



FACULTY QUALIFICATIONS and DOCUMENTATION REQUIRED

By designation of the President, the Chief Academic Officer has the authority to determine faculty qualifications and documentation requirements. Qualifications may be granted in either the discipline or by course specific.

ARTS and SCIENCES DIVISION

PROGRAM AREA	THRESHOLD STANDARDS	DOCUMENTATION
<p>Arts and Sciences- Transfer ANT, ART, ASL, AST, BIO, CHM, COM, ECE, EDU, EGR, ENG, ENV, GHY, GLG, HIS, HUM*, MAT, MUS, PHI, PHY, POS, PSY, SOC, SPA, WST</p> <p><i>* Qualifications may be in the discipline or one or more of the following subfields: literature, philosophy, history, music, religious studies, classical studies, art, or global studies.</i></p>	<ol style="list-style-type: none"> 1. Master’s degree in the discipline content area OR 2. Master’s degree plus 18 semester hours of graduate level credit in the discipline content area OR 3. Master’s degree plus AP or Dual Enrollment teaching experience in a high school setting – minimum of 5 years of successful teaching experience in content area OR 4. Faculty with a Bachelor’s degree who have completed 75% of a Master’s Degree will be considered with an agreement to complete the Master’s Degree within a specific amount of time to be determined on an individual basis. OR 5. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Official transcripts showing awarded degrees</p> <p>Letter from district confirming AP/Dual teaching experience</p> <p>Copy of College Board account with certified AP courses listed.</p> <p>Faculty evaluation completed by Mohave College Associate Dean.</p>
<p>Adult Basic Education ABE</p> <p>English Language Acquisition ELA</p>	<ol style="list-style-type: none"> 1. Bachelor’s degree OR 2. Associate’s degree with three (3) years of teaching/tutoring experience AND 3. Certification from Arizona Department of Education in Adult Education or proof that state certification process has been initiated. <p>Official Certificate must be received within 60 days of date of hire.</p>	<p>Option 1 Official transcripts showing awarded degrees AND Clear photocopy of Arizona Department of Education Certificate</p> <p>Option 2 Official transcripts showing awarded degrees AND A letter on official letterhead from adult education program administrator to verify experience AND Clear photocopy of Arizona Department of Education Certificate <i>Up to two years of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.</i></p>

<u>Special Interest</u> STU	<ol style="list-style-type: none"> 1. Bachelor's degree <u>OR</u> 2. Associate's degree with three (3) years of higher education experience. 	Official transcript showing awarded degree.
<u>Transitional</u> TRE, TRM	<ol style="list-style-type: none"> 1. Bachelor's degree in the field to be taught <u>OR</u> 2. Bachelor's degree in any field with 18 upper division semester hours in field to be taught 	Official transcripts showing awarded degree.

CAREER and TECHNICAL EDUCATION DIVISION

PROGRAM AREA	THRESHOLD STANDARDS	DOCUMENTATION
<u>Business and Computer Science-Transfer</u> BUS, CSC	<ol style="list-style-type: none"> 1. Master's degree in the discipline content area <u>OR</u> 2. Master's degree plus 18 semester hours of graduate level credit in the discipline content area <u>OR</u> 3. Master's degree plus AP or Dual Enrollment teaching experience in a high school setting – minimum of 5 years of successful teaching experience in content area <u>OR</u> 4. Faculty with a Bachelor's degree who have completed 75% of a Master's Degree will be considered with an agreement to complete the Master's Degree within a specific amount of time to be determined on an individual basis. <u>OR</u> 5. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Official transcripts showing awarded degrees</p> <p>Letter from district confirming AP/Dual teaching experience.</p> <p>Copy of College Board account with certified AP courses listed.</p> <p>Faculty evaluation completed by Mohave College Associate Dean.</p>
<u>Career and Technical Education</u> ACC, ACT, ASE, BTR, BUE, CIS, CUL, ELC, HVA, WLD	<ol style="list-style-type: none"> 1. Bachelor's degree in the discipline content area <u>OR</u> 2. Associate's degree AND three (3) years' experience within the last five (5) years. <u>OR</u> 3. Specialized industry-recognized certificate in the course to be taught AND (5) years of experience in the past eight (8) years. <u>OR</u> 4. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Option 1: Official transcripts showing awarded degrees</p> <p>Option 2: Letter(s) or portfolio of occupational experience</p> <p>Option 3: Clear photocopy of specialized industry-recognized certificate</p>

