documented evidence of teaching excellence, including date of award
   - Documentation of research and publication in the field
   - Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**Computer Science Program Standard:**
A qualified faculty member in Computer Science is one who:

1. Possesses an earned master’s degree or higher from a regionally accredited institution in computer science, engineering, mathematical sciences, information sciences, or a computer-related degree as appropriate to the course and/or specialty being taught; or
2. Possesses a related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 graduate semester hours or equivalent of courses in a
computer, mathematical sciences, or engineering-related field as appropriate to the course and/or specialty being taught.

**Construction Technology Program Standard:**
See School of Technology Standards

**Criminal Justice Program Standard:**
A qualified faculty member in criminal justice meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in criminology, criminal justice, law enforcement, social work, sociology, or human services, behavioral sciences, or other related fields (e.g. earned Juris Doctor degree), and
2. Possesses one of the following:
   - Professional certification in the field, or
   - Two years of directly related work experience, or
   - Completed academic preparation appropriate to the program

**CRIM 110, 111, 113, 117, 130, 171, 204, 210, 215, 231, 255 Course Standard:**
A qualified faculty member teaching CRIM 110, 111, 113, 117, 130, 171, 204, 210, 215, 231, and 255 meets the Criminal Justice program standard or both of the following criteria:
1. Possesses an earned associate or higher degree, and
2. Has five years of directly related work experience.

**Cyber Security/Information Assurance Program (CSIA) Standard:**
A qualified faculty member in Cyber Security/Information Assurance (CSIA) meets the program standard through one of four routes:
1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in information assurance or related field as appropriate to the program; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information assurance or related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information assurance or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

CSIA 105 Course Standard:
A qualified faculty member teaching CSIA 105 meets the Cyber Security/Information Assurance (CSIA) program standard and holds a valid, non-expired CompTIA Security+ certification or security certification listed on the current Department of Defense 8570 Information Assurance Workforce Improvement Program list.

CSIA 225 Course Standard:
A qualified faculty member teaching CSIA 225 meets the Cyber Security/Information Assurance (CSIA) program standard and holds a valid, non-expired EC Councils Certified Ethical Hacker certification, Certified Information Systems Security Professional, GIAC Security Essentials Certification, CompTIA Advanced Security Practitioner, or is a current Cisco Academy Instructor with the Security course qualifications.

**Database Management and Administration Program (DBMS) Standard:**
A qualified faculty member in Database Management and Administration (DBMS) meets the program standard through one of four routes:
1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in database, data analytics, information systems or related field as appropriate to the program; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in database, data analytics, information systems or related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or

4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in database, data analytics, information systems or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**DBMS 110 Course Standard:**
A qualified faculty member teaching DBMS 110 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired MTA Database Fundamentals certification or two years of documented database professional employment.

**DBMS 130 Course Standard:**
A qualified faculty member teaching DBMS 130 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Oracle SQL Fundamentals certification; other industry recognized SQL certification or two years of documented database administration professional employment.

**DBMS 150 Course Standard:**
A qualified faculty member teaching DBMS 150 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Oracle Administration I certification or higher level Oracle certification; or two years of documented Oracle database administration professional employment.

**DBMS 230 Course Standard:**
A qualified faculty member teaching DBMS 230 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Designing Database Solutions for SQL Server certification or higher level SQL server certification; or two years of documented SQL server professional employment.

**DBMS 240 Course Standard:**
A qualified faculty member teaching DBMS 240 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Administering Microsoft SQL Server 2012 Databases certification or higher level SQL server certification; or two years of documented SQL server professional employment.
DBMS 250 Course Standard:
A qualified faculty member teaching DBMS 250 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Oracle Administration II certification or higher level Oracle certification; or two years of documented Oracle database administration professional employment.

DBMS 255 Course Standard:
A qualified faculty member teaching DBMS 255 meets the Database Management and Administration (DBMS) program standard and holds a valid, non-expired Oracle Application Express: Developing Web Applications certification or higher level Oracle certification; or two years of documented Oracle database administration professional employment.

Dental Assisting Program Standard:
A qualified faculty member in the Dental Assisting program meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Is a Certified Dental Assistant (CDA) or licensed dentist (DDS), and
3. Has two years of directly related work experience.

DENT 102, 115, 116, 117, 118, 124, 125, 129 (Specific to lab portion of the course) Course Standard:
A qualified faculty member (lab faculty) teaching the laboratory portion of DENT 102, 115, 116, 117, 118, 124, 125 and or 129 meets the Dental Assisting program standard or meets both of the following criteria:
1. Is a Certified Dental Assistant (CDA), and
2. Has two years of directly related work experience.

DENT 116, 118, 123, 124, (Specific to the lecture portion of the course) Course Standard:
A qualified faculty member teaching the lecture portion of DENT 116, 118, 123 and 124 meets the Dental Assisting program standard or all of the following three criteria:
1. Is a Registered Dental Hygienist (RDH) or a Licensed Dental Hygienist (LDH) and
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
3. Has two years of directly related work experience.
DENT 122, 130 Course Standard:
A qualified faculty member teaching DENT 122 meets all of the following three criteria:
   1. Is a Certified Dental Assistant (CDA), and
   2. Holds a current Indiana State license in Dental Radiography, and
   3. Has two years of directly related work experience.

DENT 132 (Didactic) Course Standard:
A qualified faculty member teaching DENT 132 meets both of the following criteria:
   1. Meets Dental Assisting program standard, and
   2. Hold an Expanded Function Dental Assistant (EFDA) Certificate

DENT 132 (Lab) Course Standard:
A qualified faculty member teaching the lab portion of DENT 132 meets the following criteria:
   1. Is a Certified Dental Assistant (CDA), and
   2. Has two years of directly related work experience
   3. Hold an Expanded Function Dental Assistant (EFDA) Certificate

Dental Hygiene Program Standard – Full-time faculty member:
A qualified faculty member in dental hygiene meets all four of the following criteria:
   1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
   2. Completed coursework in educational methodology, and
   3. Has at least two years of directly related work experience
   4. Is a licensed dentist or dental hygienist with the State of Indiana, or eligible to obtain a dental or dental hygiene license in the State of Indiana.

Dental Hygiene Program Standard – Adjunct faculty member providing didactic instruction
A qualified adjunct faculty member providing didactic instruction must meet the following criteria:
   1. Possesses an earned baccalaureate degree or higher from a regionally accredited institution or is currently enrolled in a baccalaureate degree program at a regionally accredited institution
   2. Is a licensed dentist or dental hygienist in the State of Indiana or eligible to obtain a dental or dental hygiene license in Indiana
   3. Has at least two years of directly related work experience
Dental Hygiene Program Director Standard:
A qualified program director in the Dental Hygiene Program meets all three of the following criteria:

1. Possesses an earned masters or higher degree or is currently enrolled in a masters or higher degree program or a dentist who has background in education and the professional experience necessary to understand and fulfill the program goals, and
2. Is a licensed dentist or dental hygienist in the State of Indiana, or is eligible to obtain a dental or dental hygiene licenses in the state of Indiana,
3. Has at least two years of directly related work experience.

DHYG 102, 114, 224, 228, 234 Course Standard:
A qualified faculty member teaching DHYG 102, 114, 224, 228 and 234 meets the Dental Hygiene program standard or both of the following criteria:

1. Has earned an Associate degree or higher in dental hygiene, from a dental hygiene program accredited by the ADA Commission on Dental Accreditation, and
2. Is a licensed dentist or dental hygienist in the state of Indiana, or eligible to obtain a dental or dental hygiene license in Indiana
3. Has at least two years of directly related work experience.

DHYG 120 Course Standard:
A qualified faculty member teaching DHYG 120 meets one of the two following criteria:

1. Meets the Dental Hygiene program standard for full-time faculty or adjunct faculty member providing didactic instruction, or
2. Is a registered Pharmacist

DHYG 121 Course Standard:
A qualified faculty member teaching DHYG 121 meets one of the four following criteria:

1. Meets the Dental Hygiene program standard for full-time faculty or adjunct faculty member providing didactic instruction, or
2. Possesses an MD degree, or
3. Possesses an earned DO degree, or
4. Possesses a current Indiana Paramedic license and is currently enrolled in a baccalaureate degree program that includes coursework in education methodology

DHYG 106, 107, 122 Course Standard:
A qualified faculty member teaching DHYG 106, 107, and 122 meets one of the two following criteria:

1. Meet the Dental Hygiene program standard for full-time faculty or adjunct faculty member providing didactic instruction, or
2. Meets the Anatomy and Physiology discipline standard

DHYG 203 Course Standard:
A qualified faculty member teaching DHYG 203 meets one of the two following criteria:
1. Meets program standard, or
2. Is a certified dental assistant
3. Possesses an earned baccalaureate degree or higher from a regionally accredited institution or is currently enrolled in a baccalaureate degree program at a regionally accredited institution
4. Has at least two years of directly related work experience

Design Technology Program Standard:
A qualified faculty member in Design Technology meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in technology, engineering, technical graphics, computer graphics, architecture, fine arts, or art; and
2. One of the following:
   • Professional certification in the field;
   • Two years of directly related work experience.

DESN 101, 102, 103, 104, 105, 108, 109, 113, 130, 204, 209, 213, 220, 223, 227, 271, 272 Course Standard:
A qualified faculty member teaching DESN 102, 103, 104, 105, 108, 109, 113, 130, 204, 209, 213, 220, 223, 227, 271, and 272 meets the course standard through one of four routes:
1. Meets the Design Technology program standard, or
2. Possesses an earned associate or higher degree with academic preparation appropriate to the course with 5 years directly related work experience, or
3. Possesses an earned associate or higher degree with academic preparation appropriate to the course with a Professional Certification in the field, or
4. Holds a current Workplace Specialist License granted by the Indiana Department of Education in Trade and Industrial Education: Drafting and Computer Aided Design or 3D Computer Animation and Visualization

DMSI XXX Courses: See Imaging Science

Early Childhood Education Program Standard:
A qualified faculty member in early childhood education meets the program standard through:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in early childhood education, child development; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution with 18 graduate credit hours in courses closely related to early childhood education and development, with academic preparation appropriate to the course and/or specialty being taught; and
3. Possesses one of the following:
   a) Professional certification in the field; or
   b) Two years of directly related work experience in the field of early childhood - birth through age 8.

