

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

FACULTY CREDENTIALS MANUAL

2017-2018

The Bluegrass Community and Technical College Faculty Credentials Manual is designed to guide the institution in ensuring that qualifications of all faculty members are in compliance with faculty requirements and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).



BCTC is an equal opportunity employer and education institution.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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INTRODUCTION

The Bluegrass Community and Technical College (BCTC) Faculty Credentials Manual guides the institution in ensuring faculty teaching assignments are in compliance with faculty requirements and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This manual identifies the academic qualifications required of faculty to teach courses in each discipline and program offered by the College, and outlines the process for approving individuals to teach courses based on alternative qualifications.

SACSCOC FACULTY GUIDELINES

The SACSCOC Comprehensive Standard 3.7.1 is used as the basis for establishing faculty qualifications and credentialing requirements:

3.7.1 Faculty Competence – The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary considerations to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievement that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

BCTC Faculty Credentials Policy

The Vice President of Academics is responsible for maintaining the academic credentials for all College faculty. All faculty, whether full-time or part-time, must meet the following SACSCOC credential criteria:

- A. Faculty teaching general education courses or courses designed for transfer to a baccalaureate degree:
 - a) Must have completed 18 graduate semester hours in the teaching discipline and hold at least a Master's degree, or
 - b) Must hold the minimum of a Master's degree with a major in the teaching discipline.

- B. Faculty teaching associate degree courses not designed for transfer to a baccalaureate degree:
 - a. Bachelor's degree in teaching discipline or an Associate degree with demonstrated competencies in the teaching discipline, and
 - b. Must hold the appropriate certifications and/or licenses required by the position.

- C. Faculty Teaching courses in a Program Leading to a Certificate or Diploma
 - a. Must hold the appropriate certificate and/or license required by the position and/or
 - b. Must have adequate, documented experience in the discipline

- D. Faculty Teaching Developmental Courses:
 - a. Must hold at least a Bachelor's degree in the teaching discipline, or
 - b. Must hold at least a Bachelor's degree in a discipline related to the teaching assignment and have either teaching experience or demonstrated competencies in the teaching discipline

It is the practice of BCTC to hire full-time and adjunct faculty who meet the BCTC Guidelines. At the same time, the College recognizes that there are instances where the competencies of faculty members can be justified through the documentation of qualifications such as those noted in the SACSCOC Comprehensive Standard 3.7.1.

When the degree(s) of the faculty member in and of themselves demonstrate sufficient evidence of competence in accord with the above guidelines, no further justification is required other than the normal review and documentation completed by the division office and the Faculty Credentialing Office. However, a BCTC Justification Request is required to be completed and approved when:

- a. More than the degree credential is required as part of the guideline, e.g., "demonstrated competencies in the teaching discipline/field."

- b. The demonstration of competence involves qualifications as specified in the above SACS Comprehensive Standard 3.7.1 for Faculty Competence.

In preparing the justification narrative, care should be taken not only to identify these additional qualifications, but also to "clearly describe the relationship between these qualifications and course content and/or expected outcomes of the courses assigned to the faculty member" (SACS Faculty Roster: Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty).

Process for Validating Faculty Credentials

1. Upon applying online to the college, faculty applicants are directed to send original college transcripts to the Faculty File Credentialing Representative in Academics.

a. The online application process allows applicants to post electronic copies of their college transcripts. Only hired faculty are directed to submit original paper transcripts.

b. Division Office Managers inform the Faculty File Credentialing Representative of newly hired faculty, as well as current faculty/staff new to teaching in the discipline, prompting the Faculty File Credentialing Representative to create a credential folder for the new faculty member.

c. The Faculty File Credentialing Representative inserts and begins completion of a cover sheet for the credential folder. This sheet asks for the faculty member's name, teaching area/s, and whether he or she is full-time or part-time, and lists the credentials received at that point.

2. The Faculty File Credentialing Representative emails the Division Office Managers monthly with updated information on faculty credentials received/pending.

3. The Faculty File Credentialing Representative emails the assistant deans monthly with a list of new faculty names who have folders that need their review, approval, and signature on the cover sheet.