<p><u>Career and Technical Education</u> BOT, CAD, MFG</p>	<ol style="list-style-type: none"> 1. Bachelor’s degree in the discipline content area AND one (1) year of work experience in the courses to be taught. <u>OR</u> 2. Associate’s degree AND three (3) years’ experience within the last five (5) years. <u>OR</u> 3. Specialized industry-recognized certificate in the courses to be taught AND five (5) years’ experience in the field in the last eight (8) years. <u>OR</u> 4. Other combinations of credentials/documentated experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Option 1: Official transcripts showing awarded degrees</p> <p>Option 2: Letter(s) or portfolio of occupational experience</p> <p>Option 3: Clear photocopy of specialized industry-recognized certificate</p>
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HEALTH AND PUBLIC SERVICES DIVISION

PROGRAM AREA	THRESHOLD STANDARDS	DOCUMENTATION
<p><u>Administration of Justice - Transfer</u></p> <p>AJS</p>	<ol style="list-style-type: none"> 1. Master’s degree in the discipline content area <u>OR</u> 2. Master’s degree plus 18 semester hours of graduate level credit in the discipline content area <u>OR</u> 3. Master’s degree plus AP or Dual Enrollment teaching experience in a high school setting – minimum of 5 years of successful teaching experience in content area <u>OR</u> 4. Faculty with a Bachelor’s degree who have completed 75% of a Master’s Degree will be considered with an agreement to complete the Master’s Degree within a specific amount of time to be determined on an individual basis. <u>OR</u> 5. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Official transcripts showing awarded degrees</p> <p>Letter from district confirming AP/Dual teaching experience</p> <p>Copy of College Board account with certified AP courses listed</p> <p>Faculty evaluation completed by Mohave College Program Director.</p>

<p><u>Health and Public Services</u></p> <p>DAE</p>	<ol style="list-style-type: none"> 1. Associate's degree plus two (2) years of direct patient care experience <p><u>OR</u></p> <ol style="list-style-type: none"> 2. Specialized certificate plus two (2) years of direct patient care experience 	<p>Option 1 Official transcripts showing awarded degrees</p> <p><u>AND</u> Letter(s) of occupational experience</p> <p>Option 2 Clear photocopy of specialized certificate</p> <p><u>AND</u> Letter(s) of occupational experience</p>
<p><u>Health and Public Services</u></p> <p>DEH</p>	<ol style="list-style-type: none"> 1. Bachelor's degree awarded or in progress <p><u>AND</u></p> <ol style="list-style-type: none"> 2. RDH license <p><u>OR</u></p> <ol style="list-style-type: none"> 3. Doctor of Dental Surgery 4. Doctor of Dental Medicine 	<p>Official transcripts showing awarded degrees</p> <p><u>AND</u> Clear photocopy of RDH or Dental license in good standing</p>
<p><u>Health and Public Services</u></p> <p>Supervising Dentist</p>	<ol style="list-style-type: none"> 1. Doctor of Dental Surgery <p><u>OR</u></p> <ol style="list-style-type: none"> 2. Doctor of Dental Medicine 	<p>Clear photocopy of Dental license in good standing</p> <p><u>OR</u> Official transcripts showing awarded degrees</p>
<p><u>Health and Public Services</u></p> <p>DEH – Clinical Instructor</p>	<ol style="list-style-type: none"> 1. RDH license <p><u>AND</u></p> <ol style="list-style-type: none"> 2. Two (2) years of direct patient care experience 	<p>Clear photocopy of RDH license in good standing</p> <p><u>AND</u> Letter(s) of occupational experience</p>
<p><u>Health and Public Services</u></p> <p>DMS- Clinical Coordinator(s)</p>	<ol style="list-style-type: none"> 1. Associate degree and 2. Possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates; and 3. Minimum of two years of clinical experience as a registered sonographer; and 4. Have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques 	<p>Clear photocopy of ARDMS certificate/s</p> <p><u>AND</u> Official transcripts showing awarded degrees</p> <p><u>AND</u> Letter(s) of occupational and instructional experience</p>
<p><u>Health and Public Services</u></p> <p>DMS- Concentration Coordinator(s)</p>	<ol style="list-style-type: none"> 1. Associate degree and 2. Possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates; and 3. Minimum of two years of clinical experience as a registered sonographer; and 4. Have documented experience in 	<p>Clear photocopy of ARDMS certificate/s</p> <p><u>AND</u> Official transcripts showing awarded degrees</p> <p><u>AND</u></p>