**ECED 105 Course Standard**
A qualified faculty member teaching ECED 105 meets the Early Childhood Education (ECED) program standard and holds a CDA Professional Development Specialist credential

**Economics Discipline Standard:**
A qualified faculty member in economics meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in economics, or business administration or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours from one or a combination of the following disciplines: economics, finance.

**Education Program Standard:**
A qualified faculty member in education meets both of the following criteria:
1. Possesses an earned master’s or higher degree from a regionally accredited institution in education or a related field appropriate to the program, and
2. Has one of the following:
   • Professional certification in the field, or
   • Three years of elementary or secondary teaching experience.

**EDUC 224 Course Standard:**
A qualified faculty member teaching EDUC 224 meets the course standard through one of four routes:
1. Meets the Education program standard, or
2. Possesses an earned Master's or higher degree from a regionally accredited institution in Science Education, or
3. Possesses an earned Master’s or higher degree from a regionally accredited institution in Education with 18 graduate or undergraduate hours in science, or
4. Possesses an earned Master’s or higher degree from a regionally accredited institution in any natural or physical science, with one of the following:
- Professional certification in education, or
- Minimum of three years of K-12 teaching experience

**Electrical Engineering Technology Program Standard:**
A qualified faculty member in electrical engineering technology meets the program standard with an earned baccalaureate or higher degree from a regionally accredited institution in Engineering or Engineering Technology.

**Electronics and Computer Technology Program Standard:**
A qualified faculty member in electronics and computer technology meets all three of the following:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution in technology, engineering technology, engineering, or computer science; and
2. Completed academic preparation appropriate to the program, and
3. Has one of the following:
   - Professional certification in the field or
   - Two years of directly related work experience.

**Energy Technology Program Standard:**
See School of Technology Standards

**Engineering Technology Program Standard:**
A qualified faculty member in engineering technology meets the program standard with an earned baccalaureate or higher degree from a regionally accredited institution in Engineering or Engineering Technology.

**Engineering Technology Course Standard:** The Engineering Technology program utilizes courses from other programs and follows the standards set by those programs, i.e. Business Administration, Computer Information Systems, Design Technology, Electrical Engineering Technology, and Mechanical Engineering Technology.

**English Discipline Standard:**
A qualified faculty member in English meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree from a regionally accredited institution in English, or
2. Possesses an earned master's or higher degree from a regionally accredited institution in any field with 18 graduate semester credit hours in English, linguistics, or courses related to the writing process.

**ENGL 063, 083 Course Standard:**
A qualified faculty member teaching ENGL 063 or 083 meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in education or in a related field; and
2. Has experience teaching or tutoring reading.

ENGL 073, 093 Course Standard:
A qualified faculty member teaching ENGL 073 or 093 meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in English, Education, or a related discipline; and
2. Completed a minimum of nine credit hours at the college level in composition and/or rhetoric.

ENGL 075, 095 Course Standard:
A qualified faculty member teaching ENGL 075 or 095 meets all of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in English, Education, or a related discipline; and
2. Completed a minimum of nine credit hours at the college level in composition and/or rhetoric.
3. Has experience teaching or tutoring reading.

English for Speakers of Other Languages Discipline Standard:
A qualified faculty member in English for Speakers of Other Languages (ESOL) discipline meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in English for Speakers of Other Languages, applied linguistics, English, reading, or a related field, and
2. Has one of the following:
   • at least one year of teaching or tutoring experience in a second language, or
   • an ESOL teaching endorsement, or
   • an ESOL certification.

ENGR XXX Courses: See Pre-Engineering

Entrepreneurship Program Standard:
A qualified faculty member in Entrepreneurship meets the program standard with a minimum of 5 years of entrepreneurial (one who organizes, manages and assumes the risk of a business or enterprise) and/or intrapreneurial (an individual who develops new enterprises within the corporation) experience and one of four routes:
1. Possesses an earned master’s degree or higher from a regionally accredited institution in entrepreneurship, business administration, management, marketing, or a business-administration-related field as appropriate to the program; or
2. Possesses an earned related or out-of field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in entrepreneurship, business administration, management, marketing, or a business-administration-related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   • Professional certification (national, regional or state)
   • Additional two years of entrepreneurial and/or intrapreneurial experience
   • Documented evidence of teaching excellence, including date of award
   • Documentation of research and publication in the field
   • Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an additional two years of entrepreneurial and/or intrapreneurial experience and an earned bachelor’s degree, from a regionally accredited institution, in entrepreneurship, business administration, management, marketing, or a business-administration-related field as appropriate to the program, with documentation in one of the following:
   • Professional certification (national, regional or state) in the field
   • Additional three years of entrepreneurial and/or intrapreneurial experience
   • Documented evidence of teaching excellence, including date of award
   • Documentation of research and publication in the field
   • Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**Environmental Design Program Standard:**
A qualified faculty member in environmental design meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution
2. Has two of the following:
   • A portfolio that demonstrates significant involvement as a practicing designer or architect
   • Professional certification in the field; or
   • Two years of directly related work experience, or
   • Completed academic preparation appropriate to the program
EDSN101, 103, 104, 201, 203, 210, 217, 224 and EDSNXXX Special Topics Course Standard:
A qualified faculty member teaching EDSN101, 103, 104, 201, 203, 210, 224 and EDSNXXX Special Topics meets the course standard through one of three routes:
1. Meets the Environmental Design program standard, or
2. Possesses an earned associate or higher degree, from a regionally accredited institution and two of the following:
   • Five years of directly related work experience
   • a portfolio that demonstrates significant involvement as a practicing designer, architect, or artist
   • appropriate certification in the course being taught

EDSN107, 115, 200, 201, 203, 211, 212, 221, 215, 233, and EDSNXXX Special Topics Course Standard:
A qualified faculty member teaching EDSN107, 115, 200, 201, 203, 211, 212, 221, 215 and EDSNXXX Special Topics meets the course standard through one of three routes:
1. Meets the Environmental Design program standard, or
2. Possesses an earned associate or higher degree, from a regionally accredited institution and two of the following:
   • Five years of directly related work experience
   • a portfolio that demonstrates significant involvement as a practicing designer, architect, or building/construction employee
   • appropriate certification in the course being taught

GRDN110, 114, 116 and EDSN281-294 Special Topics Course Standard:
A qualified faculty member teaching GRDN110, 114, 116 and EDSN281-294 Special Topics meets the course standard through one of three routes:
1. Meets the Environmental Design program standard, or
2. Possesses an earned associate or higher degree, from a regionally accredited institution and two of the following:
   • Five years of directly related work experience
   • a portfolio that demonstrates significant involvement as a practicing horticulturalist, landscape garden architect or designer
   • appropriate certification in the course being taught

Fine Arts Program Standard:
A qualified faculty member in fine arts meets all three of the following criteria:
1. Possesses an earned bachelor or higher degree in fine arts, from a regionally accredited institution; and
2. Completed academic preparation appropriate to the program and/or course being taught; and
3. Two of the following:
   • A portfolio that demonstrates significant involvement as a practicing artist or designer; or
   • Professional certification in the field; or
   • Three years directly related work and exhibition experience

ARTS 204 Course Standard:
A qualified faculty member teaching ARTS 204 meets the course standard through one of three routes:
1. Meets the Fine Arts Program Standard, or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in art or art history, or
3. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in art or art history.

ARTS 260 Course Standard:
A qualified faculty member teaching ARTS 260 meets the course standard through one of two routes:
1. Possesses an earned master’s, or higher degree from a regionally accredited institution, in theatre, acting, or directing; or
2. Possesses an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in theatre, acting, or directing.
ARTS 261 Course Standard:
A qualified faculty member teaching ARTS 261 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution, in any design field; or
2. Possess an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in design.

ARTS 262 Course Standard:
A qualified faculty member teaching ARTS 262 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution, in acting or directing; or
2. Possess an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in acting or directing.

ARTS 266, 267, 268, 269 Course Standard:
A qualified faculty member teaching ARTS 266, 267, 268 and 269 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution, in dance; or
2. Possess an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate semester hours in dance or related field and has two years of directly related work or teaching experience.

FITN 100 Course Standard:
A qualified faculty member teaching FITN 100 meets the course standard with an earned bachelor’s or higher degree from a regionally accredited institution in physical education, sports fitness, sports medicine or other related fields.

French Discipline Standard:
A qualified faculty member in French meets the discipline standard through one of three routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in French language or French literature; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate semester hours in French language or literature courses; or
3. Is a native speaker of French with a master’s degree and the equivalent of two years secondary or post-secondary teaching experience in French or a related area (e.g. linguistics or another language).

GENS 279 Course Standard:
A qualified faculty member teaching the General Studies Capstone Course meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in a liberal arts and sciences discipline; or
2. Possesses an earned master’s degree, from a regionally accredited institution, with 18 graduate semester credit hours of courses from liberal arts and/or sciences disciplines.

**Geography Discipline Standard:**
A qualified faculty member in geography meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in geography, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in geography-related courses.

**Geology Discipline Standard:**
A qualified faculty member in geology meets the discipline standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in geology or astronomy; or
2. Possesses an earned master’s degree or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in geology-related courses.

**GRDN XXX Courses:** See Environmental Design

**German Discipline Standard:**
A qualified faculty member in German meets the discipline standard through one of three routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in German language or German literature; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate semester hours in German language or German literature courses; or
Is a native speaker of German with a master’s degree and the equivalent of two years secondary or post-secondary teaching experience in German or a related area (e.g. linguistics or another language).

**Healthcare Specialist Program Standard:**
A qualified faculty member in Healthcare Specialist meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution; and
2. Has a minimum of 2 years directly related work experience; and
3. Holds certification or licensure in a health care discipline providing care or service directly to patients.

**HLHS 100, 101, 102, 103, 105, 111, 118, 202, 203 Course Standard:**
A qualified faculty member teaching HLHS 100, 101, 102, 103, 105, 111, 118, 202, and 203 meets the course standard through one of the following routes:

1. Meets the Healthcare Specialist Program standard; or
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution with a minimum of 2 years directly related work experience; or
3. Holds a current Workplace Specialist License granted by the Indiana Department of Education in Health Occupations: Health Careers.

HLHS 104 Course Standard:
A qualified faculty member teaching HLHS 104 meets the course standard through one of two routes:

1. Possesses current American Heart Association (AHA-BLS) Instructor Certification, or
2. Possesses current American Red Cross (ARC) CPR Instructor Certification.

