

## Procedure 4.2.4.1 Instructional: Instructional Personnel Qualifications

TRI-COUNTY  
COMMUNITY COLLEGE

INSTRUCTIONAL  
INSTRUCTIONAL PERSONNEL  
QUALIFICATIONS

PROCEDURE  
4.2.4.1

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The minimum requirements to teach curriculum courses at Tri-County Community College are determined by the classification of the courses taught. The various classifications and requirements are as follows:

### I. COLLEGE TRANSFER COURSES

College Transfer courses are all courses listed in the *College Catalog* in the Associate in Arts, Associate of Engineering, Associate of Fine Arts, and the Associate in Science curricula. Instructors who teach in the A.A. and A.S. curricula must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a minimum of a master's degree with a major in the teaching discipline.

### II. GENERAL EDUCATION CORE COURSES

General Education Core courses are defined as courses in the following areas: English/Communications, Humanities/Fine Arts, Social/Behavior Sciences, Natural Sciences/Mathematics, and Computer Science. Instructors who teach General Education core courses in an associate degree curriculum must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a minimum of a master's degree with a major in the teaching discipline.

### I. PROFESSIONAL, OCCUPATIONAL, AND TECHNICAL COURSES

Professional, Occupational, and Technical courses are defined as those courses in the Associate in Applied Science curricula that do not fit into the general education core category. Instructors who teach professional, occupational, and technical courses must hold a minimum of a baccalaureate degree or an associate degree coupled with appropriate experience.

### II. DIPLOMA OCCUPATIONAL COURSES

Diploma Occupational courses are defined as those credit courses listed in diploma curricula in the *College Catalog* that do not teach basic computation or communication skills and do not carry associate degree credit. Instructors who teach diploma occupational courses must hold a minimum of a diploma coupled with appropriate experience or a high school diploma coupled with outstanding work experience.

### III. DIPLOMA COMPUTATION AND ENGLISH COURSES

Diploma math and English courses are defined as those courses in diploma curricula with an emphasis on teaching math and English skills. Faculty members who teach basic computation and communication courses in diploma curricula must have a baccalaureate degree.

#### **IV. PRE-CURRICULUM (DEVELOPMENTAL) COURSES**

Pre-Curriculum courses are defined as those courses listed in the *College Catalog* in the Pre-Curriculum program. Faculty members who teach Pre-Curriculum courses must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.

#### **VII. EXCEPTIONS**

Any exceptions to these standards will be noted in the faculty member's personnel file via the Faculty Credentials Verification form. Exceptions should be made only:

- On a course by course basis.
- With documentation of the connection between the course objectives and the credentials of the faculty member.

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