



Procedure 310-01 Faculty Credentialing

Sponsors: Academic Affairs

Purpose

Coconino Community College (CCC) employs faculty to promote the mission and values of CCC. The purpose of faculty credentialing is to ensure that faculty teaching for CCC possess the content expertise to teach their assigned courses and to promote high-quality programs.

CCC follows guidelines and standards set forth by the Higher Learning Commission (HLC) when evaluating the credentials of prospective faculty. Optional Path A is that faculty teaching transfer coursework (classes that are primarily intended to count toward a baccalaureate degree) hold a master's degree or higher with a minimum of 18 graduate credits in the discipline they are teaching, while faculty teaching in career and technical education college-level certificate and occupational associate's degree programs hold a bachelor's degree in the field. In addition, CCC has additional paths which utilize equivalent combinations of education, training and tested experience.

Definitions

Credentialing: The process of determining whether an individual meets the minimum criteria to teach for CCC in a specific discipline.

Local Educational Agency (LEA): public K-12 school district or charter school.

NACES: National Association of Credential Evaluation Services

Provisional Plan Approval: A temporary approval given to an individual who does not meet all the minimum criteria to teach in a specific discipline. This approval allows them to teach for up to three years while completing the remaining requirements to be fully credentialed.

Qualification Rubric (QR Form): A discipline-specific rubric used to determine whether an individual meets the minimum criteria to teach for CCC in that discipline.

Procedure

CCC's Qualification Rubrics are established and maintained by the Credentialing Committee and approved by the discipline Lead Faculty, Program Coordinator, or Director (direct supervisor), and the respective Dean. Exceptions require Provost approval. Academic credentials must be awarded by regionally or nationally accredited institutions if earned in the United States or by institutions abroad with equivalent quality certification. Foreign credentials must be evaluated by a NACES-certified agency. Each rubric contains three options for meeting minimum credentialing standards, where applicable.

Option A Path: Qualification based on Academic Credentials

Option B Path: Qualification Using a Combination of Academic Credentials and Tested Experience

Option C Path: Qualification Using a Combination of Academic Credentials and Teaching Experience

*Refer to individual qualification rubrics for details.

Documentation Requirements

In addition to any necessary employment documents, the following documents must be on file prior to teaching for CCC:

1. Completed Qualification Rubric with appropriate signatures
2. All supporting documentation noted in the Qualification Rubric, including official transcripts for degrees and certificates earned, copies of appropriate industry standard certification(s), verification of related employment or other relevant documentation. Scanned copies or photocopies of official transcripts are acceptable, as are electronically transmitted official transcripts.
3. Current curriculum vitae (CV) or resume
4. Provisional Addendum to Qualification Rubric if applicable

Credentialing Process

When a prospective faculty expresses interest in teaching a specific discipline for CCC either through applying for employment, requesting to teach in a second discipline, or through a new dual enrollment request from a partner LEA, the following steps take place.

1. The candidate submits all required documentation during the application process (for prospective full- and part-time faculty) or the dual enrollment course proposal process (for prospective dual enrollment faculty). The Qualification Rubric is used as a guide when the direct supervisor works with Human Resources to screen candidates for minimum qualifications.
2. Once a finalist has been selected, the direct supervisor fills out the Qualification Rubric based on the supporting documentation to certify that the prospective faculty meets the minimum criteria to teach for CCC.
 - a. If the prospective faculty clearly meets the minimum criteria under Option A or Option C of the qualification rubric based on the evidence submitted, the direct supervisor completes the Qualification Rubric and forwards it, along with the supporting documentation, to the second-level supervisor for final approval.
 - b. If the prospective faculty clearly meets the minimum criteria under Option B of the qualification rubric based on the evidence submitted, the direct supervisor completes the Qualification Rubric, and forwards it, along with the supporting documentation to a member of the Credentialing Committee, and then on to the second-level supervisor for final approval.
 - c. If the direct supervisor has questions about the credentialing of a prospective faculty they may request that the Qualification Rubric and supporting documentation be reviewed by the Credentialing Committee for advice and suggestions on how to proceed.
 - d. If the prospective faculty does not clearly meet the minimum criteria under Options A, B, or C, but they do meet the minimum prerequisite for a provisional plan under these

options (see below), then the direct supervisor may choose to pursue a provisional credentialing process and will complete the 'Provisional Addendum to the Qualification Rubric' form.

- Prerequisite for Provisional Plan in Option A: The prospective faculty must be enrolled in a program of study for the required degree with at least ¼ (25%) of the program credits completed.
 - Prerequisite for Provisional Plan in Option B: The prospective faculty must possess the required degree plus nine cumulative points from academic credentials and/or tested experience.
 - Prerequisite for Provisional Plan in Option C: The prospective faculty must possess the required degree and three years of FT secondary or above teaching experience in the field.
- e. If the prospective faculty clearly does not meet the minimum criteria under either Option A, B, or C based on the evidence submitted, and is unable to be provisionally credentialed, the direct supervisor will deny the credentialing of the prospective faculty.
3. The direct supervisor notifies the candidate (for prospective employees) or the Senior Manager of High School Programs, who then notifies the candidate (for prospective dual enrollment faculty) of the determination.

Faculty who are approved to teach with a provisional plan must provide annual updates of progress toward their plan and go through the full credentialing process at the end of their provisional plan. The maximum timeframe for any provisional plan is three years. If the individual teaching with a provisional plan fails to make progress toward meeting the requirements during the period of the provisional plan, then the provisional plan can be cancelled by the direct supervisor, and the individual may no longer teach for CCC unless they subsequently complete the minimum requirements and submit their credentials for a new review.

Existing faculty who want to be credentialed in an additional teaching discipline should submit their request and documentation to their direct supervisor to review their credentialing file as outlined above.

Retention and Review of Credentialing Records

The required credentialing documentation for all faculty who have taught or currently teach at CCC is stored by Human Resources in accordance with Policy and Procedure 160 Records Retention. Professional licenses and certificates that expire and must be renewed will be reviewed annually and updated as needed. The credentialing records of approximately one-fifth of current faculty are audited each year to ensure that all credentialing records are reviewed at least once every five years.

Qualification Rubric Review

The Credentialing committee will ask Lead Faculty, Program Coordinators, and Directors to review their qualification rubrics every two years (during odd years). The call for review will go out after Spring Break and the due date for any suggested changes will be one month later. The Credentialing committee will review and approve any suggested QR form changes, and any approved changes will go into effect for

the following academic year.

If there are curriculum changes or industry-standard changes within the two years, then the committee will review and approve necessary edits to the QR form.

References

Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices, September 2025

Policy and Procedure 160 - Records Retention

Procedure History

05/11/2011	New
05/18/2016	Revised
12/06/2017	Revised and Approved by College Council
12/13/2017	Renumbered from 308-01 after policy 310-00 was approved by the District Governing Board
03/30/2021	Revised and Approved by Executive Leadership Council
09/22/2022	Revised and Approved by Executive Leadership Council
03/06/2026	Revised and Approved by President's Cabinet

Legal Review

None