HLHS 106, 108, 109, 110 Course Standard:
A qualified faculty member teaching HLHS 106, 108, 109, 110 meets both of the following:

1. Possesses an earned associate’s or higher degree from a regionally accredited institution; and
2. Possesses current instructor level certification appropriate to the course being taught

HLHS 107 Program Director Standard:
A qualified CNA program director meets all five of the following criteria:

1. Is a licensed Registered Nurse holding an unencumbered license in the state of Indiana, and
2. Has a minimum of two years licensed nursing experience, of which at least one year must be in the provision of long term care services, and
3. Completed application for approval as a program director on file at the Indiana State Department of Health (ISDH) with all required documentation, and
4. Approval by the ISDH Division of Long Term Care Training Section as a program director, and
5. One of the following:
   • Completed the required state training session including adult learning theory or
   • Holds a current Workplace Specialist License granted by the Indiana Department of Education in Health Occupations: Health Careers.
HLHS 107 Course Standard:
A qualified faculty member teaching the didactic portion of CNA Preparation meets all three of the following criteria:
1. Is a licensed nurse holding an unencumbered license in the state of Indiana, and
2. Has a minimum of one year of licensed nursing experience, and
3. One of the following:
   - Completed the required state training session including adult learning theory or
   - Holds a current Workplace Specialist License granted by the Indiana Department of Education in Health Occupations: Health Careers.

HLHS 107 Course Standard:
A qualified faculty member teaching the lab or clinical portions of CNA Preparation meets both of the following criteria:
1. Is a licensed nurse holding an unencumbered license in the state of Indiana, and
2. Has a minimum of one year of licensed nurse experience,

HLHS 112, 114 Course Standard:
A qualified faculty member teaching HLHS 112 and 114 meets all four of the following criteria:
1. Possesses an earned associate’s or higher degree from a regionally accredited institution, and
2. Is a registered Nurse, and
3. Has a minimum of two years licensed nursing experience, of which at least one year must be in the provision of home health care, and
4. Completed the required train the trainer sessions from the Indiana Home and Hospice Care Foundation

HLHS 113 Course Standard:
A qualified faculty member teaching HLHS 113 meets both of the following criteria:
1. Meets the Healthcare Specialist Program Standard, or
2. Possesses an earned associates degree or higher from a regionally accredited institution with at least 5 years directly related work experience; and
3. Possesses current certification in Dementia Care.

HLHS 117 and HLHS 130 Course Standard:
A qualified faculty member teaching HLHS 117 and HLHS 130 meets all of the following criteria:

1. Possesses an earned associate’s or higher degree from a regionally accredited institution, and
2. Is a licensed Registered Nurse holding an unencumbered license in the state of Indiana, and
3. Has a minimum of two years licensed nursing experience, of which at least one year must be in the provision of long term care services, and
4. Completed the required Indiana state department of health instructor QMA course.

**HLHS 221/222 Course Standard**

A qualified faculty member for HLHS 221 and 222 meets both of the following criteria:

1. Is a licensed Registered Nurse holding an unencumbered license in the state of Indiana, and
2. Has a minimum of two years of licensed nursing experience, at least one of which must be experience in an acute care setting.

**CARD XXX Course Standard:**

A qualified faculty member teaching CARD XXX meets the Healthcare Specialist program standard or all three of the following:

1. Possesses an earned associate’s or higher degree from a regionally accredited institution, and
2. Has a minimum of 2 years directly related work experience; and
3. One of the following:
   - Possesses current certification as an electrocardiography technician, or
   - Possesses current Indiana Registered Nurse or Respiratory Care Practitioner license, or
   - Is a Board Certified Exercise Physiologist
   - Is a current Indiana licensed Paramedic

**CPTR XXX Course Standard:**

A qualified faculty member teaching CPTR XXX meets the Healthcare Specialist program standard and is a certified personal trainer through one of the following agencies:

1. ACSM Certified Personal Trainer (CPT)
   - American College of Sports Medicine (ASCM)
2. Personal Trainer (ACE-CPT)
- American Council on Exercise (ACE)
3. Certified Personal Trainer (NSCA-CPT)
   - National Strength and Conditioning Association
4. Certified Personal Trainer (CPT)
   - National Academy of Sports Medicine (NASM)
5. Certified Personal Fitness Trainer (CPT)
   - National Federation of Professional Trainers (NFPT)

CSTC XXX Course Standard:
A qualified faculty member teaching CSTC 102, 105, 107, and 108 meets the Healthcare Specialist program standard or meets the course standard through all three of the following criteria:

1. Possesses an earned associate degree from a regionally accredited institution, and
2. Has a minimum of two years of related work experience, and
3. Holds a professional certification in at least one of the following:
   - Certified Nurse Operating Room (CNOR)
   - Certified Surgical Technician (CST)
   - Certified Registered Central Service Technician (CRCST)

INCO 213, 220 Course Standard:
A qualified faculty member teaching INCO 213 and 220 meets the Healthcare Specialist program standard or meets the course standard through all three of the following criteria:

1. Possesses an earned associate degree from a regionally accredited institution, and
2. Has a minimum of one year of related work experience, and
3. Holds a professional certification in at least one of the following:
   - Certified Professional Coder (CPC), or
   - Certified Coding Specialist (CCS), or
   - Certified Medical Assistant (CMA (AAMA)), or
   - Registered Medical Assistant (RMA) or
   - Registered Health Information Technologist (RHIT), or
   - Registered Health Information Administrator (RHIA), or
   - Certified Billing and Coding Specialist (CBCS)

PHAR 101, 201, 202 Course Standard:
A qualified faculty member teaching PHAR 101, 201 and 202 meets the Healthcare Specialist program standard or both of the following criteria:

1. Possesses an earned associate’s or higher degree from a regionally accredited institution, and
2. Holds a current Pharmacy Technician national certification (CPhT)
PHLB XXX Course Standard:
A qualified faculty member teaching PHLB XXX meets the Healthcare Specialist program standard or both of the following:
1. Possesses an earned associate’s or higher degree from a regionally accredited institution, and
2. Possesses current Phlebotomy Technician American Society Clinical Pathology Certification PBT (ASCP) or Medical Laboratory Technician (MLT) (ASCP) certification, National Healthcare Association Certified Phlebotomy Technician (CPT) certification, or Medical Technologist (ASCP) MLS certification.

Health Information Technology Program Faculty Standard:
A qualified faculty member in health information technology meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Has a minimum of two years experience in the course content being taught.

Health Information Technology Program Director Standard:
A qualified program director in health information technology meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Holds certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA), and
3. Has a minimum of two years experience in the field.

HIMT 200, 203, 213 Course Standard:
A qualified faculty member teaching HIMT 203 and 213 meets both of the following criteria:
1. Holds an active Certified Coding Specialist (CCS) or Certified Coding Specialist - Physician-based (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA) certification.
2. Has a minimum of two years related coding experience directly applying codes.

Heating, Ventilation and Air Conditioning Discipline Standard:
See School of Technology Standards

History Discipline Standard:
A qualified faculty member in history meets the discipline standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in history; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in history.

**Homeland Security/Public Safety Program Standard:**
A qualified faculty member meets the educational component of the homeland security/public safety program standard through one of 3 routes:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in Homeland Security/Public Safety or related field, or
2. Possesses an earned associate degree in public safety, with a baccalaureate or higher degree in leadership, supervision, business, or industrial/vocational education; with academic preparation appropriate to the program; or
3. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution with an appropriate advanced-level, state or national certification;

Additionally, faculty meeting one of the above educational components must also have one of the following:
- Professional certification in the field; or
- Two years of directly related work experience

**HSPS 141, 143, 145, 147, 149, 240 Course Standard:**
A qualified faculty member teaching HSPS 141, 143, 145, 147, 149, 240 meets the course standard through one of two routes:
1. Possesses an earned associate or higher degree from a regionally accredited institution in environmental science, or
2. Holds a current license through Indiana Department of Environmental Management or comparable regulating agency

**HSPS 104 Course Standard:**
A qualified faculty member teaching HSPS 104 meets the program standard or meets one of two routes:
1. Possesses an earned associate or higher degree from a regionally accredited institution in Homeland Security/Public Safety, or related field; or;
2. Holds a current license through the Indiana Department of Environmental Management or comparable regulating agency

**HSPS 106 Course Standard:**
A qualified faculty member teaching HSPS 106 meets the course standard through one of three routes:
1. Possesses current State Firefighter I/II certification, or
2. Possesses current State Instructor II certification, or
3. Workplace Specialist license granted by the Indiana Department of Education in Trade and Industrial Education: Fire Science
HSPS 108 Course Standard:
A qualified faculty member teaching HSPS 108 holds a current OSHA 501 certification.

HSPS 121 Course Standard:
A qualified faculty member teaching HSPS 121 possesses current State certifications in both of the following:
1. Hazmat Awareness and Operations, and
2. Instructor II

HSPS 123 Course Standard:
A qualified faculty member teaching HSPS 123 possesses current State certifications in both of the following:
1. Hazmat Awareness and Operations and Technician, and
2. Instructor II

HSPS 125 Course Standard:
A qualified faculty member teaching HSPS 125 meets the course standard through possessing current certification in CPR and Indiana State EMT certification.

HSPS 160 Course Standard:
A qualified faculty member teaching HSPS 160 possesses current State certifications in all of the following:
1. Firefighter I/II, and
2. Instructor II certification, and
3. Driver/Operator Pumper

HSPS 161 Course Standard:
A qualified faculty member teaching HSPS 161 meets the course standard through possessing current certifications in State Firefighter I/II, Instructor II, and Fire Officer Strategy and Tactics.

HSPS 163 Course Standard:
A qualified faculty member teaching HSPS 163 possesses current certifications in all of the following:
1. State Firefighter I/II, and
2. State Instructor II certification, and
3. Inspector I or Fire Prevention/Inspection Certification

HSPS 165, 167, 260, 262, 266 Course Standard:
A qualified faculty member teaching HSPS 165, 167, 260, 262, 266 possesses current State certifications in both of the following:
1. Firefighter I/II certification, and
2. Instructor II certification

**HSPS 169 Course Standard:**
A qualified faculty member teaching HSPS 169 possesses current certifications in all of the following:
1. State Firefighter I/II, and
2. State Instructor II certification, and
3. Investigator I or Fire Prevention/Inspection Certification

**HSPS 170, 172, 270, 272 Course Standard:**
A qualified faculty member teaching HSPS 170, 172, 270, 272 meets both of the following criteria:
1. Possesses an earned associate or higher degree from a regionally accredited institution in environmental science or related field, and
2. Has two years relevant work experience

**HSPS 202 Course Standard:**
A qualified faculty member teaching HSPS 202 possesses current State certifications in both of the following:
1. Instructor II, and
2. Safety Officer

**HSPS 220 Course Standard:**
A qualified faculty member teaching HSPS 220 possesses a current certification as an IDHS Certified Instructor for NIMS 300 and 400.

