

# WESTERN NEBRASKA COMMUNITY COLLEGE

## President's Procedure

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| <b>TITLE:</b>            | Faculty Qualifications   |
| <b>DIVISION:</b>         | Educational Services   |
| <b>CATEGORY:</b>         | Faculty  |
| <b>REFERENCE:</b>        | Nebraska Revised Statute 85-1511<br>WNCC Board Policy 415 (Employee Group Classification)<br>WNCC Board Policy 4xx (Recruitment and Selection of Employees)<br>Higher Learning Commission Guidelines, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, October 1, 2015<br>Nebraska Community College Statement of Principles and Standards for Dual/Concurrent Enrollment Credit, December 2018 |
| <b>NUMBER:</b>           | PP-417   |
| <b>DATE OF APPROVAL:</b> | April 2020   |
| <b>APPROVAL/DATE:</b>    | Dr. Carmen Simone, President   |

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### **Purpose**

This procedure establishes and describes the minimum qualifications required for faculty members teaching at and for Western Nebraska Community College (WNCC).

### **Scope**

This policy applies to all individuals hired to teach college-level, credit-bearing courses in a full-time, temporary, and adjunct capacity. Volunteers and contractors (e.g. high school dual credit instructors) who have been identified to perform functions similar to those of employees occupying faculty positions are subject to the same provisions of this policy

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Western Nebraska Community College is committed to an effective teaching and learning environment for students and will ensure that faculty members whose responsibility is teaching college-level, credit-bearing courses are qualified in accordance with the Higher Learning Commission (HLC) guidelines. WNCC and the HLC are committed to ensuring that students have access to faculty members who are experts in the subject matter that they teach and prepared to communicate knowledge in that subject to their students.

## **Definitions**

*Dual-Credit Instructor:* An individual who regularly teaches at the high school-level but, with appropriate credentials as identified by WNCC, teaches a college-level, credit-bearing course at the high school.

*Faculty:* Any individual hired to teach college-level, credit-bearing courses in a full-time, temporary, or adjunct capacity.

*Industry Certification:* A voluntary process through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized, and must be at least one of the following: within an industry that addresses a critical local or statewide economic need; linked to an occupation that is included in the workforce system's targeted occupation list; or linked to an occupation that is identified as emerging.

*Subfield:* A subdivision of a field of study within an academic discipline.

*Tested Experience:* Tested experience demonstrates a breadth and depth of experience outside of the classroom relevant to the discipline in which the faculty member may teach. Tested experience is established through evaluation of a minimum threshold of professional experience; consideration of demonstrated skill sets, portfolios, professional, industry, and subject matter certifications and experience; and additional credentials, publications, and experiences that establish expertise in the specific discipline or program area in which they will be teaching as well as demonstrated skill sets derived from work experience, combined with training, that contributes to knowledge and expertise in a given subject area, of no less than two years.

## **Academic Credentials**

WNCC adheres to the following academic credential requirements for all members of the faculty (Appendix A).

- Faculty teaching general education or transfer courses must:
  - a) hold and be able to document receipt of a master's degree or higher in the discipline or subfield in which they teach, or
  - b) hold a master's degree or higher in a discipline or subfield other than that in which they teach with a minimum of 18 graduate hours in the discipline or subfield in which they teach.
- Faculty positions in developmental studies (reading, writing and math), English as a second language, and music and physical education activity courses require documentation of at least a bachelor's degree in the discipline area or a combination of education, training, and tested experience.
- Faculty teaching career and technical education college-level certificate and occupational associate degree programs courses require relevant industry credentials and
  - a) no degree and 10 years of industry experience;
  - b) an associate's degree with five years of industry experience; or
  - c) a bachelor's degree and two years of industry experience.

Such qualifications are allowable even in instances where technical/occupational courses transfer.

- Faculty members currently employed in an academic discipline or professional field who desire to teach in another discipline or field must have the same minimum qualifications required of the subject(s) to be taught as determined by the division chair and dean.

#### *Dual-Credit Instructors*

Instructors for dual-credit courses shall be evaluated by WNCC. These instructors must meet the same academic credential requirements as faculty teaching on campus. The decision to utilize a dual-credit instructor rests solely with the College.