4. After the assistant dean reviews and validates all information (transcripts, supporting documentation - - if necessary), then signs the cover sheet, the cover sheet is then ready for the dean's signature. The Faculty File Credentialing Representative informs the appropriate dean that a folder/s is ready for evaluation and signature.

5. If college transcripts are not sufficient in credentialing a faculty member, as determined by the assistant deans conferring with the dean and possibly the vice president, the assistant dean communicates with the faculty member about the need for additional credentials and informs the Faculty File Credentialing Representative of this need so that they can track the arrival of the additional credentials.

6. After the folder has the dean's signature, the Faculty File Credentialing Representative informs the vice president that a folder is ready for evaluation and signature.

7. After all signatures are obtained, the folder is filed and credentials are considered complete for the discipline/s listed on the cover sheet.

8. New faculty may teach at the most one term without a completed credential file.

9. Faculty may not teach a course in a distinctly new academic discipline without a completed credential file.

*Steps 4-7 occur again when a faculty member is assigned a course in a distinctly new academic discipline

ROLES:

Faculty Member:

It is the responsibility of the faculty member to provide the college with all documentation needed to verify their credentials. This documentation includes, but is not limited to:

- Official transcripts of highest degree attained directly related to the teaching assignment. Only transcripts from an accredited college or university will be accepted for credentialing faculty members. Transcripts from outside the U.S. must be independently evaluated by a National Association of Credential Evaluation Services (NACES) member organization.
- Copies of appropriate licenses or certifications, including issuing agency and expiration date. It is the responsibility of the faculty member to provide updated documentation in a timely manner.
- Curriculum vitae/resume (as needed) must be current at time of approval.
- Verification of work experience related to teaching (as needed): If the faculty member is qualified to teach based on alternate credentials, that individual must provide satisfactory documentation for all criteria used to meet the alternate credentialing requirements.

Division Office Manager (DOM):

- Designated as recipient of all faculty credential documents to confirm documents are received from and to provide follow-up when not received by designated deadline.
- Forwards official documents to Faculty Credentialing Representative for Academics and Workforce Development (AWD)

Faculty Credentialing Representative for AWD:

- Maintain approved and archived faculty transcripts/documents in designated location
- Communicate with DOM for accurate list of new faculty each semester and that official documents are received
- Communicate with AD's, Dean's, and VP of AWD to ensure appropriate signatures are received for faculty credential approval.

Coordinator:

- Ensure faculty hired meet the BCTC and SACSCOC requirements to teach.

Assistant Dean:

- Review and approve all faculty credential documents.

Dean:

- Review and approve all faculty credential documents.

Vice-President of Academics and Workforce Development:

- Final review and approval for all faculty credential documents for SACSCOC.

FORMS:

The BCTC Faculty Credential Cover Sheet below will be placed in each faculty file upon receipt of credentials.

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

VERIFICATION OF FACULTY CREDENTIALS

Instructor's Name:

Full-Time Part-Time

Primary Teaching Area:

Secondary Teaching Area:

Division:

Date	Meets Criteria		Credentials	Reviewer Initials
	Yes	No*		

Notes:

Preparer

Signature

Date

Assistant Dean

Signature

Date

Academic Dean

Signature

Date

VP of Academics

Signature

Date

The SACSCOC Faculty Roster below must be completed for every faculty member upon hire.

Faculty Roster Form

Qualifications of Full-Time and Part-Time Faculty

Name of Institution:

Name of Primary Department, Academic Program, or Discipline:

Academic Term(s) Included:

Date Form Completed:

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

Directions to complete the SACSCOC Faculty Roster form may be found at <http://www.sacscoc.org/pdf/FACULTY%20ROSTER%20INSTRUCTIONS.pdf>

STANDARDS FOR DOCUMENTATION:

Credential Documentation Requirements for Full-Time and Part-Time (Adjunct) Faculty:

All documentation used to qualify faculty members to teach in their respective fields of study will be maintained in the faculty credential files. The following standards will be applied for documentation of faculty credentials.

Transcripts:

All official transcripts must be originals received by Bluegrass Community and Technical College directly from the degree awarding Institution(s) for the degree that qualifies the faculty member to teach the courses assigned.