**HSPS 264 Course Standard:**
A qualified faculty member teaching HSPS 264 meets both of the following criteria:
1. Meets the Public Safety program standard and
2. Possesses a current State certification in Fire Officer I

**Hospitality Administration Program Standard:**
A qualified faculty member in hospitality administration program meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, and
2. Completed academic preparation and/or work experience appropriate to the program being taught, and
3. Holds professional certification in the field.

**HOSP 101 Course Standard:**
A qualified faculty member teaching HOSP 101 qualifies through one of the following routes:

1. Possesses an earned associate or higher degree from a regionally accredited institution, with the NRAEF ServSafe Instructor /proctor status and two or more years directly related work experience or
2. Holds the NRAEF ServSafe Instructor /proctor status and possesses a Workplace Specialist License granted by the Indiana Department of Education in Occupational Family and Consumer Sciences: Culinary Arts and Food Service Management Occupations.

HOSP 104 Course Standard:

A qualified faculty member teaching HOSP 104 meets the course standard through one of two routes:

1. Possesses an earned associate or higher degree from a regionally accredited institution, with professional certification in the field with two or more years of directly related work experience, or
2. Possesses a Workplace Specialist License granted by the Indiana Department of Education in Occupational Family and Consumer Sciences: Culinary Arts and Food Service Management Occupations

HOSP 102, 105 Course Standard:

A qualified faculty member teaching laboratory courses HOSP 102, 105 meets the course standard through one of two routes:

1. Holds professional certification in the field with two or more years of directly related work experience, or
2. Possesses a Workplace Specialist License granted by the Indiana Department of Education in Occupational Family and Consumer Sciences: Culinary Arts and Food Service Management Occupations

HOSP 103, 106, 111, 113 Course Standard:

A qualified faculty member teaching laboratory courses HOSP 103, 106, 111, 113 meets the both of the following criteria:

1. Holds professional certification in the field, and
2. Has two or more years of directly related work experience

HOSP 108 Course Standard:

A qualified faculty member teaching HOSP 108 meets all three of the following criteria:

1. Possesses an earned associates or higher degree from a regionally accredited institution, and
2. NRAEF Instructor/Proctor status, and
3. Has two or more years of directly related work experience

HOSP 114 Course Standard:
A qualified faculty member teaching HOSP 114 meets the course standard through one of two routes:
1. Possesses an earned associate or higher degree from a regionally accredited institution, with professional certification in the field and two or more years of directly related work experience, or
2. Possesses a Workplace Specialist License granted by the Indiana Department of Education in Occupational Family and Consumer Sciences: Hotel Academy.

HOSP 115, 116, 117, 118, 171, 173 Course Standard:
A qualified faculty member teaching HOSP 115, 116, 117, 118, 171, 173 meets all three of the following criteria:
1. Possesses an earned associates or higher degree from a regionally accredited institution, and
2. Holds professional certification in the field, and
3. Has two or more years of directly related work experience

HOSP 151, 152, 153, 251, and 253 Course Standard:
A qualified faculty member teaching HOSP 151, 152, 153, 251 and 253 meets the course standard through two routes:
1. Possesses an Alcohol, Tobacco Commission (ATC) current server permit, a minimum of 3 years industry experience in alcoholic beverage service and management, and
2. Hold certification in at least one of the following:
   • Certified Sommelier, Advanced Sommelier, or Master Sommelier from the Court of Master Sommelier
   • Certified Specialist of Wine, Certified Specialist of Spirits or Certified Wine Educator from the Society of Wine Educators
   • Level II, Level III, or Certified Instructor from International Wine Guild
   • Certified Cicerone or Master Cicerone from Cicerone Certification Program

HOSP 200, 208, 209, 210, 211, 212, 213, 230, 231, 232, 270 Course Standard:
A qualified faculty member teaching laboratory courses HOSP 200, 208, 209, 210, 211, 212, 213, 230, 231, 232, 270 meets the both of the following criteria:
1. Holds professional certification in the field, and
2. Has five or more years of directly related work experience
**HOSP 201, 207 Course Standard:**
A qualified faculty member teaching HOSP 201 or 207 meets all four of the following criteria:

1. Possesses an earned associates or higher degree from a regionally accredited institution, and
2. Holds professional certification in the field, and
3. NRAEF Instructor/Proctor status, and
4. Has five or more years of directly related work experience

**HOSP 203 Course Standard:**
A qualified faculty member teaching HOSP 203 holds NRAEF ManageFirst proctor status and one of the following criteria:

1. Meets the Hospitality administration program standard; or
2. Associate degree with 5 years of directly related experience in the field; or
3. 10 years of directly related experience in the field

**HOSP 215, 217, 271, 272 Course Standard:**
A qualified faculty member teaching HOSP 215, 217, 271, 272 meets all three of the following criteria:

1. Possesses an earned associates or higher degree from a regionally accredited institution, and
2. Holds professional certification in the field, and
3. Has five or more years of directly related work experience

**Human Services Program Standard:**

A qualified faculty member in human services meets all three of the following criteria:

1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in a human services field, and
2. Completed academic preparation appropriate to the program; and
3. Has one of the following:
   - Professional certification or licensure in the field; or
   - Two years of directly post master degree related work experience.

**HUMS 113, 114, 124, 208, 209, and 210 Course Standard:**
A qualified faculty member teaching HUMS 113, 114, 124, 208, 209, and 210:

3. Possesses an earned master’s degree or higher; from a regionally accredited institution, in a field appropriate to the courses being taught; and
4. Has one of the following:
   - Holds professional certification or licensure in the field; or
   - Two years direct post-master’s experience in the field.
HUMS 116 Course Standard:
A qualified faculty member teaching HUMS 116:
1. Meets the program standard; or
2. Possesses an earned master’s degree or higher, from a regionally accredited institution, in Education with a Disability Concentration.

HUMS 120, 140 Course Standard:
A qualified faculty member teaching HUMS 120 and 140:
1. Meets the program standard; or
2. Possesses an earned master's degree or higher, from a regionally accredited institution, in Health Science field or Divinity.

HUMS 202 Course Standard:
A qualified faculty member teaching HUMS 202 meets the program standard and one of the following:
1. Holds licensure granted by the Behavioral Health and Human Service Board or Board of Psychology in Indiana; or
2. Holds the HSBCP credential.

Humanities Discipline Standard:
A qualified faculty member in humanities meets the discipline standard through one of two routes:
1. Possesses an earned master’s or higher degree from a regionally accredited institution in a humanities program, or
2. Possesses an earned master’s or higher degree from a regionally accredited institution in any field with 18 graduate hours including the following: drama, religion, theatre, literature, philosophy, humanities, English, fine art, art history, history, or music.

HUMA 100 Course Standard:
A qualified faculty member teaching theatre meets the course standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution in theatre or
2. Possesses an earned master's or higher degree, from a regionally accredited institution in any field with 18 graduate semester credit hours in theatre-related courses (e.g., communication, performance studies, drama).

HUMA 117 Course Standard:
A qualified faculty member teaching HUMA 117 meets the course standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in music, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in music theory.

HUMA 118 Course Standard:
A qualified faculty member teaching HUMA 118 meets the course standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in music or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in music.

Imaging Science Program Chair Standard:
A qualified program chair in Imaging Sciences meets all five of the following criteria:
1. Possesses an earned masters or higher degree, from regionally accredited institution, and
2. Is proficient in curriculum design, program administration, evaluation, instruction, and academic advising, and
3. Has three years clinical experience in the professional discipline, and
4. Has two years of experience as an instructor in JRCERT-accredited program, and
5. Holds one of the following credentials, appropriate to the courses taught
   • the American Registry of Radiologic Technologists RT (R), or
   • Registered Computed Tomography (CT), or
   • Register Vascular Technologist (RVT), or
   • Cardiovascular Credentialing International (CCI), (RCS), or (RVS) or
   • American Registry Diagnostic Medical Sonographers ARDMS (ABD, OB/GYN), RVT, RDCS, or
   • American Registry Radiologic Technologists (ARRT)(S) (V)

Imaging Science Clinical Coordinator Standard:
A qualified clinical coordinator in Imaging Sciences meets all five of the following criteria:
1. Possesses an earned baccalaureate degree from a regionally accredited institution and
2. Is proficient in curriculum development, supervision, instruction, evaluation, and academic advising and
3. Has two years full time clinical experience in the professional discipline and
4. Has a minimum of one year of experience as an instructor in a JRCERT-accredited program and
5. Holds American Registry of Radiologic Technologists current registration in radiography or equivalent or possesses the appropriate credential(s) specific to the concentrations offered.

