

FACULTY HIRING

UA Cossatot follows guidelines set forth by the Higher Learning Commission and the Arkansas Department of Higher Education when hiring faculty members.

For transferable courses, instructors are required to have a Master's degree or higher, plus 18 Master's level hours in the subject area being taught.

For technical courses, technical degree programs, and nontransferable courses, a combination of relevant industry experience, special certifications, or one degree level higher than the course being taught is required.

Prior to hiring the Vice Chancellor of Academics must approve the faculty member based on qualifications, including a review of transcripts when applicable. A faculty qualification form is completed and retained in the Human Resources Office and Office of Academics.

HLC Criterion 3C.3

Policy History:

November 6, 2017

FACULTY HIRING AND QUALIFICATIONS

UA Cossatot
INSTRUCTOR QUALIFICATION FORM

- Change in Status/Qualifications
Change in Course(s) Taught

Name: _____

Full-time Faculty, Part-time Faculty, Concurrent Faculty, Teaching Level(s): 1. Transfer, 2. Career/Technical, 3. College Prep

Division/Department: _____

Official Transcript in Personnel File Yes No

Table with 3 columns: Degrees Attained, Institution, Date. Rows include Associate, Bachelor's, Master's, Master's Plus, Doctorate, and Additional Degrees.

Is Master's/Doctorate in field? N/A Yes No Is Bachelor's in field? N/A Yes No

PLEASE LIST COURSE INFORMATION BELOW ONLY IF MASTER'S/DOCTORATE IS NOT IN THE FIELD OR INSTRUCTOR HAS 18 GRADUATE SEMESTER HOURS IN ANOTHER FIELD.

Table with 3 columns: Course ID Number, Title, Credits. Includes three blank rows for data entry.

Years of in-field work experience (Full-time and part-time equivalent): _____

Additional qualifications (industry certification, research in the field, continuing educations units, etc.)

Meets minimum UAC/HLC qualification Yes No If no, special justification must be attached.

Teaching Area/Courses: List specific course numbers or prefix area(s) and level (* for all courses within prefix area):

Approval section with fields for Division Chair, Chief Academic Officer, and Chancellor, each with a Date field and checkboxes for approved/not approved.

UA Cossatot
 Minimum Faculty Qualifications by Course Prefix

D = Developmental
N = Courses not intended for transfer OR Courses where transfer is not guaranteed
T = Courses intended for transfer

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
ACCT 2113/2123	T	Master's degree in accounting; OR other master's degree with 18 graduate semester hours in accounting CPA license	
ACCT 2143 Computerized Apps for Acct	N	CPA license; OR Master's degree in accounting; OR Master's degree in business administration; OR Bachelor's in Business Administration/Accounting	
AGRI	T	Master's Degree in Agriculture	For AGRI 2073 Agricultural Economics a Master's in Agricultural Economics will meet requirement
AS 1004 Animal Science	T	Master's Degree in Agriculture; OR Master's Degree in Animal Science; OR Master's Degree with 18 graduate semester hours in Animal Science	
ART	T	Master's degree fine arts (MFA), art, visual arts, OR other master's degree and 18 graduate semester hours in art/visual arts	
ASTR Astronomy	T	Master's degree in astronomy or physics; OR other master's degree plus 18 graduate semester hours in physics or astronomy	Note that a master's in science education or teaching of science will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in the appropriate scientific field taught through a science department
AST Automotive Service Technology	N	ASE certified in all disciplines taught. Minimum 5 year's work experience in automotive repair technology. Minimum education: GED or high school diploma	

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
BIOL	T	Master's in Biology/Biological Science OR other master's plus 18 graduate semester hours in biology ;OR physician's assistant degree and bachelor's degree in biological science; OR MD or equivalent degree in medical specialties	<p>Note that a master's in science education or teaching of science will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in the appropriate scientific field taught through a science department</p> <p>Botany: Master's in Botany, Agriculture, or Forestry OR other master's plus 18 grad hours in Botany will also meet requirements</p> <p>Kinesiology: Master's in Kinesiology or other master's plus 18 grade hours in Kinesiology OR licensed DPT or DOT will also meet requirements</p> <p>Nutrition and Diet: Registered Dietician will also meet requirements</p>
BUS Microcomputer Applications Intro to Bus Business Law	T	Master's degree in business administration; OR other master's degree with 18 graduate semester hours in business discipline	Business Law: Juris Doctorate , Master's degree in law, or other master's degree or higher with 18 graduate semester hours in law or business law will also meet requirements
BUS Business Math Spreadsheets Databases Desktop Publishing Business Capstone Administrative Office Procedures Human Relations	N	Bachelor's degree in business; Master's degree in business administration; OR other master's degree with 18 graduate semester hours in an appropriate combination of business administration, accounting, management, business law, marketing, economics, finance, and organizational behavior	