Dual credit instructors, employed by either the high school or the College, along with meeting all qualifications to teach credit courses at the College, must also meet qualifications to teach dual credit courses within the State of Nebraska, which includes an appropriate PK-12 teaching certificate or permit, as dictated by the Nebraska Department of Education.

#### **Process**

Faculty are required to document work experience with an updated resume or curriculum vita. The evaluation of documentation will be done by deans, division chairs, and program directors, all who are required to verify relevant experience prior to the hire of any full-time, adjunct, or dual-credit instructor.

- Hiring recommendations can be based upon immediate receipt/review of unofficial transcripts.
- Newly hired employees are required to provide official transcripts. Official transcripts should be sent directly from the institution(s) to WNCC's Human Resources office. Transcripts must be received within thirty (30) days of the start date.

Documentation of the qualifications will be retained in the employee's permanent personnel file.

Salary schedule placement and salary schedule movement for all full-time faculty are defined in the Negotiated Agreement and will be administered by Human Resources pursuant to the evaluation of qualifications presented.

#### **Revising this Procedure**

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this President's Procedure, the College retains the right to revise accordingly and for the changes to take effect immediately.

**APPENDIX A**  
**FACULTY CREDENTIALS**

| <b>WNCC CREDENTIALS CHECKLIST - 2019</b> |                               |   |                            |  |   |   |                 |
|--|-------------------------------|---|----------------------------|--|---|---|-----------------|
| <b>PREFIX</b>                            | <b>Division</b>               | <b>Program</b>                              | <b>WNCC Degree Awarded</b> | <b>HLC Requirement</b>   | <b>WNCC Degree Minimum Requirement</b>  | <b>Additional Certification/Licensure</b> | <b>COMMENTS</b> |
| ACCT                                     | BUSINESS & APPLIED TECHNOLOGY | Accounting/Business Administration Transfer | AA/AS/AAS/Cert             | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's in Accounting or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |   |                 |
| ADNR                                     | HEALTH OCCUPATIONS            | Nursing                                     | ADN                        | Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield   | Master's degree in Nursing  | Must be a licensed RN in state of NE      |                 |

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|------|-------------------------------------|--------------------------|-------------|--|--|--|--|
| ANTH | SOCIAL SCIENCES & HUMAN PERFORMANCE | Social Sciences Transfer | AA/AS       | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Anthropology or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| AGRI | BUSINESS & APPLIED TECHNOLOGY       | Applied Agriculture      | Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s)   |  |  |

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|------|--|---|-------|--|---|--|--|
| ARTS | ACADEMIC ENRICHMENT/LANGUAGE & FINE ARTS | General Studies (Art, English or Journalism) Transfer | AA/AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Art or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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| ATHC | SOCIAL SCIENCES & HUMAN PERFORMANCE | Health/Physical Education/Coaching & Sports Administration | AA/AS           | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in PE, Recreation or Sports Administration or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |  |
| AUTB | BUSINESS & APPLIED TECHNOLOGY       | Collision Repair & Refinishing                             | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s)  | INDUSTRY CREDENTIAL |  |

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|------|-------------------------------|-----------------------|-----------------|--|--|---------------------|--|
| AUTO | BUSINESS & APPLIED TECHNOLOGY | Automotive Technology | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s) | INDUSTRY CREDENTIAL |  |
| AVIA | BUSINESS & APPLIED TECHNOLOGY | Aviation Maintenance  | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s) | INDUSTRY CREDENTIAL |  |

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| BIOS | MATH & SCIENCE | Academic Transfer | AA/AS | <p>Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield</p> | <p>Master's in Biological Sciences or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield</p> |  |  |
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| BSAD | BUSINESS & APPLIED TECHNOLOGY | Business Administration, Business Technology | AA, AS, AAS, CERTIFICATE | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Business or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| BSTC | BUSINESS & APPLIED TECHNOLOGY | Non-Transfer                                 | AAS, CERTIFICATE         | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in business or a closely related field   |  |  |

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| CHEM | MATH & SCIENCE | Academic Transfer | AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in chemistry or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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| CRIM | SOCIAL SCIENCES & HUMAN PERFORMANCE | Academic Transfer | AA/AAS                             | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's Degree in Criminal Justice or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| DRAF | BUSINESS & APPLIED TECHNOLOGY       | No program        | Not a degree program; only classes | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s)   |  |  |