Imaging Science Program Faculty Standard:
A qualified faculty member or clinical coordinator in the Imaging Sciences program meets all three of the following criteria:

1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, and
2. Has two years of directly related work experience, and
3. Holds one of the following credentials, appropriate to the courses taught
   • the American Registry of Radiologic Technologists RT (R) (CT), or
   • Cardiovascular Credentialing International (CCI), (RCS) or (RVS) or
   • American Registry Diagnostic Medical Sonographers ARDMS (ABD, OB/GYN), RVT, RDCS, or
   • American Registry Radiologic Technologists (ARRT)(S)(V)

**CATX 101, 102, 103, 201, 202, 203 Course Standard:**
A qualified faculty member teaching CATX 101, 102, 103, 201, 202, 203 meets all four of the following criteria:

1. Completed academic preparation appropriate to the course, and
2. Holds current certification from the American Registry of Radiologic Technologists RT (R) (CT), and
3. Has two years of directly related work experience, and
4. Holds Indiana Department of Health general Certification

**RADT 111, 112, 113, 114, 115, 116, 117, 201, 202, 203, 204, 206, 209, 218, 299 Course Standard:**
A qualified faculty member or clinical coordinator teaching RADT 111, 112, 113, 114, 115, 116, 117, 201, 202, 203, 204, 206, 209, 218, 299 meets all four of the following criteria:

1. Possesses an earned baccalaureate or higher degree from regionally accredited institution, and
2. Holds current certification American Registry of Radiologic Technologists RT (R), and
3. Has two years of directly related work experience; and
4. Has Indiana Department of Health general certification

**DMSI 101, 201 Course Standard:**
1. Possesses an earned associate or higher degree from regionally accredited institution, and
2. Has two years of directly related work experience; and
3. Holds one of the following credentials
   • Cardiovascular Credentialing International (CCI) (RCS), or (RVS), or
   • American Registry Diagnostic Medical Sonographers ARDMS (ABD, OB/GYN), RVT, RDCS, or
   • American Registry Radiologic Technologists (ARRT)(S)(V)
DMSI 110, 114, 116, 150, 204, 210, 214, 216, 295 Course Standard:
A qualified faculty member or clinical coordinator teaching DMSI 110, 114, 116, 150, 210, 214, 216, 295 and 201 meets all three of the following criteria:
1. Possesses an earned associate or higher degree from regionally accredited institution, and
2. Has two years of directly related work experience; and
3. Holds one of the following credentials
   - Register Vascular Technologist (RVT) or
   - Cardiovascular Credentialing International (CCI) (RVS

DMSI 102, 103, 105, 113, 202, 203, 205, 206, 295 Course Standard:
A qualified instructor and/or clinical coordinator teaching DMSI 101, 102, 103, 105, 113, 201, 202, 203, 205, 206, 295 meets all three of the following criteria:
1. Possesses an earned associate or higher degree from regionally accredited institution, and
2. Has two years of directly related work experience; and
3. Holds one of the following credentials, appropriate to the course
   - American Registry Diagnostic Medical Sonographers ARDMS (ABD, OB/GYN), or
   - American Registry Radiologic Technologists (ARRT)(S)

INCO 213 and 220 Courses: See Healthcare Specialist

**Industrial Technology Program Standard:**
See School of Technology Standards

**Informatics (INFM) Program Standard:**
A qualified faculty member in Informatics (INFM) meets the program standard through one of four routes:
5. Possesses an earned master’s degree or higher, from a regionally accredited institution, in information systems, information technology, or related field as appropriate to the program; or
6. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information systems, information technology, or related field as appropriate to the program; or
7. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
8. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information systems, information technology, or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

Information Technology Support (ITSP) Program Standard:
A qualified faculty member in Information Technology Support (ITSP) meets the program standard through one of four routes:

1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in information technology or related field as appropriate to the program; or

2. Possesses an earned related or out-of field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information technology or related field as appropriate to the program; or

3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or

4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information technology or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.
ITSP 135 Course Standard:
A qualified faculty member teaching ITSP 135 meets the Information Technology Support (ITSP) program standard and holds a valid, non-expired CompTIA A+ certification or CompTIA Network+ certification.

ITSP 215 Course Standard:
A qualified faculty member teaching ITSP 215 meets the Information Technology Support (ITSP) program standard and holds a valid, non-expired CompTIA Mobility+ certification, CWNP’s Certified Wireless Network Administration certification, CWNP’s Certified Wireless Network Professional certification, or is a current Cisco Academy Instructor with the Wireless course qualifications.

INTD XXX Courses:  See Environmental Design

IVYT XXX Courses:  See Student Success

Kinesiology and Exercise Science Discipline Standard:
A qualified faculty member in kinesiology meets the program standard through one of two routes:
1. Possesses an earned master's or higher degree from a regionally accredited institution in kinesiology or subfield of kinesiology or public health, or
2. Possesses an earned master's or higher degree from a regionally accredited institution in any field, with 18 graduate semester hours in one or a combination of the following disciplines: kinesiology, physics, biology, and anatomy and physiology

EXER 102, 103, 106, 201, 203, 210, 212, and 217 Course Standard
A qualified faculty member for EXER 102, 103, 106, 201, 203, 210, 212 and 217 meets the course standard through one of two routes:
1. Meets the Kinesiology and Exercise Science discipline standard, or
2. Has both of the following:
   □ Possesses one of the following health fitness related certifications, and:
   o ACSM – American College of Sports Medicine
   o NSCA – National Strength and Conditioning Association
   o NASM – National Academy of Sports Medicine
   □ ACSM – American Council on Exercise
   • Has two years of professional experience in a kinesiology-related setting that is specifically linked to the competencies listed in the courses in the Curriculum of Record

LAND XXX Courses:  See Construction Technology

LIBA 279 Course Standard:
A qualified faculty member teaching the Liberal Arts capstone course meets the course standard through one of two routes:

1. Possesses an earned master’s or higher degree from a regionally accredited institution in a liberal arts and sciences discipline, or
2. Possesses an earned master’s or higher degree from a regionally accredited institution in any field, with 18 graduate semester credit hours of coursework from liberal arts and sciences disciplines.

**Library Technical Assistant Program Standard:**
A qualified faculty member in library technical assistant has an earned Master’s in Library Science from an ALA accredited institution.

**LIBR 105 Course Standard:**
A qualified faculty member teaching LIBR 105 meets the course standard through one of two routes:

1. Meets the Library Technical Assistant program standard; or
2. Possesses an earned master’s degree that has emphasis on technology such as Instructional Systems Technology or Information Technology and a minimum of two years of experience in library or technology operations or any equivalent combination of education and/or training that provides the required knowledge, skills, and abilities.

**Logistics (LOGM) Program Standard:**
See Supply Chain Management/Logistics Standards

**Machine Tool Program Standard:**
See School of Technology Standards

**Manufacturing Production and Operations Program Standard:**
See School of Technology Standards

**Mathematics Discipline Standard:**
A qualified faculty member in mathematics meets the discipline standard through one of two routes:

1. Possesses an earned master's or higher degree, from a regionally accredited institution, in mathematics; or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate credit hours in mathematics-related courses.

**MATH 0XX Course Standard:**
A qualified faculty member teaching developmental mathematics meets the course standard through one of three routes:

1. Meets the mathematics discipline standard, or
2. Possesses an earned baccalaureate or higher degree in mathematics from a regionally accredited institution; or
3. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, with one of the following:
   • One semester of calculus, or
   • Nine or more semester credit hours of college-level mathematics, or
   • Nine or more semester credit hours of college-level mathematics-intensive courses.

MATH 100 Course Standard:
A qualified faculty member teaching MATH 100 meets the course standard through one of three routes:
1. Meets the mathematics discipline standard, or
2. Possesses an earned baccalaureate or higher degree in mathematics from a regionally accredited institution; or
3. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, with one of the following:
   • One semester of calculus, or
   • Nine or more semester credit hours of college-level mathematics, or
   • Nine or more semester credit hours of college-level mathematics-intensive courses.

MATH 122 Course Standard:
A qualified faculty member teaching MATH 122 meets the course standard through one of two routes:
1. Meets the mathematics discipline standard, or
2. Possesses an earned bachelor’s degree, from a regionally accredited institution, with completion of a calculus course (not brief calculus).

Mechanical Engineering Technology Program Standard:
A qualified faculty member in Mechanical Engineering Technology possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in Engineering or Engineering Technology.

Medical Assisting Program Chair/Director Standard:
A qualified medical assisting Program Director/Chair meets the qualifications for a qualified medical assisting faculty member and must:
1. Be a full-time employee of the sponsoring institution.
2. Have a minimum of a baccalaureate degree.
3. Have instruction in educational theory and techniques.
4. Be credentialed in good standing in medical assisting, by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI). Currently approved program directors without a credential from an accredited credentialing exam must meet that requirement within two years from the effective date of these Standards.
5. Have a minimum of three years of employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants.
6. Have a minimum of one year teaching experience in postsecondary and/or vocational/technical education.

**Medical Assisting Program Standard:**
A qualified faculty member in medical assisting meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Is current and competent in the MAERB Core Curriculum objectives included in their assigned teaching, as evidenced by two of the following:
   - Completed academic preparation appropriate to the program and/or discipline
   - Two years of directly related work experience;
   - Current professional certification in the field.

**MEAS 109, 110, 209, 218, 219, 238, 239, 260, 299 Course Standard:**
A qualified adjunct faculty member teaching any of the above courses meets the program standard and has a minimum of one year of related work experience, or meets all of the following criteria:
1. Possesses an earned associate degree from a regionally accredited institution, and
2. Has a minimum of one year of related work experience, and
3. Possesses one of the following:
   - Current professional certification in the field or
   - Completed academic preparation appropriate to the course being taught.

**MEAS 137 Course Standard:**
A qualified adjunct faculty member teaching MEAS 137 meets the program standard and has a minimum of one year of directly related work experience, or meets all of the following criteria:
1. Possesses an earned associate degree from a regionally accredited institution, and
2. Has a minimum of one year of related work experience, and
3. Holds a professional certification in the field.
Medical Laboratory Technology Director Standard:
A qualified program director of the medical laboratory technology program meets all five of the following criteria:

1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field, and
2. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in Medical Technology, allied health, or a life or clinical science; and
3. Is an American Society for Clinical Pathology (ASCP) registered medical technologist or a medical laboratory scientist; and
4. Has two years of directly related work experience, and
5. Has two years of work experience in education.

Medical Laboratory Technology Program Standard:
A qualified full time faculty member in medical laboratory technology meets all three of the following criteria:

1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in Medical Technology or allied health, and
2. Is an American Society for Clinical Pathology (ASCP) or American Medical Technology (AMT) certified medical technologist or medical laboratory scientist, registered medical technologist or a medical laboratory scientist; and
3. Has two years of directly related work experience.

MEDL 101, 102, 200, 201, 205, 206, 207, 215, 227 Didactic and Lab Course Standard:
A qualified adjunct or part-time faculty member teaching the didactic and lab course for MEDL 101, 102, 200, 201, 205, 206, 207, 215 and 227 meets the course standard through one of two routes:

1. Meets the Medical Laboratory Technology program standard; or
2. Possesses an earned associate or higher degree from a regionally accredited institution in Medical Technology or Medical Laboratory Technology; and
3. Holds current American Society for Clinical Pathology (ASCP) MLT, MLS or MT certification; and
4. Has at least three years of directly related work experience.

MEDL 202 and 222 Didactic Course Standard:
A qualified adjunct or part-time faculty member teaching the didactic component of MEDL 202 and 222 meets the course standard through one of two routes:

1. Meets the Medical Laboratory Technology program standard; or
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution in Medical Technology or Allied Health; and
3. Is an American Society for Clinical Pathology (ASCP) or American Medical Technologist (AMT) certified technologist or medical
laboratory scientists, registered medical technologist or medical laboratory scientist; and
4. Has two years of directly related work experience.

