

## INSTRUCTOR QUALIFICATIONS

Revision Date: July 23, 2008

DATE	Position	Requirements
<b>ABE/GED</b>		
03/25/03	ABE/GED	<p><b>Required:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in Education, Adult Education, or in a related field</li> <li>2. Two years experience teaching undereducated, at-risk, and multi-cultural populations</li> <li>3. C-Best or an equivalent exam in Reading, Writing, and Math</li> <li>4. Have basic computer literacy skills</li> </ol> <p><b>Preferred:</b></p> <ol style="list-style-type: none"> <li>1. Degree in Adult Education, Special Education, English, Reading, Social Science, Math</li> </ol> <p><b>Possible Additional Requirements:</b> Other specialized skills may be required according to ABE site and level needs. These requirements may also include:</p> <ol style="list-style-type: none"> <li>1. Learning disabilities background</li> <li>2. Reading instruction certificate, endorsement and /or significant course work</li> <li>3. Course work in second language acquisition</li> </ol>
6/15/1989	GED Instructors	<p><b>Minimum education and experience requirements:</b></p> <ol style="list-style-type: none"> <li>a. Hold a bachelor's degree in one of the following: Adult Education, Developmental Education, English, Reading, Social Science, Mathematics or the equivalent</li> <li>b. A Master's Degree in one of the above disciplines is preferred.</li> <li>c. Three years experience teaching undereducated adults.</li> <li>d. Demonstrate mathematics proficiency at high school level.</li> <li>e. Demonstrate written and spoken communication skills.</li> </ol>
6/15/1989	ABE Instructors	<p><b>Minimum education and experience requirements:</b></p> <ol style="list-style-type: none"> <li>a. Hold a bachelor's degree in one of the following: Adult Education, Developmental Education, English, Language Arts, Reading, Education, Social Science, or Equivalent.</li> <li>b. Endorsement, certificate, or significant course work in reading.</li> <li>c. Three years experience teaching undereducated adults – emphasis on teaching reading.</li> <li>d. Demonstrate written and spoken communication skills.</li> </ol>
<b>Alcohol and Drug Counselor</b>		
4/01/07	Instructor	<ul style="list-style-type: none"> <li>• Prior experience: All new instructors will have a minimum of five years of experience working with the</li> </ul>

		<p>addicted population.</p> <ul style="list-style-type: none"> <li>• Education: All new instructors will hold a masters degree in a counseling related discipline, or hold a bachelor's degree and be a Certified Addiction Counselor Level II (CADC II) or a Certified Prevention Specialist (CPS).</li> </ul>
10/9/01	Instructor	Susan Garber reported that an Instructor Qualification statement was developed. No copy in file.
11/19/1990	Instructor	<p>Master's degree, mostly likely in Psychology, Sociology, or Social Work.</p> <p>Minimum of five years direct involvement in the field of A &amp; D counseling, experience verification, evidence of specific training (i.e. C.A.D.C.)</p> <p>Possible to permit teaching with a BA (30 Upper division credits plus five years of work experience)</p>
<b>Anthropology</b>		
10/30/2001	Faculty	<p>(This is the final description in a series of discussions about faculty qualifications. MS)</p> <ul style="list-style-type: none"> <li>• MA Degree in Anthropology or a Ph.D. in Anthropology specializing in one of the following sub-fields: biological anthropology, cultural anthropology, archaeology or linguistics. The SAC recognizes that individuals with a MA degree in Anthropology may not have a sub-Field specialty listed on their transcript. However, a review of MA candidate's coursework, thesis topic and vita should show that their graduate education is centered about at least one of the above sub fields.</li> <li>• Two years experience teaching anthropology at an accredited college or university. (This experience may include graduate student teaching experience or part time assignments.)</li> <li>• Graduate-level training and coursework in ethnographic methods social research or laboratory methods/ analysis, or the equivalent of one-year academic experience in the field. (This experience may include graduate school projects such as summer work in field school environments).</li> <li>• For ethnographic area or topical area, specific courses (like ATH 210, 211,230,231, 232, or 214) faculty, must have both graduate level academic preparation (minimum 9 credit hours or 6 semester hours) in the specialty area to be taught, as well one year of field experience focused on the ethnographic area or topic to be taught.</li> </ul>