- Original transcripts must be on college/university letterhead, signed by the Registrar along with the college/university seal, clearly indicating the degree earned.
- Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study.
- An official transcript sent electronically via email or via a hyperlink from an institution participating in the eScrip-Safe (or other approved electronic transcript vendor) must be printed in color along with the accompanying email.
- Degrees and course work must be obtained from institutions that are regionally or nationally accredited to include the (1) Middle States, (2) New England, (3) North Central, (4) Northwest, (5) Southern or (6) Western associations or commissions. Additionally, the Accrediting Council for Independent Colleges and Schools (ACICS), Commission on Accreditation for Allied Health Education Programs (CAHEP), and Council on Occupational Education (COE) are included. Any deviation from this practice must be approved by the BCTC Vice-President of Academics and Workforce Solutions.

International Transcripts:

Individuals with transcripts from colleges and universities located outside of the United States are responsible for having their credentials evaluated, at their own expense, in terms of U. S. equivalency. The College requires that all international credential evaluations be conducted by one of the companies who are members of the National Association of Credential Evaluation Services (NACES). The list of credential evaluation organizations that are members of NACES is provided below. For more information on NACES, go to <http://www.naces.org/members.html>.

Academic Evaluation Services, Inc.

A2Z Evaluations, LLC

Center for Applied Research, Evaluations, & Education, Inc.

Education International, Inc.

Educational Credential Evaluators, Inc.

Educational Perspectives, nfp

Education Records Evaluation Service, Inc.
e-Val Reports
Evaluation Service, Inc.
Foreign Academic Credential Service, Inc.
Foreign Educational Document Service
Foundation for International Services, Inc.
Global Credential Evaluators, Inc.
Global Services Associates, Inc.
International Academic Credential Evaluations, Inc.
International Consultants of Delaware, Inc.
International Education Research Foundation, Inc.
Josef Silny & Associates, Inc.
SpanTran Educational Services, Inc.
World Education Services, Inc.

Related Work Experience:

- To document related work experience, a letter or memo of record should be received from a current or former employer. The letter should be on company letterhead paper, should state the employee's position/title and work experience related to the teaching assignment, should include dates of employment, and should be signed by an authorized representative of the company.
- If the faculty member's former place of employment is closed, other documentation, such as W2 forms, letters from former coworkers, official employee application, or published articles referencing the faculty member's work experience, may be accepted.
- If the faculty member is self-employed, letters of reference should be obtained from one or more clients who can verify the nature and scope of the work performed by the faculty member. Other documents such as state sales tax documents, assumed named certificates filed with the county clerk's office (DBA documents), or published articles referencing the faculty member's work experience may also be accepted.

CREDENTIALING REQUIREMENTS FOR SPECIFIC COURSES AND DISCIPLINES:

Note: **UT = Undergraduate Transfer course; ***UN = Undergraduate Non-transfer course

Course Discipline			ACCOUNTING
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
<i>ACT 101</i>	X		ACC prefix courses - Master's degree with a major in Accounting OR Master's degree + 18 graduate hours in Accounting* ACT prefix courses – Associate Degree in an accounting related area coupled with demonstrated competencies. Bachelor's degree in an accounting area with documented work experience is preferred.
<i>ACC 102</i>	X		
<i>ACC 201</i>	X		
<i>ACC 202</i>	X		
<i>ACC 279</i>	X		
Advisory Note: Course work in the area of Business, Management or Marketing is not acceptable. Course work in the areas of Taxation or Auditing will require appropriate description and documentation from the granting institution as graduate work in Accounting.			
Course Discipline			ADMINISTRATIVE OFFICE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
<i>All OST courses</i>		X	Associate Degree in an Office Systems related area and demonstrated competencies in teaching discipline. Bachelor's Degree in related area preferred.
Course Discipline			AIR CONDITIONING TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ACR courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			ALLIED HEALTH SCIENCES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
<i>All AHS courses</i>		X	Associate Degree in Nursing or Allied Health related field.
Course Discipline			ANTHROPOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ANT courses	X		Master's Degree in Anthropology or Master's Degree with 18 graduate hours in Anthropology.

