

 Prescott College	Policy Number: 250	
	Policy Category: <i>Personnel Policies</i>	
	<i>Faculty Qualifications</i>	
	Policy Summary: <i>This policy describes the methods used to ensure that faculty have the necessary qualifications to teach in particular subject areas.</i>	
	Approval Date: 06/30/25	Effective Date: Upon approval
	Policy Owner: <i>President</i>	Scheduled for Review: <i>Spring 2030</i>

Policy Statement

Prescott College is committed to offering academic programs of demonstrable quality and effective teaching and learning. The College recognizes that to deliver quality academic programs, the Faculty must meet minimum qualifications that are expected by our accrediting bodies and must be appropriate to their academic program level (undergraduate, graduate, etc.). Such qualifications are primarily met by academic credentials, and, under certain specific circumstances, by tested experience in the field of instruction. All faculty must also be qualified to engage in the non-teaching responsibilities of the College, including but not limited to oversight of curriculum, research, and other scholarly activities, program review, assessment, and service to the institution and broader community, as contracted.

Qualifications

Qualification by Credentials

Determination by credentials is the primary method utilized to determine faculty qualifications. Faculty credentials refer to the degrees that Faculty have earned, and the graduate level coursework Faculty have completed that provides evidence of knowledge of specific disciplines or fields of study. The degree awarded forms the basis for Faculty knowledge of what students of the discipline should learn and/or be able to do as a graduate in the discipline or field. Successful completion of a comprehensive degree is the best indication that a Faculty member is qualified to teach in the discipline or field. If external accreditation, state, or federal regulations require additional qualifications, then those would take priority over College requirements.

Non-Credential Faculty Qualifications

Earned credentials are the primary evaluation mechanism for determining faculty qualifications. However, other/alternate credentials, with appropriate documentation, may be considered for specific disciplines such as practice-oriented, interdisciplinary, or language instruction, if academic credentials are not met. Examples of these alternative credentials include official documentation of:

1. tested experience in practice-oriented disciplines, such as board or licensure exams or recognized as uniquely qualified by their indigenous community;
2. industry certification;
3. recognition of language competence by tribal elders or a nationally recognized rating of proficiency in the language;
4. peer review of a significant body of work in the field; or
5. significant professional experience.

Prior teaching experience in the discipline or subdiscipline is not used to determine alternative qualifications.

Faculty Qualifications by Academic Level

This section covers the minimum faculty qualifications for each academic program level

Undergraduate Faculty Requirements

To be qualified to teach undergraduate courses at Prescott College:

- **Faculty** (Full, Associate, Visiting, Adjunct) must hold a minimum of a master's degree directly related to the discipline, or subfield of the discipline, in which they teach, and hold at least two (2) relevant
- Non-Credential Faculty Qualifications; or five (5) years full-time equivalent of professional experience, excluding teaching, in a related discipline to the courses is expected.
- For interdisciplinary programs, Full Faculty must hold a master's degree in a discipline that significantly contributes to the interdisciplinary field.

Graduate Faculty Requirements

To be qualified to teach master's-level courses at Prescott College:

- **Full Faculty and Clinical Faculty** must hold a terminal academic degree in the discipline or subfield of the discipline, which directly ties to the subject matter they will be teaching and/or for which they will be developing curricula.
- For interdisciplinary programs, Full Faculty must hold a terminal degree in a discipline that contributes to the interdisciplinary field.
- All other **Faculty (Associate, Visiting, Adjuncts)** teaching graduate courses must hold a minimum of a master's degree directly related to the discipline, or subfield of the discipline, in which they teach, and hold at least two (2) relevant Non-Credential Faculty Qualifications; or five (5) years full-time equivalent of professional experience, excluding teaching, in a related discipline to the courses is expected.

Doctoral Faculty Requirements

To be qualified to teach courses for doctoral-level programs at Prescott College, **all Faculty (Full, Associate, Visiting, Adjuncts)** must satisfy the following:

- Hold a terminal degree in any discipline AND have a record of scholarship and preparation to teach and supervise scholarly activity at the doctoral level. Research and scholarship are appropriate to the program and degree offered.

Definitions

Academic Subfield: An academic subfield refers to a component of the discipline in which the instruction is delivered. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses, including General Education courses, the faculty member would teach in accordance with the conventions of the academic field. All Faculty may document the completion of at least 18 graduate credit hours in a discipline or subfield in order to teach or develop curriculum in that discipline.

Adjunct: Adjunct Faculty are non-salaried persons appointed to fulfill specific teaching or other academic responsibilities on a strictly part-time, course-by-course basis.

Associate Faculty: Associate Faculty are contingent Faculty with responsibilities for student advising and teaching (including core Faculty responsibilities), learning support, mentor supervision, and student recruitment. Other duties may be assigned by the appropriate dean. Associate Faculty are hired to work primarily within a specific degree program, but may also work in other degree programs given the needs of the College and the approval of the appropriate dean.

Clinical Faculty: The Clinical Faculty/CACREP Core Faculty classification is a Full-time position. The role of Clinical Faculty is to train counselors-in-training to be culturally competent, compassionate, ethical clinicians, and to help foster their professional identity as counselors. Clinical Faculty hold a strong professional counselor identity that is demonstrated through their education, training, credentialing, association membership, and professional development activities.

Faculty: Generally refers to members with instructional and/or curriculum development roles and responsibilities. When not specified, “faculty” may include all levels of faculty: Adjuncts, Visiting, Clinical, Associate, and Full. Faculty also includes persons who occupy administrative positions at the College but who retain their underlying faculty appointments. The nature and extent of individual faculty members’ duties are described in applicable Letters of Agreement.

Full Faculty: Full-time, salaried persons whose primary responsibilities are instructing; developing and/or improving curriculum; and advising students. Other principal responsibilities include assessment of learning, learning support, mentor support, program development, committee work, scholarship, professional development, and community service. This category does not include Associate, Clinical, Visiting, or Adjunct faculty members.

Terminal Degree: A terminal degree is the highest academic degree that can be awarded in an academic field or professional discipline.

Visiting Faculty: Full-time, salaried persons whose primary responsibilities are instructing for a fixed term, usually one academic year. Visiting Faculty responsibilities consist of preparation, delivery, and assessment related to teaching courses. Other duties may be assigned as agreed with the Academic Dean.

Reason for Policy

This policy outlines the academic qualifications required to teach various levels and types of courses.

Responsibilities

For following policy:	All administrators and faculty scheduling faculty.
For enforcement of policy:	President or designee
For oversight of policy:	Dean of Academic Affairs
For procedures implementing the policy:	Dean of Academic Affairs
For notification:	Policy Librarian

Cross Referenced Policies

Higher Learning Commission a - Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices Guidelines for Institutions and Peer Reviewers

https://download.hlcommission.org/FacultyGuidelines_OPB.pdf

Higher Learning Commission b - Policy Title: Assumed Practices; Number: CRRT.B.10.020

<https://www.hlcommission.org/Policies/assumed-practices.html>

Revision History