



Professional and Educational Requirements for Academic Faculty

1. PURPOSE

The policy establishes professional and educational requirements for instructors who teach academic courses at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic faculty.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key

4. DEFINITIONS

- 4.1 An Academic Faculty is an instructor (part-time or full-time) who teaches one or more courses for academic credit at the College.

5. POLICY

- 5.1 Academic faculty who provide instruction for general education courses and courses meeting requirements for Associate of Arts (AA) and Associate of Science (AS) degrees shall meet one of the following standards:
 - 5.1.1 Have a master’s degree in the discipline or sub-field of study in which they teach;
 - 5.1.2 Have a master’s degree in a related cognate field with a minimum of 18 graduate hours specific to the discipline; or
 - 5.1.3 Have a master’s degree in a related field with a minimum of six graduate hours specific to the discipline and have:

- 5.1.3.1 A minimum of two years or four academic terms of any combination of teaching discipline-specific courses at the college level or discipline specific, junior- or senior-level, advanced, honors, or Advanced Placement equivalent courses at the secondary level; and
- 5.1.3.2 A minimum of five years of discipline-specific teaching experience at the secondary level in grades 7-12 and a valid professional teaching license recognized by the Commonwealth of Pennsylvania at the secondary level for grades 7-12 specific to the discipline.
- 5.2 Academic faculty and other professionals who provide instruction for major or specialization courses at the certificate or associate degree level in an Associate of Applied Science degree program shall meet one of the following standards:
 - 5.2.1 Have a bachelor's degree in the field in which they teach or
 - 5.2.2 Have an associate degree or higher in the field in which they teach and two or more years of combined additional training and professional experience with documented competence in the field or program area in which they teach.
- 5.3 Academic faculty and other professionals who teach support courses at the pre-college level shall meet one of the following standards:
 - 5.3.1 Have a bachelor's degree in the discipline of study in which they teach:
 - 5.3.2 Have a bachelor's degree in a related cognate field with a minimum of 12 credit hours specific to the discipline; or
 - 5.3.3 Have a bachelor's degree and
 - 5.3.3.1 A minimum of three years or six academic terms of any combination of discipline-specific teaching experience at the secondary level in grades 7-12 or
 - 5.3.3.2 A minimum of three years or six academic terms of discipline-related teaching experience at the secondary level in grades 7-12 and a valid professional teaching license recognized by the Commonwealth of Pennsylvania at the secondary level for grades 7-12 specific to the discipline.
- 5.4 Academic faculty and other professionals who teach credit-bearing courses required as part of an academic program that maintains national accreditation or state licensure must also meet all minimum credentials required by the accrediting or licensing body.
- 5.5 Exceptions to the professional and educational requirements for instructors outlined in this policy are permitted only with written authorization of the Vice President for Academic Affairs and Accreditation Liaison Officer (VPAA/ALO).

6. RESPONSIBILITIES AND TIMELINES

6.1 The Academic Directors or designee of the VPAA/ALO is responsible for reviewing and certifying instructor credentials.

6.2 The VPAA/ALO is responsible for administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees Date

Signature on file

President Date

Revision Notes: Policy approved