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| ECED | SOCIAL SCIENCES & HUMAN PERFORMANCE | Early Childhood Education           | AA/AAS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's Degree in Early Childhood Education or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| ECEN | MATH & SCIENCE                      | Engineering (Pre) Academic Transfer | AS     | Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield   | Master's in Engineering or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in   |  |  |

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|      |                               |                   |       |  | the discipline or subfield  |  |  |
| ECON | BUSINESS & APPLIED TECHNOLOGY | Academic Transfer | AA/AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's Degree in Economics or a Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |

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| EDUC | SOCIAL SCIENCES &<br>HUMAN PERFORMANCE | Academic Transfer | AA |  | Master's Degree in Education or a Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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| ENGL | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer             | AA/AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's Degree in English or a Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| ENGL | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Non-Transfer-Academic Support | NA    | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in English or a related field (Education, Linguistics, ELL)   |  |  |

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| ENGR | MATH & SCIENCE | Engineering (Pre) Academic Transfer | AS | Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's in Engineering or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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| ENTR | BUSINESS & APPLIED TECHNOLOGY | Accounting/Business Administration Transfer | AA/AS                   | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's in Accounting or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |  |
| ENTR | BUSINESS & APPLIED TECHNOLOGY | Business Technology, Information Technology | AAS/Diploma/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in related field or Associates Degree with 5 years experience   |                     |  |
| EMSP | HEALTH OCCUPATIONS            | Non-Transfer                                | AAS/Certificate         | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s)  | INDUSTRY CREDENTIAL |  |

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| ESLX | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Non-Transfer-Acadmic Support | Course only     | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in English or a related field (Linguistics, ELL, TESOL)  |  |  |
| FINA | BUSINESS & APPLIED TECHNOLOGY           | Non-Transfer                 | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in related field or Associates Degree with 5 years experience  |  |  |
| FREN | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer            | AA              | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's Degree in French or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |

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| GEOLOGY | MATH & SCIENCE | Academic Transfer | AS/AA | <p>Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield</p> | <p>Master's degree in Geology or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield</p> |  |  |
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| GBST | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer                     | AA          | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Foreign language or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |  |
| HIMS | HEALTH OCCUPATIONS                      | Health Information Management Systems | AAS/Diploma | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in Health Information Management Systems   | INDUSTRY CREDENTIAL |  |

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|------|-------------------------------------|-------------------|---|--|---|---------------------|--|
| HIST | SOCIAL SCIENCES & HUMAN PERFORMANCE | Academic Transfer | AA/AS   | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in History or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |  |
| HLTH | HEALTH OCCUPATIONS                  | Non-transfer      | HIMS, Surgical Technology, Pre-Radiology Tech | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in a health related field or Associate's degree in nursing or industry credential and relevant experience   | INDUSTRY CREDENTIAL |  |

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| HUMS | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS |  | Master's degree in Humanities or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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|------|---------------------------------------|-------------------|--------------------|---|---|--|--|
| HUSR | HUMANITIES, ARTS &<br>SOCIAL SCIENCES | Academic Transfer | AA/AAS/Certificate | <p>Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield</p> | <p>Master's degree in Human Services or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield</p> |  |  |
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| INFO | BUSINESS & APPLIED TECHNOLOGY | Academic Transfer, Information Systems and Computer Science | AS/AA/Certificate | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Computer Science, Computer Programming, or Information Technology or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  | Note: INFO 1020, 1030, 1100 may be taught by a person with a Master's degree AND successful completion of the MOS certifications |
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| JOUR | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer-General Studies (English, Art, Journalism) | AA      |  | Master's degree in journalism or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                                  |  |
| LPNR | HEALTH OCCUPATIONS                      | Practical Nursing  | DIPLOMA | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's degree in nursing working toward a Master's degree in nursing   | Licensed RN in state of Nebraska | state has higher requirements than HLC |

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| MATH | MATH & SCIENCE                | Academic Transfer             | AA/AS           | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in mathematics or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |                         |
| MATH | MATH & SCIENCE                | Non-Transfer-Acadmic Support  | N/A             | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelors' degree in math or a closely related field  |                     | Only developmental math |
| MEDT | HEALTH SCIENCES               | Medical Laboratory Technician | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in a related field or Associates Degree with 5 years experience   | INDUSTRY CREDENTIAL |                         |
| MNGT | BUSINESS & APPLIED TECHNOLOGY | Non-Transfer                  | AAS/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in a related field or Associates Degree with 5 years experience   |                     |                         |