	supervision, instruction, evaluation, student guidance and in educational theories and techniques	Letter(s) of occupational and instructional experience
<u>Health and Public Services</u> DMS-Faculty/Instructional Staff	<ol style="list-style-type: none"> 1. Be qualified by education and experience, and be effective in teaching the subjects assigned; and 2. Possess appropriate credential(s) for the learning concentration s/he are providing instruction and performing student evaluations 	Clear photocopy of ARDMS certificate/s <u>AND</u> Official transcripts showing awarded degrees
<u>Health and Public Services</u> DMS- Clinical Instructor	<ol style="list-style-type: none"> 1. Possess appropriate credential(s) in the concentration(s) for which they evaluate student performance and document required clinical competencies. 	
<u>Health and Public Services</u> DMS-Medical Advisor	<ol style="list-style-type: none"> 1. Must be a licensed physician, certified by the American Board of Medical Specialties (ABMS), with relevant experience and knowledge in diagnostic medical sonography. 	Copy of Medical License
<u>Health and Public Services</u> EMS	<ol style="list-style-type: none"> 1. 24 hours Education Methodology course <u>AND</u> 2. Current certifications <u>AND</u> 3. Two (2) years occupational experience in the field to be taught 	Official transcripts showing awarded degrees <u>AND</u> Clear photocopy of certifications <u>AND</u> Letter(s) of occupational experience
<u>Health and Public Services</u> HES, MEA	<ol style="list-style-type: none"> 1. Associate’s degree in the field to be taught plus three (3) years occupational experience in the field to be taught <u>OR</u> 2. Specialized certificate in the field to be taught plus three (3) years occupational experience in the field to be taught. 	Option 1 Official transcripts showing awarded degrees <u>AND</u> Letter(s) of occupational experience Option 2 Clear photocopy of specialized certificate <u>AND</u> Letter(s) of occupational experience
<u>Health and Public Services</u> PTA	<ol style="list-style-type: none"> 1. Associate’s degree in the field to be taught or professional degree in PT <u>AND</u> 2. Current Arizona PT license or PTA certificate/licenses in good standing <u>AND</u> 3. Three (3) years of post-graduate clinical experience <u>AND</u> 	Official transcripts showing awarded degrees <u>AND</u> Clear photocopy of PT license or PTA certificate/license in good standing <u>AND</u> Letter(s) of occupational experience