Course Discipline			ARCHITECTURE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ACH courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			ART
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
ART 100	X		Master's Degree in Art History or Art Studio, a Master of Fine Arts Degree, or a Master's Degree and 18 graduate hours in Art History or Art Studio
ART 105	X		Master's Degree in Art History, a Master of Fine Arts Degree in Art, or a Master's Degree and 18 graduate hours in Art History
ART 106	X		Master's Degree in Art History, a Master of Fine Arts Degree in Art, or a Master's Degree and 18 graduate hours in Art History
ART 110	X		Master of Fine Arts in Art
ART 112	X		Master of Fine Arts in Art
ART 204	X		Master's Degree in Art History, a Master of Fine Arts Degree in Art, or a Master's Degree and 18 graduate hours in Art History
ART 210	X		Master of Fine Arts in Art
Course Discipline			AUTOMOTIVE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ADX and AUT courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			BIOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
BIO 135, 137, 139	X		Master's degree in anatomy and physiology or master's degree with 18

BIO 225, 226, 229	X		graduate hours in anatomy and physiology
All other BIO courses	X		Master's degree in microbiology or master's degree with 18 graduate hours in microbiology
Course Discipline			BIOTECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All BTN courses		X	Associate degree in Biotechnology or Bachelor's degree in Biology
Course Discipline			BUSINESS ADMINISTRATION
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
BAS 120		X	Bachelor's Degree in the teaching discipline, or Associate Degree and demonstrated competencies in the teaching discipline. MBA or BBA preferred.
BAS 160		X	
BAS 250		X	
BAS 267		X	BAS 267 – MBA with legal coursework or JD or another combination that includes legal work
Course Discipline			CHEMISTRY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CHE courses	X		Master's degree with a major in Chemistry OR Master's degree + 18 graduate hours in Chemistry
Course Discipline			CIVIL ENGINEERING TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CET courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			COMMUNICATION
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All COM courses	X		Master's Degree in Communication or Master's Degree with 18 graduate hours in Communication

Course Discipline			COMPUTER AIDED DRAFTING & DESIGN
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CAD courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			COMPUTER AND INFORMATION TECHNOLOGIES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CIT courses		X	Bachelor's Degree in the teaching discipline or Associate Degree in a related area and demonstrated competencies in the teaching discipline. Bachelor's Degree in computer technology related area preferred. Several classes require industry certification or equivalent to teach (Including, but not limited to CIT 111 – A+, CIT 161/167/209/212 – CCNS, CIT 161/167/209/212 – CCAI, CIT 180 – Net+)
Additional credentials noted for:			
CIT 111		X	
CIT 161		X	
CIT 167		X	
CIT 180		X	
CIT 209		X	
CIT 212		X	
Course Discipline			COMPUTER SCIENCE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CS courses		X	Master's Degree in Computer Science OR Master's Degree and 18 graduate hours in Computer Science
Course Discipline			COMPUTERIZED MANUFACTURING AND MACHINING
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CMM courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			CONSTRUCTION TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CAR, BRX and ISX courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with

			documented work experience and appropriate certifications required by position
Course Discipline			COSMETOLOGY/ ESTHETICS
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All COS, COSE, and EST courses		X	Associate Degree; Master Cosmetologist license (1800 clock hour training) and a cosmetology instructors license (1000 clock hour training)
Course Discipline			CRIMINAL JUSTICE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CRJ courses		X	Bachelor's Degree in the teaching discipline, or Associate Degree and demonstrated competencies in the teaching discipline. Preferred: Master's Degree in Criminal Justice or Master's Degree with 18 graduate hours in Criminal Justice.
Course Discipline			CULINARY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All CUL courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position
Course Discipline			DENTAL HYGIENE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All DHP courses		X	Associate Degree in Dental Hygiene and KY Board of Dental Hygiene license Dental Hygiene Clinical Dentist: Valid KY Board of Dentistry license
Course Discipline			DEVELOPMENTAL STUDIES (Reading, Writing)
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
ENC 091		X	Bachelor's Degree in field related to reading/writing and teaching experience
IRW 085		X	
RDG 100	X		
RDG 185	X		
Course Discipline			ECONOMICS
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ECO courses	X		Master's Degree in Economics or Master's Degree and 18 graduate hours in Economics

