

By designation of the President, the Dean of Instruction has the authority to determine faculty qualifications and documentation requirements.

PROGRAM AREA	THRESHOLD STANDARDS	DOCUMENTATION REQUIRED
Allied Health CHD, DAE, DEH, EMS, HES, MEA, PTA, SGT	1. Master's degree in the field to be taught OR 2. Master's degree in any field with 18 graduate semester hours in the field to be taught OR 3. Master's degree in any field with 24 upper-division and/or graduate semester hours in the field to be taught OR 4. Bachelor's degree in the field to be taught plus three (3) years of recent occupational experience in field to be taught OR 5. Associate's degree in the field to be taught OR 6. Five (5) years recent work experience in the field to be taught OR 7. Specialized certificate in the field to be taught	<u>Option 1-3</u> Official transcripts showing awarded degrees <u>Option 4</u> Official transcripts showing awarded degree listed plus letter(s) of occupational experience documenting three (3) years of relevant experience within the last six (6) years <u>Option 5</u> Official transcripts with awarded degree listed. <u>Option 6</u> Letter(s) of occupational experience documenting five (5) years of relevant experience within the last eight (8) years <u>Option 7</u> Clear photocopy of specialized certificate
Career and Technical Education ACC, ACT, AJS, ASE, BTR, BUS, BUE, CIS, CUL, DFT, ELC, FSC, HVA, NUT, PAR, PHT, PLU, WLD	1. Same qualifications as those listed for General Education Threshold Standards OR 2. Associate's degree in the field to be taught OR 3. Five (5) years recent work experience in the field to be taught OR 4. Specialized certificate in the field to be taught	<u>Option 1-2</u> Official transcripts showing awarded degrees <u>Option 3</u> Letter(s) of occupational experience documenting five (5) years of relevant experience within the last eight (8) years <u>Option 4</u> Clear photocopy of specialized certificate
General Education ANT, ART, ASL, AST, BIO, CDA, CHM, COM, ECE, EDU, EGR, ENG, ENV, FRE, GHY, GLG, HIS, HUM, MAT, MUS, PHI, PHY, POS, PSY, SOC, SPA, STU, THE, WST	1. Master's degree in the field to be taught OR 2. Master's degree in any field with 18 graduate semester hours in the field to be taught OR 3. Master's degree in any field with 24 upper-division and/or graduate semester hours in the field to be taught OR 4. Bachelor's degree in the field to be taught plus three (3) years of recent occupational experience in field to be taught	<u>Option 1-3</u> Official transcripts showing awarded degrees <u>Option 4</u> Official transcripts showing awarded degree listed plus letter(s) of occupational experience documenting three (3) years of relevant experience within the last six (6) years

<p><u>Nursing (NUR)</u> Faculty</p>	<ol style="list-style-type: none"> 1. Master's Degree in Nursing AND AZ/Compact license in good standing AND two (2) years of direct patient care experience OR 2. Master's Degree in related health care field AND Bachelor's Degree in Nursing AND AZ/Compact license in good standing AND two (2) years of direct patient care experience 	<p><u>Options 1-2</u> Official transcripts showing awarded degrees AND Copy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Nursing (NUR)</u> Clinical Instructor</p>	<p>Bachelor's Degree in Nursing AND AZ/Compact license in good standing AND three (3) years of direct patient care experience</p> <p>(Master's Degree in Nursing preferred to meet accreditation requirements)</p>	<p>Official transcripts showing awarded degrees AND Copy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Nursing Assistant Program (NUR 115)</u> Associate Faculty</p>	<p>Associate Degree in Nursing AND AZ/Compact license in good standing AND one of the following</p> <ol style="list-style-type: none"> A. Grade of "C" or better in a course on teaching adults OR B. One (1) year of experience teaching adults OR C. One (1) year of experience supervising nursing assistants 	<p>Official transcripts showing awarded degrees AND Copy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Practical Nursing (PNC)</u> Faculty</p>	<p>Bachelor's Degree in Nursing AND AZ/Compact license in good standing AND two (2) years of direct patient care experience</p>	<p>Official transcripts showing awarded degrees AND Copy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Practical Nursing (PNC)</u> Clinical Instructor</p>	<p>Bachelor's Degree in Nursing AND AZ/Compact license in good standing AND two (2) years of direct patient care experience</p>	<p>Official transcripts showing awarded degrees AND Copy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Adult Education</u> PCS, ELA</p>	<ol style="list-style-type: none"> 1. Bachelor's degree or higher from an accredited institution. OR 2. Associate's Degree with one (1) year of verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. OR 3. Three (3) years of verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. 	<p><u>Option 1</u> Official transcripts showing awarded degrees AND Adult Education certification from Arizona Department of Education, or proof that state certification process has been initiated.*</p> <p><u>Option 2</u> Official transcripts showing awarded degrees AND letter(s) of occupational experience on official letterhead from adult education program administrator to verify experience AND Adult Education certification from Arizona Department of Education, or proof that state certification process has been initiated.*</p> <p><u>Option 3</u> Letter(s) of occupational experience on official letterhead from adult education program administrator to</p>

