

**FACULTY QUALIFICATIONS and
DOCUMENTATION REQUIRED**

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
<p><u>General Education</u> AJS, ANT, ART, ASL, AST, BIO, CHD, CHM, COM, ECE, EDU, EGR, ENG, ENV, FRE, GHY, GLG, HIS, HUM*, MAT, MUS, PHI, PHY, POS, PSY, SOC, SPA, THE, WST</p> <p>*Transcript should demonstrate study in one or more of these areas: Literature, Humanities, Philosophy, History, Music or Art.</p>	<ol style="list-style-type: none"> 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 (a combination that includes both 300-400 level courses and graduate level courses) OR 4. Other credentials will be considered by the Dean of Instruction in cases of instructional emergencies. 	<p><u>Option 1-3</u> Official transcripts showing awarded degrees</p> <p><u>Option 4:</u> Continuation of instructional assignments will depend on good faith efforts to obtain the necessary graduate level credit(s) within a three-year period.</p>
<p><u>Career and Technical Education</u> ACC, ACT, ASE, BTR, BUS, BUE, CDA, CIS, CPT, CSC, CUL, DFT, ELC, FSC, HVA, NUT, PAR, WLD</p>	<ol style="list-style-type: none"> 1. Associate's degree in the field to be taught OR 2. Five (5) years recent work experience in the field to be taught OR 3. Specialized certificate in the course to be taught 	<p><u>Option 1:</u> Official transcripts showing awarded degrees</p> <p><u>Option 2:</u> Letter(s) of occupational experience</p> <p><u>Option 3:</u> Clear photocopy of specialized certificate</p>
<p><u>Precollege Studies (PCS)</u></p> <p><u>English Language Acquisition (ELA)</u></p>	<ol style="list-style-type: none"> 1. Bachelor's degree OR 2. Associate's degree with three (3) years of teaching/tutoring experience <p>AND Certification from Arizona Department of Education in Adult Education or proof that state certification process has been initiated. Official Certificate must be received within 60 days of date of hire.</p>	<p><u>Option 1</u> Official transcripts showing awarded degrees AND Clear photocopy of Arizona Department of Education Certificate</p> <p><u>Option 2</u> 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</p> <p>Up to two years of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.</p>

<u>Special Interest</u> ORT, STU	Special training or abilities as appropriate to the subject area	Letter(s) of experience documenting special training or abilities as appropriate
<u>Transitional</u> TRE, TRM	1. Bachelor's degree in the field to be taught OR 2. Bachelor's degree in any field with 24 lower or upper division semester hours in field to be taught	Official transcripts showing awarded degrees
<u>Allied Health</u> DAE	1. Associate's degree plus two (2) years of direct patient care experience OR 2. Specialized certificate plus two (2) years of direct patient care experience	<u>Option 1</u> Official transcripts showing awarded degrees AND Letter(s) of occupational experience <u>Option 2</u> Clear photocopy of specialized certificate AND Letter(s) of occupational experience
<u>Allied Health</u> DEH	1. Bachelor's degree awarded or in progress AND 2. RDH license (or DDS license for non-clinical classes) AND 3. Two (2) years of direct patient care experience	Official transcripts showing awarded degrees AND Clear photocopy of RDH license in good standing AND Letter(s) of occupational experience
<u>Allied Health</u> DEH Clinical Instructor	1. RDH license AND 2. Two (2) years of direct patient care experience	Clear photocopy of RDH license in good standing AND Letter(s) of occupational experience
<u>Allied Health</u> EMS	1. Completion of 24 hours Classroom Management course AND 2. Current Arizona and NREMT certifications (EMT and Paramedic) AND 3. Current ACLS, PALS, and CPR AND 4. Two (2) years (EMT) OR Five (5) years (Paramedic) occupational experience in the field to be taught	Official transcripts showing awarded degrees AND Clear photocopy of certifications AND Letter(s) of occupational experience
<u>Allied Health</u> HES, MEA	1. Associate's degree in the field to be taught plus three (3) years occupational experience in the field to be taught OR 2. Specialized certificate in the field to be taught plus three (3) years occupational experience in the field to be taught.	<u>Option 1</u> Official transcripts showing awarded degrees AND Letter(s) of occupational experience <u>Option 2</u> Clear photocopy of specialized certificate AND Letter(s) of occupational experience

<u>Allied Health</u> PTA	1. Associate's degree in the field to be taught AND 2. Current Arizona PT license or PTA certificate in good standing AND 3. Three (3) years of post-graduate clinical experience AND 4. Experience in assigned course subject matter	Official transcripts showing awarded degrees AND Clear photocopy of PT license or PTA certificate in good standing AND Letter(s) of occupational experience
<u>Allied Health</u> RAD	1. Associate's degree plus two (2) years of direct patient care experience plus current ARRT certification plus current AZ RT(R) license	Official transcripts showing awarded degrees AND Letter(s) of occupational experience AND Clear photocopies of current ARRT certificate and AZ RT(R) license
<u>Allied Health</u> SGT	1. Credential in the field of surgical technology through a national credentialing organization accredited by the National Commission on Certifying Agencies (NCCA) OR 2. Other credentials will be considered by the Dean of Instruction in cases of instructional emergencies.	Clear photocopy of credentials
<u>Nursing (NUR)</u>	1. Master's degree in Nursing plus two (2) years of direct patient care experience OR 2. Master's degree in related health care field and Bachelor's degree in Nursing plus two (2) years of direct patient care experience AND Current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15	Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.
<u>Nursing (NUR)</u> Clinical Instructor	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	Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.
<u>Nursing Assistant Program (NAP 115)</u> Associate Faculty	1. 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 2. Documented minimum of one (1) year full time or 1500 hours employment providing direct care as a registered nurse in any setting	Official transcripts showing awarded degrees AND Clear photocopy of AZ/compact license in good standing AND Letter(s) of occupational experience.

	<p>AND</p> <p>3. At a minimum, one of the following:</p> <ol 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 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. 	
<u>Practical Nursing (PNC)</u>	<ol style="list-style-type: none"> Bachelor's degree in Nursing AND 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 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>
<u>Practical Nursing (PNC)</u> Clinical Instructor	<ol style="list-style-type: none"> Bachelor's degree in Nursing AND 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 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>

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 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. Associate Deans 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.

Associate Deans 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.