<b>Architectural Design and Drafting</b>		
3/03/2005	Instructor	Demonstrated competence for Architectural Design and Drafting is determined on a course-by-course basis. For each course, instructor must have the requisite body of knowledge (via transcripts or formal presentation to committee), and possess three years of professional experience in the area.
1/13/1999	Insp SAC	New SAC created
<b>Art</b>		
4/3/2008	Studio Art courses	<p>For Studio Art courses a Master of Fine Arts is required for full-time, temporary, or part-time positions. Exceptions include:</p> <ol style="list-style-type: none"> <li>1) A vacancy opens unexpectedly immediately before or during the term; a temporary replacement may then be hired to complete the term or academic year. The temporary replacement must have a combination of education and experience to adequately cover the course material as recommended by the Art Dept. Chair and approved by the Division Dean and Dean of Instruction.</li> <li>2) An opportunity exists to enhance the educational experience of Art students by offering a specialized class taught by an artist with specialized expertise and a local, regional, national, or international reputation.</li> </ol>

		3) An individual with expertise and education in an area where an MFA is not an option, e.g., Calligraphy.
4/14/2000	Studio Art	Master of Fine Arts is required for any full time, temporary, or adjunct studio art position at PCC. The only exception would be in the case of an emergency replacement or special offerings in which "equivalent " qualifications means a local, regional and national reputation in their field (via exhibitions).
		Master of Arts in Art History and 30 graduate credit hours in art history
1/15/1999	Studio Arts	Master of Fine Arts
	Art History	Master of Arts
1/27/1997	Art Hist/ Studio Art	Master of Fine Arts degree or at least 30 hours of graduate studies in studio work
2/25/1991	All Studio	MFA or equivalent with the addition of demonstrated competency in teaching subject area(s) as determined by SAC
	Studio Instructor	A Master of Fine Arts is required for full-time, temporary, or adjunct studio positions. Exceptions would be 1) emergency replacements, 2) special offerings where "equivalent" qualifications means applicant has a demonstrated local, regional, or national reputation, 3) demonstrated competency in the field of Calligraphy.
<b>Art (Visual)</b>		
10/20/1994	Art History/ Western Art	MA in Art History with emphasis/thesis in European Art, college level teaching experience in course preferred.
	Art History/ Asian Art	MA in Art History with emphasis/thesis in Asian Art, college level teaching experience in course preferred. Prefer to hire separately according to cultural specialties: Indian, Chinese ore Japanese
	History of Modern Art	MA in Art History with emphasis/thesis in European Art, preference given to applicant whose academic work was done on post-Napoleonic period, college level teaching experience in course preferred. Additional preference given to applicant with MFA, BFA, or graduate work in studio.
	Intro to Art	
Women in Art		MA in Art history with emphasis/thesis in European Art, additional academic work in Asian/ Ethnic art and college level teaching experience in course preferred.
<b>Automotive Collision</b>		
2004	Auto Collision Repair/Painting Instructor	Required Education: High School Diploma or Equivalent ASE Certification in all applicable areas Preferred Education: Teacher preparation coursework Associate Degree in Auto Collision Repair  I-CAR Certification (5) years current full-time on-line technical in auto collision repair. Some technical knowledge of painting, and current experience in teaching auto collision repair/painting full-time at an accredited institution. With evidence of the ability to perform auto collision repair/painting operations in accordance with current industry standards. Required Experience: Five Preferred Experience: Previous experience teaching elements of auto collision repair/painting and supervisory experience in the auto collision repair/painting industry.

