

**ITEM 139-103-R0508  
ATTACHMENT 3**

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 730.6 (1 of 2)

SUBJECT: PERSONNEL

Effective: November 18, 1999

Section: 730.6

Minimum Qualifications of Faculty;  
Montana Technical System

Issued: December 10, 1999

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Board policy:

The following guidelines will be utilized to maintain minimum qualifications for teaching unit teaching faculty in the colleges of technology:

1. All faculty in postsecondary programs and courses must meet the minimum qualifications established for their position. Qualifications of newly hired faculty must be approved at the campus level prior to the beginning of instruction. The approval process includes evaluation and recommendation from the Chief Academic Officer and approval by the college dean.

2. Technical specialty courses in associate degree programs should be taught by faculty having both academic preparation and applicable work experience. At minimum, all faculty should hold the baccalaureate degree and must meet any faculty qualifications specified by the Northwest Association of Schools and Colleges.

In all cases, teaching faculty members must have technical competence in the fields in which they teach. In certain exceptional cases, unique experience and demonstrated competence may substitute for academic preparation. It is the responsibility of campus administrators to document and keep on file work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

3. Technical specialty courses in non-degree certificate and credit earning adult continuing education courses should be taught by faculty with college work or specialty training. In all cases, teaching faculty in these programs and courses must have technical competence in the fields in which they teach. Faculty must meet any minimum qualifications specified by the Northwest Association of Schools and Colleges. It is the responsibility of campus administrators to document and keep on file work experience, certifications, and other qualifications if these are to be substituted for or supplement formal academic preparation.

4. Faculty teaching in technical programs or courses that require licensure, teaching toward the attainment of a license, or which must be accredited by other external agencies, shall hold valid licensure or certification in the teaching specialty or should have college preparation appropriate to that licensure. In some cases, a baccalaureate degree and licensure may be required (example: an instructor in practical nursing must hold the baccalaureate degree in nursing and be licensed as a Registered Nurse).

5. Faculty who teach those courses which constitute the required general education core of associate degree programs, specifically those courses with transfer potential, should hold the master's degree in an appropriate discipline (example: English, mathematics, psychology, etc.) An appropriate

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master's degree (example: education) with at least eighteen (18) graduate level semester credits in the appropriate discipline is also acceptable.

6. Faculty who teach related instruction in non-transfer courses should have fifteen (15) semester credits of academic preparation in the teaching area.

7. All teaching faculty shall have formal preparation in instructional methodology.

8. At the time of hire, all technical faculty holding a baccalaureate or master's degree must have a minimum of two (2) years of current, relevant work experience appropriate to the program or course.

9. All technical faculty with preparation at the associate or less than an associate degree must have a minimum of five (5) years of current, relevant work experience appropriate to the program or course.

10. All new faculty employees of the colleges of technology hired after July 1, 1993 will be required to meet or exceed the above criteria.

11. All faculty hired prior to July 1, 1993, who do not meet the minimum qualifications specified herein shall be required to develop an individualized plan whereby progress towards meeting the minimum qualifications will be specified. Such plans shall be developed by mutual agreement between the individual faculty member and the college's academic officer.

History:

Item 80-001-R0993, Minimum Qualifications of Faculty, Montana Technical System (NEW), November 11, 1993; as revised November 18, 1999 (Item 104-103-R0999).