

Wiregrass Procedure: 4.1.1p3.L1**Faculty Qualifications**

Adopted: Tuesday, June 2, 2020

Revised May 27, 2026; May 30, 2023, June 23, 2021, June 2, 2020

Last Reviewed: Wednesday, May 27, 2026

Purpose

The institution evaluates faculty qualifications to ensure that each instructor possesses the academic preparation, professional experience, industry expertise, certifications, licensure, and/or demonstrated competencies necessary to provide a high-quality learning experience and effectively achieve the learning outcomes of assigned courses. Faculty qualifications are established and evaluated in accordance with the institution's mission, Technical College System of Georgia curriculum standards, accreditation requirements, applicable licensing and regulatory requirements, workforce expectations, and institutional policy.

Procedure**Minimum Qualifications**

Minimum qualifications for each faculty position are established by the appropriate Dean of Academic Affairs (or designee) and are based on Technical College System of Georgia curriculum standards, accreditation requirements (institutional and programmatic), workforce and industry expectations, and the knowledge and competencies required to achieve the learning outcomes of the assigned courses.

The determination of whether an academic degree, coursework, professional experience, certification, licensure, or other credential is sufficiently related to the teaching discipline shall be made through the faculty qualification review process and documented in the Faculty Qualifications Checklist.

Recruitment and Application Process

Human Resources develops job postings, minimum qualifications, and screening questions based on the approved position requisition. Applicants must submit an application, resume or curriculum vitae, unofficial transcripts, and any required licenses, certifications, or other supporting documentation.

The job requisition, including minimum qualifications, must be approved by the appropriate Unit Vice President and the President prior to posting.

Credential Review and Verification

Prior to a second interview, the Dean submits a Faculty Qualifications Checklist to the Institutional Effectiveness Department. The Faculty Qualifications Checklist is routed through the Associate Vice President for Institutional Effectiveness to the Vice President for Academic Affairs and the President for review and final approval.

Institutional Effectiveness staff review academic transcripts, coursework relevant to the assigned teaching discipline, licenses and certifications, documented professional experience, and any alternative qualification justification submitted for consideration.

Official transcripts must be received within sixty (60) days of employment and maintained as part of the faculty member's official record.

Faculty qualifications are reviewed at the course level to ensure that each instructor is appropriately qualified for the specific courses assigned. When a faculty member is assigned to teach a new course or instructional area outside of a previously approved teaching assignment, an additional qualification review shall be conducted prior to the assignment.

Qualification Pathways

Faculty may be qualified through one of the following pathways: Traditional Academic Pathway, Education Degree Pathway, Education Degree + Certification Pathway, Workforce/Technical Pathway, or Alternative Qualification Pathway. Where applicable, licensing board and program-specific accreditation requirements must also be met.

Traditional Academic Pathway.

(Transfer and Degree-Level General Education Courses)

- A conferred master's degree (or higher) in the teaching discipline; or
- A conferred master's degree (or higher) in any field *AND* 18 graduate hours in the teaching discipline; or
- A conferred bachelor's degree in the teaching discipline *AND* 18 graduate hours in the teaching discipline.

(Diploma-Level General Education Courses)

- A conferred bachelor's degree (or higher) in the teaching discipline; or
- A conferred bachelor's degree (or higher) in any field and 9 hours of college-level coursework in the teaching discipline.

(Program Area Courses, not designed for transfer)

- A conferred associate's degree (or higher) in the teaching discipline; or
- A conferred associate's degree (or higher) in any field *AND* 9 hours of college-level coursework in the teaching discipline.

Education Degree Pathway.

(Diploma- or Degree-Level General Education Courses)

- A conferred master's degree in Education (M.Ed. or equivalent) *AND* a conferred bachelor's degree in the teaching discipline.

Education Degree + Certification Pathway

(Diploma- or Degree-Level General Education Courses)

- A conferred master's degree in Education (M.Ed. or equivalent) *AND* a conferred bachelor's degree in any field *AND* A valid Advanced Placement (AP) certification or other discipline-specific certification recognized by the institution as demonstrating subject matter expertise.

Workforce/Technical Pathway

(Program Area Courses, not designed for transfer)

Faculty may qualify through demonstrated professional expertise in the teaching discipline as evidenced by one of the following:

- A minimum of five (5) years of documented professional experience directly related to the teaching discipline; or
- A minimum of two (2) years of documented professional experience directly related to the teaching discipline and a conferred diploma in the teaching discipline; or
- A minimum of three (3) years of documented professional experience directly related to the teaching discipline and either:
 - A conferred Technical Certificate of Credit (TCC) in the teaching discipline; or
 - A valid industry license or certification directly related to the teaching discipline.

In evaluating professional experience, consideration may be given to the depth, duration, recency, level of responsibility, demonstrated expertise, and relevance of the experience to the assigned course content and learning outcomes.

Alternative Qualification Pathway

This pathway may be used when a faculty member cannot be credentialed through one of the previously listed pathways. Under this pathway, qualifications are evaluated holistically and may include consideration of:

- Related professional experience;
- Industry licensure or certifications;
- Professional honors and awards;
- Continuing professional development;
- Relevant publications, presentations, performances, exhibitions, or other scholarly or professional contributions;
- Demonstrated leadership within the profession or industry;
- Continuous documented excellence in teaching; and
- Other documented evidence of subject matter expertise.

The justification shall not merely list qualifications. The justification must demonstrate how the candidate's education, experience, expertise, licensure, certifications, scholarly activity, professional accomplishments, and other relevant qualifications collectively prepare the individual to teach the assigned course(s).

The justification must clearly explain:

- The nature, depth, and duration of the candidate's experience or expertise;
- The knowledge, skills, and competencies developed through those experiences;
- How those competencies align with the content, rigor, and learning outcomes of the assigned course(s); and
- Why the institution has determined that the candidate is qualified to provide a high-quality learning experience despite not meeting one of the standard qualification pathways.

Faculty Qualification Exception Log

The Institutional Effectiveness Department shall maintain a Faculty Qualification Exception Log documenting all faculty approved through the Alternative Qualification Pathway or other approved exceptions to standard qualification pathways.

The log shall include:

- Faculty member name;
- Teaching discipline and course assignments;
- Highest academic credential earned;
- Alternative qualifications, credentials, or experience considered;
- Summary of the justification and rationale;
- Date of approval; and
- Approval authorities.

The log shall be maintained for accreditation review and institutional compliance purposes.

Compliance and Review

Faculty qualifications are reviewed at the time of hire, when teaching assignments change, and through an annual institutional review process.

The Institutional Effectiveness Department shall conduct an annual audit of faculty qualifications and instructional assignments to verify continued compliance with institutional policy, accreditation standards, programmatic accreditation requirements, and applicable regulatory requirements.

Any identified deficiencies shall be addressed through corrective action, reassignment, additional documentation, or other appropriate measures.

Documentation

Documentation supporting faculty qualifications shall be maintained in accordance with institutional records retention requirements and shall be readily available for accreditation review.

Documentation may include, but is not limited to:

- Official transcripts;
- Resumes or curriculum vitae;
- Licenses and certifications;
- Faculty Qualifications Checklists;
- Alternative qualification justifications;
- Approval records and correspondence;
- Professional experience documentation; and
- Faculty Qualification Exception Log records.

Responsibility

Associate Vice President of Institutional Effectiveness

References

- TCSG Policy 4.1.1
- TCSG Procedure 4.1.1p3