		Applicants who do not have an educational background in professional technical or vocational education may be required to take courses in this area during the first three years of employment.
1/15/04	Auto Collision Repair Technology	<b>Work Experience:</b> five years, full-time on-line experience that relates to the subject area. <b>Certifications:</b> ASE certification for the area of instruction. If applicant does not have ASE certification, they are required to obtain certification within nine months of their hire date.
1/23/04	Auto Collision Repair Part Time Instructor	<b>Work Experience:</b> Five years, full-time on-line experience that relates to the subject area. <b>Certifications:</b> ASE certification for the area of instruction. If applicant does not have ASE certification, they are required to obtain certification within nine months of their hire date.
<b>Auto Service Tech. ASEP/GM &amp; ASRT</b>		
4/2004	Adjunct	<p>AAS degree in Automotive service and repair from an accredited institution.</p> <p><b>OR</b></p> <p>A combination of Automotive teaching experience in an accredited institution and/or Automotive service and repair experience in an Automotive service and repair business equal to 5 years.</p> <p>And the following specific qualifications for certain classes:</p> <ul style="list-style-type: none"> <li>• <u>Introduction to Automotive Unit 8 AM 108</u> – successfully passed any three ASE examinations. ASE examinations must be kept current.</li> <li>• <u>Heating and Air conditioning Unit 6 AM 106</u> – successfully passed the ASE examination for A6 electrical/Electronic Systems and A7 Heating and Air Conditioning. ASE examinations must be kept current.</li> <li>• <u>Engine Repair Unit 1 AM 101</u> – successfully passed the ASE examination for A6 Electrical/Electronic Systems and A1 Engine Repair. ASE examinations must be kept current.</li> <li>• <u>Electrical 1 Unit 2 AM 102, Electrical 2 Unit 12 AM 112, and Electrical 3 Unit 22 AM 122</u> – successfully passed the ASE examination for A6 Electrical/Electronic Systems. ASE examinations must be kept current.</li> <li>• <u>Engine Performance 1 Unit 3 AM 103</u> – successfully passed the ASE examination for A6 Electrical/electronic systems and A8 Engine performance. ASE examinations must be kept current</li> <li>• <u>Engine Performance 1 Unit 3 AM 103, Engine Performance 2 Unit 13 AM 113, Engine Performance 3 Unit 23 AM 123, Engine Performance 4 Unit 33 AM 133, Engine Performance 5 Unit 43 AM 143, Engine Performance 6 Unit 53 AM 153,</u> - Successfully passed the ASE examination for A6 Electrical/Electronic Systems and A8 Engine Performance. ASE examinations must be kept current.</li> <li>• <u>Brakes 1 Unit 5 AM 105, Brakes 2 Unit 15 AM 115, and Brakes 3 Unit 25 AM 125</u> – Successfully passed the ASE examination for A6 Electrical Electronic Systems and A5 Brakes. ASE examinations must be kept current.</li> <li>• <u>Steering and Suspension Systems 1 Unit 4 AM 104, Steering and Suspension Systems 2 Unit 14 AM 114, Steering and Suspension Systems 3 Unit 24 AM 124,</u> – Successfully passed the ASE examination for A6 Electrical/Electronic Systems and A4 Suspension and Steering. ASE examinations must be kept current.</li> </ul>

		<ul style="list-style-type: none"> <li>• <u>Manual Drive Train and Axles 1 Unit 7 AM 107, Manual Drive Train and Axles 2 Unit 17 AM 117</u> – Successfully passed the ASE examination for A6 Electrical/Electronic Systems and A3 Manual Drive Train and Axles, ASE examination must be kept current.</li> <li>• <u>Automatic Transmission/Transaxle 1 Unit 27 AM 127, Automatic Transmission/Transaxle 2 Unit 37 AM 137</u> – Successfully passed the ASE examination for A6 Electrical/Electronic Systems and A2 Automotive Transmission/Transaxle. ASE examinations must be kept current.</li> </ul>
--	--	---