**MEDL 202 and 222 Course Standard Labs:**
A qualified adjunct or part-time faculty member teaching the lab component for MEDL 202 and 222 meets the course standard through one of two routes:
1. Meets the Medical Laboratory Technology program standard; or
2. Possesses an earned associate or higher degree from a regionally accredited institution in Medical Technology or Medical Laboratory Technology; and
3. Holds current American Society for Clinical Pathology (ASCP) MLT, MLS or MT certification; and
4. Has at least three years of directly related work experience.

**METC XXX Courses:** See Mechanical Engineering Technology

**MKTG XXX Courses:** See Business Administration

**Mortuary Science Program Standard:**
A qualified faculty member in mortuary science meets all four of the following criteria:
1. Possesses an earned Baccalaureate or higher degree from a regionally accredited institution, and
2. Holds a valid Indiana Funeral Director’s license and
3. Is a graduate of an institution accredited by the American Board of Funeral Service Education or its predecessor, and
4. Has two years of directly related work experience.

**MORT 101, 102, 210 Courses Standard:**
A qualified faculty member teaching MORT 101, 102, and 210 meets one of the following two criteria:
1. Mortuary Science Program Standard, or
2. Possesses an earned Baccalaureate or higher degree, from a regionally accredited institution, in a discipline appropriate to the course being taught (e.g. psychology, business management, chemistry, pathology, or law).

**MORT 105, 205, 209, 211, 212 Course Standard:**
A qualified faculty member teaching MORT 105, 205, 209, 211 and 212 meets both of the following two criteria:
1. Meets Mortuary Science Program Standard, and
2. Has at least one year of directly related Embalming experience

**Nanotechnology Program Standard:**
A qualified faculty member in nanotechnology meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in engineering, engineering technology, physics, biotechnology, biology or chemistry, and
2. Completed academic preparation appropriate to the program being taught; and
3. One of the following:
   - Professional certification in a field related to Nanotechnology, or
   - Five years of related work experience

Network Infrastructure Program (NETI) Standard:
A qualified faculty member in Network Infrastructure (NETI) meets the program standard through one of four routes:
1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in information systems, information technology or related field as appropriate to the program; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information systems, information technology or related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information systems, information technology or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

NETI 105, 115, 205, and 215 Course Standard:
A qualified faculty member teaching NETI 105, 115, 205, and 215 meets the current Cisco Academy Instructor requirements with the appropriate Cisco course qualifications and with documentation in one of the following two:
1. Certified Cisco Network Associate (CCNA) Certification and possesses an earned Associate of Applied Science degree from a regionally accredited institution in information systems, information technology or related field as appropriate to the program; or
2. Meets Network Infrastructure Program Standard

NETI 250 Course Standard:
A qualified faculty member teaching NETI 250 meets the Network Infrastructure (NETI) program standard and is a current Cisco Academy Instructor with the Wireless course qualifications.

Nursing (ASN and PN) Dean Standard:
The School of Nursing Dean must meet all of the following criteria:
1. Minimum of three (3) years of experience as a Registered Nurse and,
2. Demonstrated experience in nursing education and administration and,
3. Possess a current, unencumbered Indiana Registered Nurse license and,
4. Possess an earned Master’s degree or higher in nursing (doctorate preferred) and,
5. Must be employed full-time, excluding vacations and holidays, during the enrollment period of the students. ISBN Title 848 I-A-C 1-2-13

Associate of Science Degree in Nursing (ASN) and Practical Nursing (PN) Program Faculty Standard:
A full- or part-time faculty member in the ASN or PN program must meet all of the following criteria:
1. Minimum of three (3) years of experience as a Registered Nurse and,
2. Possesses a current, unencumbered Indiana Registered Nurse license, and
3. The majority of faculty shall hold master’s degrees in nursing.
4. Faculty with Bachelor’s degrees in nursing must meet ALL of the following requirements:
   a. Within one semester of initial appointment, must have a written academic plan of study for completion of a Master’s degree in nursing, and
   b. Provides ongoing documentation (each semester) demonstrating matriculation towards completion of a Master’s degree in nursing, and
   c. Continued employment of a person who does not hold a Master’s degree in nursing shall be contingent upon documented progress towards their approved academic plan.
5. The majority of faculty must be full-time employees of the institution. ISBN Title 848 I-A-C 1-2-13.

Optometric Technology Program Standard
A qualified faculty member in Optometric Technology meets all three of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution; and
2. Has a minimum of two years directly related work experience; and
3. Must be a certified professional within the optometric/ophthalmic field, be an optometrist, or have other appropriate qualifications.

OPTI 121, 153 and 232 Course Standard
A qualified faculty member teaching OPTI 121, 153 and 232 meets the course standard through one of two routes:
1. Meets the Optometric Technology program standard, or
2. Has a minimum of five years directly related work experience, and
3. Holds at least one of the following certifications:
   a. American Board of Optometry – National Contact Lens Examiners (ABO)
   b. American Board of Optometry – National Contact Lens Examiners (NCLE)
   c. American Optometric Association (AOA)
   d. Opticians Association of American (OAA)

Paralegal Studies Program Standard:
A qualified faculty member in paralegal studies meets the educational component of the program standard through one of three routes:
1. Possesses an earned Juris Doctor degree, from a regionally accredited institution or
2. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, in paralegal studies or a related field, or
3. Possesses an earned associate degree in paralegal studies and a baccalaureate or higher degree, from a regionally accredited institution

And, faculty meeting one of the educational criteria above must also have one of the following:
   • Professional licensure in the field; or
   • Two years of directly related work experience.

Paramedic Science Program Standard:
A qualified faculty member in paramedic science meets all five of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, and
2. Completed academic preparation appropriate to the program; and
3. Holds an Indiana paramedic certification; and
4. Holds an Indiana Department of Homeland Security Primary Instructor certification; and
5. Has two years of directly related work experience.

PARM 102, 105 Course Standard:
A qualified faculty member teaching EMT course PARM 102 and 105 meets the course standard through one of two routes:
1. Meets the Paramedic Science program standard, or
2. Holds both of the following certifications:
   • a current EMT or higher certification and
   • a current Indiana Department of Homeland Security Primary Instructor certification.
PARM 111, 112, 115, 200, 210, 213, 215 and 220 Course Standard:
A qualified faculty member teaching PARM 111, 112, 115, 200, 210, 213, 215 and 220 meets the Paramedic Science program standard or all three of the following criteria:
1. Completed academic preparation appropriate to the course(s) being taught; and
2. Holds an Indiana paramedic certification; and
3. Has two years of directly related work experience.

PARM 116, 216, 219 Course Standard:
A qualified faculty member teaching PARM 116, 216, 219 meets the Paramedic Science program standard or holds an Indiana paramedic certification.

PHAR XXX Courses: See Healthcare Specialist

Philosophy Discipline Standard:
A qualified faculty member in philosophy meets the discipline standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in philosophy; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in philosophy.

PHIL 071 Course Standard:
A qualified faculty member teaching PHIL 071 meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, and
2. Demonstrated analytical skills in either educational or work settings.

PHIL 101 and PHIL 102 Course Standard:
A qualified faculty member teaching PHIL 101 or PHIL 102 meets the course standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in philosophy or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in philosophy-related courses (e.g. ethics courses, logic, values, aesthetics, moral philosophy, moral problems, philosophical writings, history of philosophy).

PHIL 213 Course Standard:
A qualified faculty member teaching PHIL 213 meets the course standard in one of two routes:

1. Possesses an earned master's or higher degree, from a regionally accredited institution, in philosophy, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in philosophy or ethics.

**PHIL 220 Course Standard:**
A qualified faculty member teaching PHIL 220 meets the course standard in one of two routes:

1. Possesses an earned master's or higher degree, from a regionally accredited institution, in philosophy or religious studies, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in philosophy or religious studies.

**PHLB XXX Courses:** See Healthcare Specialist
**PHOT XXX Courses:** See Visual Communications

**Physical Therapist Assistant Program Faculty Standard:**
A qualified faculty member in the Physical Therapist Assistant program meets all four of the following criteria:

1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Completed academic preparation appropriate to the program; and
3. Holds professional licensure or certification in the field; and
4. Has three years of directly related clinical practice.

**Physical Therapist Assistant Program Director Standard:**
A qualified program director in the Physical Therapist Assistant program meets all of the following criteria:

1. Possesses an earned master’s or higher degree from a regionally accredited institution; and
2. Holds professional licensure or certification in the field; and
3. Has work experience in all of the following:
   - five years of clinical practice; and
   - didactic and clinical teaching experience; and
   - administration; and
   - educational theory and methodology (curricular design, development, implementation, and evaluation); and instructional design and methodology; and
   - experience in student evaluation and outcomes assessment.
PTAS 101, 106, 107, 201, 202, 217 (Specific to lab portion of the course) Course Standard:
A qualified faculty member teaching PTAS 101, 106, 107, 201, 202 and 217 laboratories meets the Physical Therapist Assistant program standard or meets all of the following three criteria:
1. Possesses an earned associate or higher degree from a regionally accredited institution, and
2. Holds professional licensure or certification in the field, and
3. Has a minimum of one year clinical practice.

PTAS 115, 205, 215 (Specific to clinical courses) Course Standard:
A qualified faculty member teaching clinical courses PTAS 115, 205, and 215 meets the Physical Therapist Assistant program standard or meets all of the following three criteria:
1. Possesses an earned associate or higher degree from a regionally accredited institution, and
2. Holds professional licensure or certification in the field, and
3. Has a minimum of one year clinical practice.

Physics Discipline Standard:
A qualified faculty member in physics meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in physics, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester credit hours in physics-related courses.

PLAS XXX Courses: See Industrial Technology

Political Science Discipline Standard:
A qualified faculty member in political science meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in political science or public administration; or
2. Possesses an earned Juris Doctor degree, from a regionally accredited institution.

POLS 101, 210 Course Standard:
A qualified faculty member teaching POLS 101 or 210 meets the course standard through one of two routes:
1. Meets the political science discipline standard, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in one or a combination of the following disciplines: political science, public administration, history.
POLS 112, 201, 220 Course Standard:
A qualified faculty member teaching POLS 112, 201, or 220 meets the course standard through one of two routes:
1. Meets the political science discipline standard, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in one or a combination of the following disciplines: political science, public administration.

POLS 211 Course Standard:
A qualified faculty member teaching POLS 211 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in political science or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in one or a combination of the following disciplines: political science, history.