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
CHEM	T	Master's in Chemistry OR other master's degree plus 18 graduate semester hours in Chemistry	Note that a master's in science education or teaching of science will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in the appropriate scientific field taught through a science department
COL Collision Repair	N	ASE certified in all disciplines taught. Minimum 5 year's work experience in automotive collision repair. Minimum education: GED or high school diploma	
COMM Communications	T	Master's in Communications OR other's master's degree plus 18 graduate semester hours in Communications	
COS Cosmetology	N	Must hold current instructor license through the Arkansas State Board of Cosmetology. Minimum 5 years work experience in cosmetology related work. Minimum education: GED or high school diploma	
CRJU Criminal Justice	T	Master's in Law or related field; OR Master's degree in Criminal Justice/Public Safety/Public Administration plus one year in-field experience; OR Juris Doctorate	
ECTC	N	Bachelor's degree in child development/early childhood education/elementary education and minimum one year of in-field work experience; OR master's degree in child development/early childhood education/elementary education; OR bachelor's/higher degree in another field and 3 years' in-field work experience	
ECON	T	Master's degree in economics or other master's degree with 18 graduate semester hours of economics	
EDUC	T	Master's in Education (any area/level) OR other master's plus 18 graduate semester hours in education (any area/level)	Any area/level" means a master's degree in elementary education, curriculum and instruction, educational leadership, secondary education, higher education, or other education area which includes a substantial pedagogical component.

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
EMS	N	Paramedic certificate plus five years in-field experience OR Associate's degree in Emergency Medical Services, Fire Science, or related field plus two years in-field experience OR Bachelor's degree in Emergency Medical Services, Fire Science, or related field plus two years in-field experience OR Master's degree in Emergency Medical Services, Fire Science, or related field OR Medical Doctorate	
ENGL	T	Master's in English, rhetoric, literature, OR other master's degree and 18 graduate semester hours in English, rhetoric, creative writing, and/or literature	
FA Fine Arts	T	Master's in Humanities, Art, or Art History, Music, OR other Master's plus 18 grad hours in Art or Music	
FOR Forestry	T	Master's in Forestry; OR Master's in related agriculture field; OR documented professional experience as forester	
GSTD General Studies	D	Bachelor's in content area, reading education or communications and one or more of the following: a) minimum one year of teaching experience, b) six graduate credit hours in education or content area, c) secondary teaching /endorsement in content area	
GEOL Geology	T	Master's degree in geology OR other master's degree and 18 graduate semester hours in geology	Note that a master's in science education or teaching of science will not meet this requirement unless the individual has 18 graduate semester hours in the appropriate scientific field taught through a science department
GEOG Geography	T	Master's in Geography OR other master's plus 18 graduate semester hours in Geography	Note that a master's in social science education or teaching of social science will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in the appropriate social science field taught through a social science department

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
HPE Health, Physical Ed, Wellness	T	Master's degree in wellness/fitness, physical education, exercise physiology, health education, health science, kinesiology or other master's and 18 graduate semester hours in wellness/fitness, physical education, exercise physiology, health education, and/or health science	
HS Health and Safety	T	Master's degree in wellness/fitness, health education, health science or other master's and 18 graduate semester hours in wellness/fitness, health education, and/or health science OR Master's in Biology OR physician's assistant degree and bachelor's degree in biological science OR MD or equivalent degree in medical specialties	
HIST	T	Master's in History OR other master's plus 18 grad hours in history	Note that a master's in social science or history education or teaching of social science or history will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in the appropriate social science field taught through a social science or history department.
MAIN Industrial Electricity	N	NCCER teacher certification. Minimum 5 year's work experience in related fields. Minimum education: GED or high school diploma	
MAIN Industrial Technology	N	NCCER teacher certification. Minimum 5 year's work experience in related fields. Minimum education: GED or high school diploma	
LPN	T	Director: Minimum of BSN and hold an unencumbered registered nursing license to practice in Arkansas. Faculty: Must have a degree above the type of education program offered and hold an unencumbered registered nursing license to practice in Arkansas.	
MNG	N	Bachelor's degree in business; OR Master's Degree in Business Administration, Marketing, Management, Organizational Behavior, Human Resources, or other Master's and 18 graduate semester hours in a variety of business, marketing, management and supervision courses	*Marketing is currently the course MNG course that may be accepted when transferring in place of Marketing at a university *Documented management experience combined with a bachelor's in Business may be documented