<b>Aviation Maintenance Tech</b>		
11/27/2000	AMT Instructor	<ol style="list-style-type: none"> <li>1. Holds a valid FAA Mechanic Certificate with both Airframe and Power plant Ratings</li> <li>2. Has a minimum of 4 years experience as a certified A&amp;P mechanic in:               <ol style="list-style-type: none"> <li>a. Aviation maintenance</li> <li>b. An appropriately related industry</li> </ol> </li> </ol> <p>Fewer years of experience may be considered for part time instructors if their experience coordinates with the subjects to be taught.</p>
11/6/2000	AMT Instructor	<ol style="list-style-type: none"> <li>3. Holds a valid FAA Mechanic Certificate with both Airframe and Power plant Ratings</li> <li>4. Has a minimum of 18 months experience as a certified A&amp;P mechanic in:               <ol style="list-style-type: none"> <li>c. Aviation maintenance</li> <li>d. An appropriately related industry</li> </ol> </li> </ol>
1/11/1990	Reference to FAR §§ 147.5 (a) (4) and 147.23	
<b>Aviation Science</b>		
6/27/2002	Pt Instructor	<p>Minimum requirements are:          Federal Aviation Administration Certified Flight Instructor (CFI) Certificate with aircraft category rating appropriate to the course being taught (eg: CFI: Airplane for Airplane Private Ground or CFI: Helicopter for Helicopter private Ground).  <b>OR</b>          Federal Aviation Administration Certified Advanced Ground Instructor Certificate</p>
7/23/2001 Instructor	<p>Must comply with FAA (Federal Aviation Administration) requirements for instruction under Part 141 of the Federal Aviation Regulations. These requirements include Commercial Pilot and Flight Instructor Certificate with ratings appropriate to the courses being taught (usually Instrument Instructor and Multi-Engine Instructor ratings for airplanes).</p> <p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Recommendation by a Chief Instructor for whom the applicant has instructed and demonstrated instructional skills in a 141 proficiency check for the syllabus being used</li> <li>• At least 50 hours of dual flight instruction given</li> </ul> <p>For helicopters, completion of a Robinson Factory Safety Course</p> <p>Plus at least one of the following, with preference given to those with more:</p> <ul style="list-style-type: none"> <li>• Experience as a Chief of Assistant Chief Instructor</li> </ul>	

	<ul style="list-style-type: none"> <li>• AT least 5 students graduated with at least and 80% pass-first-time rate</li> <li>• A minimum of 200 hours of dual-given</li> <li>• Previous classroom teaching experience (PCC experience preferred)</li> <li>• Graduate from PCC's AVS program (Honor students preferred)</li> <li>• Outstanding performance on the pre-assignment evaluation below</li> <li>• For helicopters, an instrument rating (all airplane instructors have this rating)</li> </ul> <ul style="list-style-type: none"> <li>• Participation in the FAA "Wings" safety program</li> </ul> <p><b>Pre-Assignment Evaluations</b></p> <p>A pre-assignment evaluation will be accomplished in the form of an interview and sample ground and flight lesson. These will stress the fundamentals of instruction and the impact of attitudes and instruction on safety. The Department Chair will conduct the ground portion of the interview and either the Department Chair or the Chief Instructor, as appropriate, will conduct the flight portion.</p>
--	---

8/1993	<p>Recommendations in FAA document: p. 713. Ensure that the following regulatory initiative's for AMT's are taken:</p> <ul style="list-style-type: none"> <li>• As there is no certification requirement beyond a current Airman's Certificate (A&amp;P) to teach in Part 147 schools, instructional standards and quality are often questioned. Establish qualification, certification, and recurrent training requirements for instructors who teach in FAR Part 147 approved AMT schools.</li> </ul>
--------	---

<b>Biology</b>		
April 11, 2003	Part-time Instructor	<p>In order for a part-time instructor to qualify to teach a college credit Biology course, they must have a Master's degree in the subject area or Master's degree in related area <b>plus 30 quarter hours of graduate credit in subject area.</b> The department chair can make the final determination about the applicability of a particular degree to teaching a biology course.</p> <p>The subject area Biology is a very diverse field. In the past there were many graduate departments of Biology across the nation. Most of those have splintered into areas that are less broad in scope. Therefore, currently very few departments offer graduate degrees in "Biology" per se. Therefore, the Biology SAC discussed potential degree names that we may run across in our applicants that we believe should be regarded as Master's degrees in subject area</p> <p>On April 11, 2003, the Biology SAC approved the following list of disciplines as offering graduate degrees that should be considered to be in the subject area of Biology.</p> <p>Anatomy  Animal Behavior  Animal Sciences  Botany  Doctor of Chiropractic Medicine (DC)  Doctor of Dental Science (DDS or DMD)  Doctor of Osteopathy (DO)  Doctor of Podiatric Medicine (DPM)  Doctor of Veterinary Medicine (DVM)  Ecology  Education/Science Education—assuming 30 graduate credits in any of the above subjects  Entomology</p>