	4. Experience in assigned course subject matter	
<u>Health and Public Services</u> RAD	<ol style="list-style-type: none"> Part-time - Associate's degree plus two (2) years of direct patient care experience plus current ARRT certification plus current AZ RT(R) license Full-time – Bachelor's degree, two years clinical experience, plus current ARRT certification, current AZ RT® license. 	<p>Official transcripts showing awarded degrees <u>AND</u> Letter(s) of occupational experience <u>AND</u> Clear photocopies of current ARRT certificate and AZ RT(R) license</p>
<u>Health and Public Services</u> RAD - Clinical Coordinator	<ol style="list-style-type: none"> Baccalaureate degree plus two (2) years clinical experience in the professional discipline, with a minimum of one year of experience as an instructor in a JRCERT-accredited program, plus current ARRT certification plus current AZ RT(R) license 	<p>Official transcripts showing awarded degrees <u>AND</u> Letter(s) of occupational experience <u>AND</u> Clear photocopies of current ARRT certificate and AZ RT(R) license</p>
<u>Health and Public Services</u> RAD Clinical Instructor	<ol style="list-style-type: none"> Two (2) years clinical experience in the professional discipline plus current ARRT certification plus current AZ RT(R) license 	<p>Official transcripts showing awarded degrees <u>AND</u> Clear photocopies of current ARRT certificate and AZ RT(R) license</p>
<u>Health and Public Services</u> SGT	<ol style="list-style-type: none"> Credential in the field of surgical technology through a national credentialing organization accredited by the National Commission on Certifying Agencies (NCCA) <u>OR</u> Other credentials will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Official transcripts showing awarded degrees <u>AND</u> Letter(s) of occupational experience <u>AND</u> Clear photocopy of current CST certificate</p>
<u>Health and Public Services</u> NUR	<ol style="list-style-type: none"> Master's degree in Nursing plus two (2) years of direct patient care experience <u>OR</u> Master's degree in related health care field and Bachelor's degree in Nursing plus two (2) years of direct patient care experience <u>AND</u> Current Arizona registered nurse license in good standing or multi- state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 	<p>Official transcripts showing awarded degrees <u>AND</u> Clear photocopy of AZ/compact license in good standing <u>AND</u> Letter(s) of occupational experience.</p>

<p><u>Health and Public Services</u></p> <p>NUR</p>	<ol style="list-style-type: none"> 1. Bachelor’s degree in Nursing AND 2. Current Arizona registered nurse license in good standing or multi- state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 AND 3. Three (3) years of direct patient care experience. 	<p>Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Health and Public Services</u></p> <p>NAP 115 - Nursing Assistant Program</p> <p>Adjunct Faculty</p>	<ol style="list-style-type: none"> 1. Associate degree in Nursing AND 2. Current Arizona registered nurse license in good standing or multi- state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 AND 3. Documented minimum of one (1) year full time or 1500 hours employment providing direct care as a registered nurse in any setting AND 4. At a minimum, one of the following: <ul style="list-style-type: none"> • Successful completion of a three credit course on adult teaching and learning concepts offered by an accredited post-secondary educational institution. • Completion of a 40 hour continuing education program in adult teaching and learning concepts from an accredited organization (<i>continued</i>) • One (1) year of full-time or 1500 hours experience teaching adults as a faculty member or clinical educator • One (1) year of full-time or 1500 hours experience supervising nursing assistants, either in addition to or concurrent with the one year experience required. 	<p>Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>
<p><u>Health and Public Services</u></p> <p>PNC</p>	<ol style="list-style-type: none"> 1. Bachelor’s degree in Nursing, Masters with a focus on Nursing education preferred AND 2. Current Arizona registered nurse license in good standing or multi- state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 AND 3. Two (2) years of experience as a registered nurse providing direct patient care 	<p>Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.</p>

<p><u>Health and Public Services</u></p> <p>PNC - Clinical Instructor</p>	<ol style="list-style-type: none"> 1. Bachelor's degree in Nursing <u>AND</u> 2. Current Arizona registered nurse license in good standing or multi- state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 <u>AND</u> 3. Two (2) years of experience as a registered nurse providing direct patient care 	<p>Official transcripts showing awarded degrees <u>AND</u> Clear photocopy of AZ/compact license in good standing <u>AND</u> Letter(s) of occupational experience.</p>
<p><u>Health and Public Services</u></p> <p>FSC</p>	<ol style="list-style-type: none"> 1. Professional certification related to topics of instruction <u>AND</u> 2. Minimum 2 years' experience in the fire service <u>AND</u> 3. NFPA Fire Instructor I or equivalent <u>AND</u> 4. Minimum 40 instructional hours in topics desiring to instruct 	<p>Copy of certification <u>AND</u> Letter(s) of occupational experience</p>
<p><u>Health and Public Services</u></p> <p>RES – Director of Clinical Education</p>	<ol style="list-style-type: none"> 1. Baccalaureate degree from an academic institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education 2. Hold a valid Registered Respiratory Therapy (RRT) credential and current state license; 2. Have a minimum of four (4) years' experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care; 3. Have a minimum of two (2) years' experience teaching either as an appointed faculty member in a CoARC-accredited respiratory care program or as a clinical instructor/preceptor for students of such programs; 4. Complete the CoARC Key Personnel Training Program. 	<p>Official transcripts showing awarded degrees</p> <p>Current Arizona RCP license</p> <p>Current NBRC RRT credential.</p>
<p><u>Health and Public Services</u></p> <p>Human Services</p>	<ol style="list-style-type: none"> 1. Master's degree in the discipline content area <u>OR</u> 2. Master's degree plus 18 semester hours of graduate level credit in the discipline content area <u>OR</u> 3. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. <p>Additional, preferred, qualifications: Current licensure in Counseling, Substance Abuse, Social Work, or Marriage and Family Therapy at the Associate or Independent level.</p>	<p>Official transcripts showing awarded degrees</p>