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| MRKT | BUSINESS & APPLIED TECHNOLOGY           | Non-Transfer             | AAS/Certificate     | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in related field or Associates Degree with 5 years experience   |   |   |
| MUSC | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer        | AFA                 | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in music or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |   | Theory courses require a master's degree, activity courses require a bachelor's degree or relevant experience |
| NURA | HEALTH OCCUPATIONS                      | BNA                      | Industry credential | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's degree in nursing or an associate degree in nursing or a diploma in nursing or licensed practical nurse  | Nebraska License as a registered nurse or Nebraska license as a practical nurse |   |
| NURS | HEALTH OCCUPATIONS                      | Associate Degree Nursing | ADN                 | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Master's degree in nursing  | Nebraska License as a registered nurse  | state has higher requirements than HLC.   |

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| PHED | SOCIAL SCIENCES &<br>HUMAN PERFORMANCE | Academic Transfer | AA/AS | <p>Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield</p> | <p>Master's degree in physical education, sports administration or recreation or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield</p> | <p>Activity classes may be taught by faculty who have an industry credential/certification, i.e. Black belt in Karate</p> |
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| PHIL | SOCIAL SCIENCES & HUMAN PERFORMANCE     | Academic Transfer | AA/AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Philosophy or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| PHOT | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS |  | Master's degree in Art or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in                                   |  |  |

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|      |                |                   |       |  | the discipline or subfield   |  |  |
| PHYS | MATH & SCIENCE | Academic Transfer | AA/AS | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in physical science or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |

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| POLS | HUMANITIES, ARTS & SOCIAL SCIENCES      | Academic Transfer | AA/AS |  | Master's degree in Political Science or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
| PRDV | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS |  | Any Master's degree and successful completion of the three day On Course training   |  |  |

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| PSYC | SOCIAL SCIENCES & HUMAN PERFORMANCE | Academic Transfer | AA/AS               | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | Master's degree in Psychology or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |   |  |
| REES | BUSINESS & APPLIED TECHNOLOGY       | Non-Transfer      | No program of study | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree in the field and/or a combination of education, training and experience  | Licensed real estate agent in state of Nebraska |  |

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| SOCI | SOCIAL SCIENCES &<br>HUMAN PERFORMANCE | Academic Transfer | AA/AS |  | Master' s degree in Sociology or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |  |  |
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| SPAN | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS | <p>Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield</p> | <p>Master's degree in Spanish or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield</p> |  |  |
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| SPCH | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS |  | Master's Degree in Speech Communication or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |   |
| SURT | HEALTH OCCUPATIONS                      | Non-Transfer      | AAS   | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's Degree or Associates Degree with 5 years industry experience or no degree and 8 years experience  | INDUSTRY CREDENTIAL | Industry standard is an Associate's degree and 5 years surgical tech experience |

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| THEA | ACADEMIC ENRICHMENT/LANGUAGE & FINE ART | Academic Transfer | AA/AS/AFA           | Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Master's Degree or higher in the discipline or subfield. If Master's is in an area other than discipline or subfield in which they are teaching need 18 graduate hours in discipline or subfield | MA/MFA in Theater or Master's degree in a closely related field with 18 graduate hours in the discipline or subfield or an academic degree relevant to what they are teaching and at least one level above the level at which they teach (Bachelor's degree in field) AND a Master's degree with 18 graduate hours in the discipline or subfield |                     |  |
| TRAN | BUSINESS & APPLIED TECHNOLOGY           | Non-Transfer      | No program of study | Bachelor's Degree in the field and/or a combination of education, training and tested experience   | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s)   | INDUSTRY CREDENTIAL |  |

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| UTIL | BUSINESS & APPLIED TECHNOLOGY | Utility Line       | AAS/Diploma/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s) | INDUSTRY CREDENTIAL |  |
| WELD | BUSINESS & APPLIED TECHNOLOGY | Welding Technology | AAS/Diploma/Certificate | Bachelor's Degree in the field and/or a combination of education, training and tested experience | Bachelor's Degree and two years industry experience or Associates Degree with five years industry experience or no degree and 10 years experience plus relevant industry credential(s) | INDUSTRY CREDENTIAL |  |