Pre-Engineering Program Standard:
A qualified faculty member in Pre-engineering meets both of the following criteria:
1. Possesses an earned master’s or higher degree from a regionally accredited institution in an engineering discipline, and
2. One of the following:
   - Two years work experience in an Engineering field, or
   - Professional Engineering License

ENGR 116, 190 Course Standard:
A qualified faculty member teaching ENGR 116 and 190 meets the Pre-Engineering program standard or meets the course standard with all three of the following criteria:
1. Possesses an earned baccalaureate degree, from a regionally accredited institution, in an Engineering discipline, and
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in Mathematics, Physics, Chemistry, Computer Science, or Business, and
3. Two years work experience in an Engineering field

ENGR 140, 160 Course Standard:
A qualified faculty member teaching ENGR 140 and 160 meets the Pre-Engineering program standard or meets the course standard with all three of the following criteria:
1. Possesses an earned baccalaureate degree, from a regionally accredited institution, in Engineering, Mathematics, Computer Science, or Physics, and
2. Possesses an earned Master’s or higher degree, from a regionally accredited institution, in Mathematics, Physics, Chemistry, Computer Science, or Business, and
3. Two years work experience in an Engineering field

**Psychology Discipline Standard:**
A qualified faculty member in psychology meets the discipline standard through one of two routes:

1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in psychology, educational psychology, clinical psychology, counseling psychology, social psychology, or any other professionally recognized specialty in psychology, or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any field with 18 graduate semester hours in psychology-related courses, including a course in statistics and/or research methodology.

**Radiation Therapy Program Director Standard:**
A qualified program director in Radiation Therapy meets all six of the following criteria:
1. Possesses an earned master’s or higher degree from a regionally accredited institution and
2. Is proficient in curriculum design, program administration, evaluation, instruction, and counseling; and
3. Has the equivalent of three years full-time experience in radiation therapy, and
4. Has two years experience as an instructor in a JRCERT accredited program, and
5. Holds ARRT certification or equivalent, and
6. Holds registration in radiation therapy.

**Radiation Therapy Clinical Coordinator Standard:**
A qualified clinical coordinator in Radiation Therapy meets all six of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Is proficient in curriculum development, supervision, instruction, evaluation and counseling;
3. Has the equivalent of two years full-time experience in the professional discipline,
4. Has one year experience as an instructor in a JRCERT accredited program, and
5. Holds ARRT certification or equivalent and
6. Holds registration in radiation therapy.

**Radiation Therapy Program Faculty Standard:**
A qualified faculty member in radiation therapy meets all three of the following criteria:
1. Is qualified to teach the subject; and
2. Is knowledgeable of course development, instruction, evaluation, and academic counseling; and
3. Holds appropriate professional credentials, if applicable.

RADT XXX Courses: See Imaging Science

**Respiratory Care Program Standard:**
A qualified faculty member in the Respiratory Care program meets all five of the following criteria:

1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution; and
2. Completed academic preparation appropriate to the program; and
3. Is a Registered Respiratory Therapist (RRT); and
4. Is an Indiana-licensed Respiratory Care Practitioner (RCP); and
5. Has four years direct experience in Respiratory Care

**RESP 101, 102, 104, 202 (Specific to lab portion of the course) Course Standard:**
A qualified faculty member teaching lab portions of RESP 101, 102, 104, and 202 meets the Respiratory Care program standard or meets all five of the following criteria:

1. Possesses an earned associate or higher degree from a regionally accredited institution and
2. Academic preparation appropriate to the course(s) being taught, and
3. Is a Registered Respiratory Therapist (RRT), and
4. Holds an Indiana-licensed Respiratory Care Practitioner (RCP), and
5. Has four years direct experience in Respiratory Care

**RESP 107, 108, 206, 207, 208, 209 Course Standard:**
A qualified faculty member teaching RESP 107, 108, 206, 207, 208 and 209 meets the Respiratory Care program standard or meets all five of the following criteria:

1. Possesses an earned associate or higher degree from a regionally accredited institution, and
2. Academic preparation appropriate to the course(s) being taught, and
3. Is a Registered Respiratory Therapist (RRT) or Certified Respiratory Technician (CRT), and
4. Holds an Indiana-licensed Respiratory Care Practitioner (RCP), and
5. Has four years direct experience in Respiratory Care

**RESP 203 Course Standard:**
A qualified faculty member in RESP 203 meets the course standard through one of three routes:

1. Meets the Respiratory Care Program Standard, or
2. Possesses academic preparation appropriate to the course being taught, and is certified by the American Heart Association to be an Advanced Cardiac Life Support Instructor, or
3. Meets all five of the following criteria:
   - Possesses an earned associate or higher degree from a regionally accredited institution, and
   - Holds documentation showing academic preparation appropriate to the course being taught, and
   - Is a Registered Respiratory Therapist (RRT), and
   - Is an Indiana - licensed Respiratory Care Practitioner (RCP), and
   - Has four years direct experience in Respiratory Care.

School of Computing and Informatics (CPIN) Standard:
A qualified faculty member in the School of Computing and Informatics (CPIN) coursework meets the school standard through one of four routes:

1. Posesses an earned master’s degree or higher, from a regionally accredited institution, in information systems, information technology, computer science or computer-related field as appropriate to the program; or
2. Possesses an earned related or out-of field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information systems, information technology, computer science or computer-related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information systems, information technology, computer science or computer-related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

CPIN 269 Course Standard:
A qualified faculty member teaching CPIN 269 meets the School of Computing and Informatics (CPIN) coursework standard and holds a valid, non-expired CompTIA Project+ certification or five years of documented project management professional employment.

**School of Technology Standard:**
A qualified fulltime faculty member meets the education component of the School of Technology discipline standard through one of three routes:

1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution in technology, engineering, engineering technology; or an earned baccalaureate or higher degree directly related to the program’s discipline
   And, possesses any specialized certifications required for the class being taught as indicated in the Curriculum of Record (COR)
   And, two years of directly related work experience that is specifically linked to the competencies listed in the Curriculum of Record (COR);

   or

2. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution
   And, possesses any specialized certifications required for the class being taught as indicated in the Curriculum of Record (COR)
   And five years of directly related work experience that is specifically linked to the competencies listed in the Curriculum of Record (COR);

   or

3. Possesses an earned associate or higher degree, from a regionally accredited institution directly related to the program’s discipline
   And, possesses any specialized certifications required for the class being taught as indicated in the Curriculum of Record (COR)
   And three years of directly related work experience that is specifically linked to the competencies listed in the Curriculum of Record (COR);

**School of Technology Course Standard:**
A qualified adjunct faculty member, including Dual Credit, Corporate College and a fulltime faculty teaching outside their discipline, meets the technical course standard through one of four routes:

1. Meets the fulltime faculty discipline standard;

   or

2. Possesses a Department of Labor, Bureau for Apprenticeship Training recognized journeyman’s card in the discipline directly related to credentials, certifications, and
competencies listed in the Curriculum of Record (COR), and in journeyman status for two years or more with experience that is specifically linked to the competencies listed in the Curriculum of Record (COR)

And, possesses any specialized certifications required for the class being taught as indicated in the Curriculum of Record (COR);

or

3. Possesses any specialized certifications or credentials required for the class being taught as indicated in the Curriculum of Record (COR)

And, 5 years directly related work experience in the field that is specifically linked to the competencies listed in the Curriculum of Record (COR);

4. Possesses a current Workplace Specialist License granted by the Indiana Department of Education appropriate to course objectives and directly linked to credentials, certifications, and competencies listed in the Curriculum of Record (COR)

And, possesses any specialized certifications required for the class being taught as indicated in the Curriculum of Record (COR);

Science Discipline Standard:
A qualified faculty member in physical science possesses an earned master's or higher degree, from a regionally accredited institution, with 18 graduate semester hours in the physical sciences.

Server Administration (SVAD) Program Standard:
A qualified faculty member in Server Administration (SVAD) meets the program standard through one of four routes:

1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in information systems, information technology or related field as appropriate to the program; or

2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in information systems, information technology or related field as appropriate to the program; or

3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in information systems, information technology or related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**SVAD 111 Course Standard:**
A qualified faculty member teaching SVAD 111 meets the Server Administration (SVAD) program standard and holds a valid, non-expired Linux Professional Institute – Linux Essentials Technician certification or higher level Linux certification; or two years of documented server administration professional employment.

**SVAD 116 Course Standard:**
A qualified faculty member teaching SVAD 116 meets the Server Administration (SVAD) program standard and holds a valid, non-expired CompTIA Linux+ certification or higher level Linux certification.

**SVAD 216 Course Standard:**
A qualified faculty member teaching SVAD 216 meets the Server Administration (SVAD) program standard and holds a valid, non-expired Linux Professional Institute – Advanced certification.

**SVAD 231 Course Standard:**
A qualified faculty member teaching SVAD 231 meets the Server Administration (SVAD) program standard and holds a valid, non-expired 70-410 certification or higher Microsoft certified professional certification.

**SVAD 236 Course Standard:**
A qualified faculty member teaching SVAD 236 meets the Server Administration (SVAD) program standard and holds a valid, non-expired 70-411 certification or higher Microsoft certified professional certification.

**SVAD 241 Course Standard:**
A qualified faculty member teaching SVAD 241 meets the Server Administration (SVAD) program standard and holds a valid, non-expired 70-412 certification or higher Microsoft certified professional certification.

**SVAD 250 Course Standard:**
A qualified faculty member teaching SVAD 250 meets the Server Administration (SVAD) program standard and holds a valid, non-expired Linux Professional Institute – Advanced certification.

**Sociology Discipline Standard:**
A qualified faculty member in sociology meets the discipline standard through one of two routes:
1. Possesses an earned master's or higher degree, from a regionally accredited institution, in sociology, social work, or social psychology, or
2. Possesses an earned master's or higher degree, from a regionally accredited institution, in any field with 18 hours in sociology and/or in any field with 18 graduate semester hours in sociology related courses, including a course in statistics and/or research methodology.

**Software Development (SDEV) Program Standard:**
A qualified faculty member in Software Development (SDEV) meets the program standard through one of four routes:
1. Possesses an earned master’s degree or higher, from a regionally accredited institution, in software development, computer information systems, management information systems, information technology, computer science or a computer-related field as appropriate to the program; or
2. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documented 18 semester hours or equivalent of courses beyond the introductory principle(s) level in software development, computer information systems, management information systems, information technology, computer science or a computer-related field as appropriate to the program; or
3. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or
4. Possesses an earned bachelor’s degree, from a regionally accredited institution, in software development, computer information systems, management information systems, information technology, computer science or a computer-related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**SDEV 200 Course Standard:**
A qualified faculty member teaching SDEV 200 meets the Software Development (SDEV) program standard and holds a valid, non-expired Oracle Java Programmer I certification or three years of documented object-oriented software development professional employment.