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
MATH	T	Master's in mathematics OR other master's with 18 graduate semester hours in Math	Note that a master's in mathematics education or teaching of math will <u>not</u> meet this requirement unless the individual has 18 graduate semester hours in traditional mathematics courses through a mathematics department
MAS Medical Assisting		Must have a degree or certificate at or above the type of education program offered. If degree has a license or certificate of renewal it must be up to date.	
MED Medical Education		Must have a degree or certificate at above the type of education program offered. If degree has a license or certificate of renewal it must be up to date.	
MUS	T	Master's in Music, Humanities with an emphasis in music coursework OR other master's plus 18 grad hours in music, music theory, music composition, and/or conducting	
OTA		Program Director: Initially certified OT or OTA with a master's or higher level degree in Occupational Therapy or a related field. AFWC: Initially certified OT or OTA with an associates or higher level degree. Adjunct Instructor: Associates level OTA or bachelor's/master's/doctorate level OTR. Some courses may be taught by adjunct instructors that are content experts in specific (health care) areas in coordination with the OTA Program Director.	
PHIL	T	Master's in Philosophy OR other master's plus 18 graduate semester hours in Philosophy	
PIPE	N	NCCER teacher certification. Minimum 5 year's work experience in related field. Minimum education: GED or high school diploma	
PHED	T	Bachelor's degree in physical education, sports, or recreation; OR other bachelor's degree and demonstrated expertise in the sport/physical activity	This prefix area is for physical activity/sports performance classes as distinct from a physical education/wellness fitness theory and concepts; courses in this prefix are not guaranteed to transfer and do not meet general education requirements.

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
PHYS	T	Master's in Physics OR other master's degree plus 18 graduate semester hours in Physics	Note that a master's in science education or teaching of science will not meet this requirement unless the individual has 18 graduate semester hours in the appropriate scientific field taught through a science department
PSCI	T	Master's in Political Science or Government; OR other master's plus 18 graduate semester hours in Political Science and/or government; OR Juris Doctorate	
PSYC Psychology	T	Master's in Psychology OR other master's plus 18 graduate semester hours in Psychology; OR practicing psychiatrist or psychologist with appropriate graduate degree	Note that a master's in social science education or teaching of social science will not meet this requirement unless the individual has 18 graduate semester hours in the appropriate social science field taught through a social science department
RNGS Registered Nursing		Director: Minimum of MSN and hold unencumbered registered nursing license to practice in Arkansas. Faculty: Must have a degree above the type of education program offered and hold an unencumbered registered nursing license to practice in Arkansas.	
RB Radio Broadcasting		Licensed by National Broadcaster's Association. Minimum 5 year's work experience in field. Minimum education: GED or high school diploma	
SPCH Speech	T	Master's in speech or oral communication OR other master's degree plus 18 graduate semester hours in speech Masters in English with at least 9 educational instruction hours plus two or more years' experience teaching demonstrating professional speaking/communication	
SPAN	T	Master's in Spanish OR other master's degree and 18 graduate semester hours in Spanish	

Course Prefix/ Number	Course Level	Minimum Qualifications	Comments
SOC Sociology	T	Master's in Sociology OR Master's plus 18 graduate semester hours in sociology	Note that a master's in social science education or teaching of social science will not meet this requirement unless the individual has 18 graduate semester hours in the appropriate social science field taught through a social science department
SPD Student Personal Development	T	Bachelor's degree and one or more of the following: a) minimum one year of teaching experience, b) six graduate credit hours in education or content area, c) secondary teaching /endorsement in content area	
WELD Welding	N	NCCER teacher certification. Minimum 5 year's work experience in related field. Minimum education: GED or high school diploma	

Procedure History:

December 4, 2017