Course Discipline			EDUCATION
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All EDU and EDP courses		X	Master's Degree in Education or Master's Degree in a "related" field and 18 graduate hours in Education
Course Discipline			ELECTRICAL TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ELT courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			ENGLISH
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ENG courses	X		Master's Degree in English or Master's Degree with 18 graduate hours in English
Course Discipline			ENGLISH AS A SECOND LANGUAGE (ESL)
	UT**	UN***	MINIMUM REQUIREMENTS
ESL 010		X	Non-credit ESL courses (ESL <100 level) – Bachelor's Degree in a related field or Bachelor's Degree in a teaching discipline – standard degree is MA-TESOL (Teaching English to Speakers of Other Languages)
ESL 011		X	
ESL 020		X	
ESL 090		X	
ESL 091		X	
ESL 110	X		ESL course for credit (ESL 130 and ESL 110) Master's Degree
ESL 130	X		
Course Discipline			ENERGY TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All EGY courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			ENGINEERING AND ELECTRONICS TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All EET courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position.

			Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			ENVIRONMENTAL SCIENCE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All EST courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position
Course Discipline			EQUINE STUDIES (NARA)
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All EQM and EQS courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			FAMILY STUDIES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All FAM courses	X		Master's Degree in Family Studies or Master's Degree with 18 graduate hours in Family Studies
Course Discipline			FILM STUDIES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All FLM courses		X	Bachelor's Degree in teaching discipline or Associate Degree in Film or Cinematic Arts area with demonstrated competencies in teaching area are minimum requirements. Seven years demonstrated competencies preferred experience. Bachelor's or Master's Degree in Film or Cinematic Arts preferred.
Course Discipline			FIRE RESCUE SCIENCE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All FRS courses		X	Associate degree in Fire science or any Associate degree with training or credential in the teaching discipline
Course Discipline			FIRST YEAR EXPERIENCE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All FYE courses		X	Master's Degree in any discipline

Course Discipline			GENDER STUDIES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All WGS courses	X		<p>Master's Degree in Women's/Gender Studies, a Master's Degree and 18 graduate hours in Women's/Gender Studies, a Master's Degree and a certificate in Women's/Gender Studies, or a Master's Degree in a Social/Behavioral Science with 18 of those hours focused on women's/gender issues</p> <p>Master's Degree in Women's/Gender Studies, a Master's Degree and 18 graduate hours in Women's/Gender Studies, a Master's Degree and a certificate in Women's/Gender Studies, or a Master's Degree in a Humanities subject (art or literature) with 18 of those hours focused on women's/gender issues</p>
Course Discipline			GEOGRAPHY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All GEO courses	X		Master's Degree in Geography or Master's Degree with 18 graduate hours in Geography
Course Discipline			GEOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All GLY courses	X		Master's Degree in Geology or Master's degree with 18 graduate hours in Geology
Course Discipline			HEATING VENTILATION & AIR CONDITIONING TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ACR courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position
Course Discipline			HISTORY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All HIS courses	X		Master's Degree in History or Master's Degree with 18 graduate hours in History

Course Discipline			HUMAN SERVICES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All HMS courses		X	Bachelor's Degree in the teaching discipline, or Associate Degree and demonstrated competencies in the teaching discipline. Preferred: Master's Degree in Human Services or Social Work or Master's Degree in any Social/Behavioral Science with 18 graduate hours in Human Services

Course Discipline			INDUSTRIAL MAINTENANCE TECHNOLOGY
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COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All IMT courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position

Course Discipline			INFORMATICS
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COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All INF courses		X	Master's Degree in Informatics or Master's Degree with 18 graduate hours in an Informatics related field

Course Discipline			INFORMATION MANAGEMENT & DESIGN
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COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All IMD courses		X	Bachelor's Degree in teaching discipline or Associate Degree in related area with demonstrated competencies in the teaching discipline. Bachelor's Degree or higher in a related discipline preferred.