<p><u>Health and Public Services</u></p> <p>Substance Abuse Counseling</p>	<ol style="list-style-type: none"> 1. Current licensure in Addiction or Substance Abuse at the Associate or Independent level <p><u>AND</u></p> <ol style="list-style-type: none"> 2. Master’s degree in the discipline content area <p><u>OR</u></p> <ol style="list-style-type: none"> 3. Master’s degree plus 18 semester hours of graduate level credit in the discipline content area <p><u>OR</u></p> <ol style="list-style-type: none"> 4. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies. 	<p>Official transcripts showing awarded degrees</p>
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Required Documentation:

Transcripts - Transcripts of all college work required. (Unofficial transcripts or photocopies will be accepted to establish the application file. Official transcripts will be required if the candidate is offered the position.) 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 Employee Services. 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:

The Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer 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.

Associate Deans will recommend Adjunct Faculty following “Mohave College Administrative Procedures for Hiring Adjunct Faculty.”

All faculty teaching at Mohave College must meet minimum qualifications to assure quality college-level instruction across the College. The Higher Learning Commission (HLC), the accrediting body for Mohave College, provides general guidelines and principles for qualifying all faculty. To that end, Mohave College has set the following minimum standards for all faculty members:

Those teaching transfer general education courses must have one of the following credential options: Master’s degree plus AP or Dual Enrollment teaching experience in a high school setting – minimum of 5 years of successful teaching

experience in content area; Bachelor's degree and have completed 75% of a Master's Degree with an agreement to complete the Master's Degree within a specific amount of time to be determined on an individual basis. Other credentials/tested experience will be considered by the Chief Academic Officer in cases of instructional emergencies.

Those teaching non-transfer occupation/technical courses must have a bachelor's degree in the field **and/or** a combination of education and tested experience.

Mohave College will follow HLC guidelines when applying "tested experience" to current and potential faculty members. The guidelines and procedures determine and and/or why a person is minimally qualified when not holding the designated degree outline in HLC guidelines. Current HLC guidelines now state:

"An institution that intends to use tested experience as a basis for hiring faculty **must have well-defined policies, procedures and documentation** that demonstrate when such experience is sufficient to determine **that the faculty member has the expertise** necessary to teach students in that discipline. In their policies on tested experience as a basis for hiring faculty members, institutions are encouraged to develop faculty hiring qualifications that **outline a minimum threshold of experience and a system of evaluation**. Tested experience qualifications should be **established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences**. Documented qualifications would ensure consistency and transparency in hiring and human resources policies [emphasis added]."

The following guidelines are intended to be broad so as many disciplines as possible can fall under its umbrella. Any individual who does not otherwise meet the College's published Faculty Qualifications and Documentation Required with regards to degrees/credits earned must meet at a minimum two of the following tested experiences:

- Be a published author in peer supported publications in the field
- Verified membership and participation in a related professional organization
- Verified attendance at related professional development workshops/conferences
- Verified delivery of presentations at related workshops/conferences
- Verified award winner/recipient of special recognition from related professional group/organization
- Verified industry recognized certifications/credentials within the field
- Demonstrated skill set specific to the course(s) to be taught.

Faculty hired under these tested experiences will be evaluated annually on their continued pursuit of professional development and teaching expertise.

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

1. The Mohave 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 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.
4. Have not been denied any certificate, license or credential (either professional or related to the field to be taught) by any state.
5. Have not been found guilty of unprofessional conduct.