	<p>ESR (Environmental Science and Resources)          Evolution/Evolutionary Biology          Fisheries          Forestry          Genetics          Marine Biology          Medical Doctor (MD)          Microbiology          Molecular and Cellular Biology          Physiology          Plant Sciences          Wildlife Biology          Zoology</p> <p>Other degrees outside the scope of this list should be reviewed by the SAC.          This list is likely to expand. There are clearly other titles of departments across the nation that give degrees in Biology.</p>
--	--

12/11/2001	<p>Master's degree in Biology  <b>OR</b>          Master's in related area with documentation of 30 hours in Biology</p>
------------	--

<b>Biotechnology</b>	
12/19/1994 Instructor	<p>Master's Degree in Molecular Biology, Molecular Genetics, Microbiology, Biochemistry, Biotechnology or closely related field.          Ph.D. Strongly preferred.  <b>Experience:</b> A minimum of two years of recent laboratory experience working in an industrial, research, or academic laboratory in which a variety of biotechnology techniques are applied on a daily basis. Teaching experience including curriculum development and grant writing ability strongly preferred.</p>

<b>Building Construction</b>	
	<p><b>Education:</b> AAS or Bachelors Degree (or higher) in construction or a field appropriate to construction or professional (apprenticeship) education or certification by a recognized state or professional organization is strongly preferred but not required.  <b>Experience:</b> Five years recent technical experience in residential/light commercial construction is required. Teaching experience at the community college level or teaching adult learners in the areas of residential /light commercial construction is preferred and may be substituted for recent construction industry experience.</p>

12/3/2004  
Instructor

**BCT 130 Construction Safety**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Certification as an OSHA Trainer or an Oregon OSHA 'Qualified Person' preferred.

**BCT 221 Construction Law for the Contractor**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Experience in Construction Law as a paralegal or attorney strongly preferred.

**BCT 101 Principles of Construction Surveying and BCT 126 Site Layout**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Certification by the Oregon State Board of Examiners as a Professional Land Surveyor preferred.

**BCT 134 Construction Scheduling w/MS Project**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Certification as a Project Management Professional (PMP®) from Project Management Institute or Planning and Scheduling Professional from the AACE International preferred. Five years recent experience in construction scheduling is strongly preferred.

**BCT 204B Construction Estimating – Residential and BCT 204C Construction Estimating – Commercial**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Certification as a Certified Cost Engineer or Certified Cost Consultant (CCC/CCE) from AACE International or similar organization preferred. Five years recent experience in construction estimating is strongly preferred.

**BCT 206 Sustainable Construction Practices**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Certification as a LEED (Leadership in Energy and Environmental Design) Accredited Professional by the U.S. Green Building Council preferred.

**BCT 132 Computer Applications for Construction**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Microsoft Office Specialist Certification or Certification from another software publisher preferred.

**BCT 202 Business Principles for Construction and BCT 207 Construction Job Costing**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Recent management experience in Construction preferred. Certification as a CPA or Public Accountant (PA) by the Oregon Board of Accountancy preferred.

**BCT 219 Cabinetmaking I and BCT 220 Cabinetmaking II and BCT 211 Remodeling**

Meeting General requirements above or demonstrated competency in teaching subject area(s) as determined by SACC. Recent cabinet making experience preferred. Certification by the National Kitchen and Bath Association as a Certified Kitchen Designer or Certified Bath Designer preferred.