Course Discipline			INTEGRATED ENGINEERING TECHNOLOGY
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COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All IET courses		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position

Course Discipline			INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All IEC courses		X	Bachelor's Degree in the teaching discipline, or Associate Degree and demonstrated competencies in the teaching discipline. Preferred: Master's Degree in IEC or Education or Family Studies. IEC certification is a plus
Course Discipline			FOREIGN LANGUAGES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All SPA, FRE, GER, and JPN courses	X		Master's Degree in the target language or Master's Degree with 18 graduate hours in target language, or Master's Degree in Education for a native speaker of the target language
Course Discipline			JOURNALISM
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All JOU courses	X		Master's Degree in Journalism or Master's Degree with 18 graduate hours in Journalism
Course Discipline			LIBRARY INFORMATION TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All LIN and All LIT courses		X	Bachelor's Degree in a library related discipline, or Associate Degree and demonstrated competencies in the teaching discipline. Master's Degree in library related discipline preferred.
Course Discipline			MANAGEMENT
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All MGT courses		X	MBA or Master's Degree with 18 graduate hours in MGT area. Exceptions for BBA (or equivalent) with experience and/or coursework can be made for specific courses
Course Discipline			MARKETING
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All MKT courses		X	MBA or Master's Degree with 18 graduate hours in MKT area. Exceptions for BBA (or equivalent) with experience and/or coursework can be made for specific courses
Course Discipline			MATHEMATICS
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
MAT 011		X	Developmental Math – Bachelor's Degree in field related to math and have either teaching experience or
MAT 055		X	
MAT 065		X	

MAT 075		X	demonstrated competencies in mathematics or teaching math
MAT 085		X	
MAT 105		X	Technical Math: Bachelor's degree in teaching discipline or an Associate degree with demonstrated competencies in the teaching discipline
MAT 110		X	
MAT 116		X	
MAT 126		X	
MAT 150	X		Mathematics: Master's Degree in Mathematics or Master's Degree with 18 graduate hours in Mathematics
MAT 155	X		
MAT 160	X		
MAT 170	X		
MAT 195	X		
MA 111	X		
MA 113	X		
MA 114	X		
MA 162	X		
MA 193	X		
MA 194	X		
MA 201	X		
MA 202	X		
MA 213	X		
MA 214	X		
Course Discipline			MEDICAL ASSISTING
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All MAI courses		X	Coordinator- AAS in Medical assisting and be a CMA. Faculty-current and competent in the MAERB Core curriculum
All PHB courses		X	Completion of phlebotomy certificate
Course Discipline			MEDICAL INFORMATION TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All MIT courses		X	Must hold at least an Associate Degree in a related MIT field coupled with documented work experience (Typical credentials are at least a Bachelor's degree plus documented work experience) Certain classes that require the candidate to hold appropriate certifications and/or licensures (such as CPC or other national professional coding certification) required by the course. Currently those classes are MIT 204, MIT 205, and MIT 219
Additional credentials required for:		X	
MIT 204		X	
MIT 205		X	
MIT 219		X	

Course Discipline			MUSIC
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All MUS courses			Master's Degree in Music or Master's Degree with 18 graduate hours in Music
Course Discipline			NURSING
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All Nursing courses: NSG		X	Associate Degree Nursing – MSN or BSN with MSN within five years of employment required for FT faculty or PT teaching faculty; Minimum of ADN (AAS) for clinical PT faculty; BSN preferred. *(KBN)
PN		X	Practical Nursing – BSN required for FT faculty; ADN for PT clinical; MSN required for Coordinator* (KBN)
KMA		X	Nurse Aid instructor or record RN nurse with ADN (AAS) & one year long term care experience*
NAA		X	Nurse Aid Skills Instructor – ADN (AAS)*
MNA		X	*In addition, an active, unencumbered Kentucky RN or APRN license is required for all Nursing faculty (KBN).
CPR 100		X	Current instructor or instructor trainer certification through the American Heart Association (AHA)
Course Discipline			NUTRITION
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All NFS courses	X		Master's Degree in Nutrition or Master's Degree with 18 graduate hours in Nutrition
Course Discipline			MEDICAL OFFICE TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All OST courses		X	Must hold at least an Associate Degree in a related MIT field coupled with documented work experience (Typical credentials are at least a Bachelor's degree plus documented work experience) Certain classes that require the candidate to hold appropriate certifications and/or licensures (such as CPC or other national professional coding certification) required by the