**Spanish Discipline Standard:**
A qualified faculty member in Spanish meets the discipline standard through one of three routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in Spanish language or Spanish literature; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate hours in Spanish language or Spanish literature; or
3. Is a native speaker of Spanish with a master’s degree and the equivalent of two years secondary or postsecondary teaching experience in Spanish or a related area (e.g. linguistics or another language).

**SPAN 240 Course Standard:**
A qualified faculty member teaching SPAN 240 meets the course standard through one of two routes:
1. Possesses an earned master’s or higher degree, from a regionally accredited institution, in Spanish language or Spanish literature; or
2. Possesses an earned master’s or higher degree, from a regionally accredited institution, in any discipline with 18 graduate hours in Spanish language or Spanish literature.

**Student Success Discipline Standard:**
A qualified faculty member in the life skills discipline meets both of the following criteria:
1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution, and
2. Has appropriate teaching or professional experience.

**Supply Chain Management/Logistics Program Standard:**
A qualified faculty member in Supply Chain Management/Logistics meets the program standard through one of four routes:
3. Possesses an earned master’s degree or higher, from a regionally accredited institution, in logistics, supply chain management, or a logistics-supply chain-related field as appropriate to the program; or
4. Possesses an earned related or out-of field master’s degree, from a regionally accredited institution, with documented 18 post-secondary semester hours or equivalent of courses
beyond the introductory principle(s) level in logistics, supply chain management, or a logistics-supply chain-related field as appropriate to the program; or

5. Possesses an earned related or out-of-field master’s degree, from a regionally accredited institution, with documentation in two or more of the following:
   a. Professional certification (national, regional or state)
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military; or

6. Possesses an earned bachelor’s degree, from a regionally accredited institution, in logistics, supply chain management, or a logistics-supply chain-related field as appropriate to the program, with documentation in two or more of the following:
   a. Professional certification (national, regional or state) in the field
   b. Two years of in-field professional employment
   c. Documented evidence of teaching excellence, including date of award
   d. Documentation of research and publication in the field
   e. Documented relevant additional coursework beyond the bachelor’s degree, equivalent to 18 semester hours or equivalent subject matter coursework, CEU’s, vendor, or military.

**Surgical Technology Program Standard:**
A qualified faculty member in Surgical Technology meets all four of the following criteria:
1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) or Certified Nurse Operating Nurse, (CNOR prior to 2003), and
3. Has a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both within the past ten years, and
4. Possesses proficiency in instructional methodology, curriculum design, and program planning.

**SURG 112 Course Standard:**
A qualified faculty member teaching SURG 112 (lab course) meets the course standard through one of two routes:
1. Meets the Surgical Technology Program Standard, or
2. Possesses an earned Associate’s degree or higher from a regionally accredited institution, and
3. Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA), and
4. Has a minimum total of three years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.

SURG 114, 212, 214 Course Standard:
A qualified faculty member teaching SURG 114, 212, 214 (clinical courses) meets the course standard through one of two routes:
1. Meets the Surgical Technology Program Standard, or
2. Possesses an earned associate or higher degree from a regionally accredited institution, and
3. Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA), and
4. Has a minimum total of two years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.

SURG 203 Course Standard:
A qualified faculty member teaching SURG 203 meets the course standard through one of two routes:
1. Meets the Surgical Technology Program Standard, or
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, in a discipline appropriate to the course being taught (e.g. nursing, pharmacy, and/or pharmacy technician)

SURG 215 Course Standard:
A qualified faculty member teaching SURG 215 meets the course standard through one of two routes:
1. Meets the Surgical Technology Program Standard, or
2. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, in a discipline appropriate to the course being taught and
3. Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) or possesses a CNOR credential, and
4. Has a minimum total of three years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.
SUST XXX Courses: See Energy Technology

**Therapeutic Massage Program Standard:**
A qualified full time faculty member in the Therapeutic Massage program meets all four of the following criteria:

1. Possesses an earned baccalaureate or higher degree from a regionally accredited institution, and
2. Completed academic preparation appropriate to the program; and
3. Possesses Indiana State Massage Certification and/or professional certification in the field; and
4. Has minimum of two years of directly related work experience.

A qualified adjunct faculty member teaching any course or a full time faculty member teaching a course in the CT (with the exception of TMAS 205, 210, 220, or 221) will/must meet the following criteria:

1. Completed academic preparation appropriate to the course being taught
2. Possesses Indiana State massage Certification and/or professional certification in the field, and
3. Has a minimum of 2 years of directly related work experience.

**Visual Communications Program Standard:**
A qualified faculty member in visual communications meets both of the following criteria:

1. Possesses an earned baccalaureate or higher degree, from a regionally accredited institution
2. Has two of the following:
   - A portfolio that demonstrates significant involvement as a practicing artist or designer
   - Professional certification in the field; or
   - Five years of directly related work experience, or
   - Completed academic preparation appropriate to the program.

**PHOT 104, 203, 204, 214 Course Standard:**
A qualified faculty member teaching PHOT 104, 203, 204 and 214 meets the course standard in one of three ways:

1. Meets the Visual Communications program standard, or
2. Possesses three of the following:
   - An earned Associate degree or higher, from a regionally accredited institution and
   - Five years of directly related work experience and
   - Portfolio that demonstrates significant involvement as a practicing artist or designer.
• Holds a current Workplace Specialist License granted by the Indiana Department of Education in Trade and industrial Education: Commercial Photography

VIDT 110, 111, 113, 202, 203, 204, 211 Course Standard:
A qualified faculty member teaching VIDT 110, 111, 113, 202, 203, 204, and 211 meets the course standard through one of two routes:
1. Meets the Visual Communication program standard, or
2. Possesses an earned associate or higher degree, from a regionally accredited institution and two of the following:
   • five years of directly related work experience or
   • a portfolio that demonstrates significant involvement as a practicing artist or designer, or
   • appropriate certification in the course being taught.

VISC 101, 105, 110, 111, 112, 115, 200, 210, 215, and 216 Course Standard:
A qualified faculty member teaching VISC 101, 105, 110, 111, 112, 115, 200, 210, 215, and 216 meets the course standard through one of three routes:
1. Meets the Visual Communication program standard, or
2. Possesses an earned associate or higher degree, from a regionally accredited institution and two of the following:
   • five years of directly related work experience
   • a portfolio that demonstrates significant involvement as a practicing artist or designer
   • appropriate certification in the course being taught
   • Holds a current Workplace Specialist License granted by the Indiana Department of Education in Trade and Industrial Education: Commercial Art and Graphic Design, Interactive Media or Graphic Imaging Technology

VISC 102, 201, 213 Course Standard:
A qualified faculty member teaching VISC 102, 201, and 213 meets the course standard through one of two routes:
1. Meets the Visual Communication program standard, or
2. Associate degree or higher, from a regionally accredited institution and two of the following:
   • five years of directly related work experience or
   • a portfolio that demonstrates significant involvement as a practicing artist or designer, or
   • appropriate certification in the course being taught.
PROCEDURE
Adequate documentation of compliance with the College's credential policy is essential to ensure a qualified and capable faculty and to facilitate reporting to internal and external stakeholders. At a minimum, the following documentation should be maintained for all faculty:

1. Status of Compliance: A form showing how each faculty member meets his/her respective credential requirements must be maintained in the employee's file and copied in a central composite file to facilitate reporting.

2. Transcript(s): Official transcripts of all degrees earned must be maintained in the faculty member's credential file. In instances where the actual degree title is not that specifically named in the credential policy, yet it meets the credential requirement, a matrix that documents equivalency must be completed and filed by the Campus Academic Officer. Such documentation must reflect that coursework shown on the faculty member's transcript is essentially identical to that required in the stipulated degree.

Full Time Faculty:
When a reasonable search for a full time instructor fails to yield a candidate that meets the program/discipline credential standard, a second search shall be conducted. When a second search fails to yield an appropriate candidate, a request for exception must be made to the Vice Provost for Academic Affairs through the Request for Faculty Credential Standard Exception form to include documentation of the searches conducted. The exception request must be processed and approved prior to extending a formal offer to the candidate.

No exceptions will be approved for faculty who teach liberal arts and TransferIN courses. When no credentialed instructors are available to teach liberal arts or TransferIN course sections, the section shall be removed from the schedule until a credentialed instructor is contracted to teach the course.

3. Exception Request: If the exception is approved, a copy will be returned to the campus for placement in the instructor’s personnel file.

4. Academic Plan: For any exception approved by the Vice Provost for Academic Affairs, an approved academic plan (attached) must be maintained in the new instructor’s personnel file. The plan must specify the degree sought, time line for obtaining the required credential, a definition of "reasonable progress," and signatures of the faculty member and Campus Academic Office signifying an agreement to abide by the terms of the academic plan.

5. Progress toward meeting the requirements of the instructor’s academic plan must be documented, at minimum, annually. Documentation of the progress and any follow-up discussions and/or modifications to the original professional development plan must be maintained in the faculty member's file.

Adjunct Faculty:
When a reasonable search for an adjunct instructor fails to yield a candidate that meets the appropriate program/discipline or course credential standard, the course shall be removed from the schedule until a credentialed adjunct is contracted to teach the course. Only in the event of extenuating circumstances occurring at the beginning of the term, i.e. instructor’s illness, death, military orders, or causes judged unavoidable, would an adjunct hire be eligible for an exception, in which case, the same request for exception process applies.

Campuses shall submit a list of non-credentialed faculty (attached), both full time and adjuncts, to the Vice Provost for Academic Affairs at the beginning of each fall and spring semesters.

REFERENCES
Indiana Administrative Code, Article 10. Workplace Specialist Licenses Requirements
www.in.gov/legislative/iac/T05150/A00100.PDF
Title 848 Indiana State Board of Nursing, Article 1. Registered Nurses and Practical Nurses
www.in.gov/legislative/iac/T08480/A00010.PDF
TransferIn http://www.transferin.net/index.aspx
Academic Plan
Request for Faculty Credential Standard Exception
Reporting Non Credentialed Faculty
Appendix A - Faculty Credential Evaluation form

RESOURCE PERSON
Campus Vice Chancellors for Academic Affairs