(Continued) Adult Education PCS, ELA		verify experience AND Adult Education certification from Arizona Department of Education, or proof that state certification process has been initiated.* *Official Certificate must be received within 90 days of date of hire.
Radiologic Technology RAD	To be determined	
Special Interest ORT, TDT	Special training or abilities as appropriate to the subject area	Letter(s) of experience documenting special training or abilities as appropriate
Transitional TRE, TRM	<ol style="list-style-type: none"> 1. Same qualifications as those listed for General Education Threshold Standards OR 2. Bachelor's degree in the field to be taught OR 3. Bachelor's degree in any field with 24 lower or upper division semester hours in field to be taught OR 4. Bachelor's degree in a comparable field with three (3) years recent occupational experience in the field to be taught 	<u>Option 1-3</u> Official transcripts showing awarded degrees <u>Option 4</u> Official transcripts showing awarded degree listed plus letter(s) of occupational experience documenting three (3) years of relevant experience within the last six (6) years

Required Documentation:

Transcripts -

Transcripts of all college work required. (Unofficial transcripts or photocopies will be accepted only to establish the application file.) Official transcripts must be on file in HR before start of instructional term. All credits and degrees shall be earned from a regionally accredited institution and shall be documented with official transcripts sent directly from the institution to Human Resources. Credits and degrees from foreign institutions must be evaluated at the applicant's expense by an evaluation agency who is a member in good standing of the National Association of Credential Evaluation Services (www.naces.org) prior to first day of work.

Letters of Occupational Experience –

Must be written on official letterhead and be signed by an official representative of the employer. The letter must delineate length of employment (beginning and ending dates), brief description of job responsibilities, skill attainment, observed competence of duties and job requirements. Letters documenting teaching experience are to include subjects taught.

Licenses/Certificates –

Legible photocopies of all occupational licenses and/or certificates applicable to the area of instruction. Licensure must be current and issued by a state or national regulatory body.

Additional Requirements and Information:

All faculty with no prior community college teaching experience must successfully complete all required professional training and development courses within one year of initial hire date. Academic Chairs will provide information on the scheduling of these courses to all faculty reporting to them.

Mohave Community College will honor Arizona Community College Teaching Certificates issued prior to July 1, 2002 for the duration of the certificate.

The Dean of Instruction may approve exceptions to the minimum requirements for faculty in instances where an individual has acquired appropriate, documented alternative experience or education to instruct a particular field and the College has been unable to secure a faculty member with minimum credentials. The Dean of Instruction may approve

employment of faculty with less than minimum credentials with a development plan to achieve the appropriate credentials within a set period of time.

Approval of appropriate qualifications by the Dean of Instruction shall be completed before any faculty member is allowed to begin instruction. However, a faculty member may be scheduled for instruction pending qualification by the first day of class.

Academic chairs will recommend Associate Faculty following "Mohave Community College Administrative Procedures for Hiring Associate Faculty."

All faculty must read, complete and sign the Mohave Community College employment application. In addition, all faculty must meet the following requirements:

1. The Mohave Community College qualification requirements outlined above.
2. All degree(s) must have been obtained from a regionally accredited institution. The candidate must have earned a "C" or better in all relevant course work.
3. Have no felony convictions or misdemeanor originally designated as a felony convictions or an open-ended offense.
4. Have not held a license or credential (either professional or related to the field to be taught) issued by any state that has been revoked or suspended.
5. Have not been denied any certificate, license or credential (either professional or related to the field to be taught) by any state.
6. Have not been found guilty of unprofessional conduct.