			course. Currently those classes are MIT 204, MIT 205, and MIT 219
Course Discipline			PEACE AND JUSTICE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
HUM 120	X		Master of Arts Degree in a humanities subject or Master's Degree with 18 graduate hours in a humanities subject
HUM 121	X		Master's Degree in any subject since this is an interdisciplinary course
HUM 150	X		Master's Degree in English/Literature or a Master's Degree with 18 graduate hours in English/Literature
HUM 160	X		Master's Degree in English/Literature or a Master's Degree with 18 hours in English/Literature
HUM 220	X		Master's Degree in any subject since this is an interdisciplinary course
HUM 221	X		Master's Degree in any subject since this is an interdisciplinary course
Course Discipline			PHARMACY TECHNICIAN
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All PHA courses		X	AAS in Pharmacy Technician and state registered Pharmacy Tech with national Pharmacy Technician certification
Course Discipline			PHILOSOPHY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All PHI courses	X		Master's Degree in Philosophy or Master's Degree with 18 graduate hours in Philosophy
Course Discipline			PHYSICS
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All PHY courses	X		Master's Degree in Physics or Master's Degree with 18 graduate hours in Physics
Course Discipline			POLITICAL SCIENCE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All POL courses	X		Master's Degree in Political Science or Master's Degree with 18 graduate hours in Political Science

Course Discipline			PSYCHOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All PSY courses	X		Master's Degree in Psychology or Master's Degree with 18 graduate hours in Psychology
Course Discipline			RADIOGRAPHY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All IMG courses		X	AAS in Radiography and ARRT certification and license from KY for Radiation
Course Discipline			REAL ESTATE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All REA courses		X	AAS in Real Estate or higher with an active Real Estate License and demonstrated competencies OR Real Estate License with MBA or Bachelor's Degree in Business. Special Classes: REA 230 – above requirements or JD; REA 122 – Special circumstances such as 10+ year's work experience in construction and blueprint can be considered
Additional credentials required for: REA 122 REA 230		X X	
Course Discipline			RELIGIOUS STUDIES
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All REL courses	X		Master's Degree in Religious Studies or Master's Degree in Anthropology or Master's Degree with 18 graduate hours in either Religious Studies or Anthropology
Course Discipline			RESPIRATORY CARE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All RCP courses		X	AAS in Respiratory Care and Certified Respiratory Therapist Credential (Prefer Registered Respiratory Therapist credential), Mandatory certificate to practice Respiratory Care in KY
Course Discipline			SIGN LANGUAGE
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All ASL courses	X		Master's Degree in American Sign Language or Master's degree with 18 graduate hours in American Sign Language
Course Discipline			SOCIAL WORK
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All SWK courses		X	Master's Degree in Social Work or Master's Degree with 18 graduate hours in Social Work (LCSW Certificate is also acceptable)
Course Discipline			SOCIOLOGY

COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All SOC courses	X		Master's Degree in Sociology or Master's degree with 18 graduate hours in Sociology
Course Discipline			STATISTICS
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All STA courses	X		Master's Degree in Statistics or Master's Degree with 18 graduate hours in Statistics
Course Discipline			SURGICAL TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All SUR courses		X X X	AAS Degree in Surgical Technology and NBSTSA certification and maintain the credentials of certified Surgical Technologist
Course Discipline			THEATER
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All THA courses		X	Master of Arts Degree or Master of Fine Art in Theatre or Master's and 18 graduate hours in Theatre
Course Discipline			WELDING TECHNOLOGY
COURSE PREFIX	UT**	UN***	MINIMUM REQUIREMENTS
All WLD courses 100		X	Associate Degree coupled with documented work experience and appropriate certifications and/or licensures required by the position. Prefer Bachelor's degree with documented work experience and appropriate certifications required by position