**Building Inspection**

8/04/04	Instructor	Demonstrated competence for Building Inspection is determined on a course-by-course basis. For each course, the instructor must hold the appropriate Oregon Certification and have five years professional experience. Experience may include both inspection and journeyman or supervisory responsibility in the field.
<b>Building Administration</b>	Nothing listed	
<b>Business Administration</b>		
4/16/1999	Reference to April, 1999 revisions to recommended Instructor qualifications- no copy in file	
4/30/1998	Instructor	General Requirements: Master's Degree in Business Administration, Finance, or Accounting required (unless otherwise specified for individual courses). Three years of vocational experience required and prior teaching experience preferred. Additional requirements for individual courses are listed.

<u>General Business</u>	BA 101,218,280A, 280B, 299 General Requirements only BA 131 Computers in Business Add. Req.: Competency in software taught BA 169, 161 Purchasing I&II Add. Req.: CPM certification from the National Association of Purchasing Manager required	
<u>Accounting</u>	BA 210 Adv. Acctg Spreadsheet Appls & BA computerized Acctg Appls Add. Req.: A minimum of 12 quarter hours of accounting courses required. Instructor will also demonstrate competency in software to be taught BA 211, 212 Principles of Acctg I&II & BA 213 Managerial Acctg : Add. Req.: A minimum of 30 quarter hours of accounting courses BA 215 Basic Cost Acctg, BA 22 Financial Management, BA 240 Governmental Acctg, BA216 Acctg Problems Add. Req.: A minimum of 30 quarter hours of accounting courses required. CPA or CMA preferred. BA 256 Income Tax Add. Req.: A minimum of 12 quarter hours of accounting required. BA 95 Intro to Acctg : A minimum of 12 quarter hours of accounting required. BA 9703 Income Tax Prep: Basic Bachelor's degree in Business BA 9706 Income Tax Prep: Advanced Three years recent experience in preparing or auditing tax returns (per Oregon Administrative Rule 800-15-005.5), current valid tax preparer or tax consultant, or licensed CPA required	
<u>Credit</u>	BA 113 Credit Procedures & BA 115 Credit Techniques Add. Req.: CCE or CBF certification by the National Institute of Credit required. BA 9235 Advanced Credit Analysis & BA 9236 Credit Mgmt: Case Studies Add. Req. : Two years of vocational experience preferred. CCE or CBF certification by the National Institute of Credit required.	
<u>International Business</u>	BA 203, BA 234, BA 237, BA 141 Add. Req.: A minimum of one year of international business experience required.	
<u>Management</u>	BA 206, BA 224, BA 244, BA 259, BA 251, BA 285 General requirements only BA 226 & BA 227 Business Law I & II Add. Req.: Law degree preferred	
<u>Marketing</u>	BA 223, 238, 239,249 General Requirements BA 114 Introduction to Buying Add. Req.: Documented marketing experience required.	
2/16/1990	Accounting	Master's Degree in Accounting, Finance, or Business and a minimum of 30 quarter hours in accounting courses and qualified to sit for the CPA exam or have passed the CPA exam.
10/23/1989	Bus Law	MBA or Law Degree required; Law Degree preferred.
12/10/1986	Part-time Instructors	
Vocational Courses	<p>General Requirements: Two years teaching experience preferred and two years vocational experience (to include part-time experience; full-time experience preferred).</p> <p>Intro to Acctg: Master's Degree in Business* which includes 12 hours of accounting courses or a Bachelor's Degree in Business and demonstrated competency in accounting, i.e., CPA.</p> <p>Intro to Microcomputers, Keyboarding on Microcomputers, Beginning Micro Word Processing, Intermediate Word Processing on Microcomputers,10-Key Instruction on Microcomputers, Spreadsheet on the Microcomputer, Data Base and File</p> <p>Management on Spreadsheets (Beginning to Intermediate): Master's Degree in Business* preferred. (Bachelor's Degree in Business required.) Instructor should have specific experience with the software taught in each of these courses or demonstrated competency in the software to be taught.</p> <p>Intro to Buying, Visual Merchandising, Fashion Merchandising: Master's or Bachelor's Degree in Business* preferred, but</p>	

	documented marketing experience required.  Income Tax Preparation: Three years recent experience in preparing or auditing tax returns (Per OAR- Oregon Administrative Rules 800-15-005(5)) Current, valid tax preparer or consultant license or licensed CPA. Teaching experience preferred. (Use vocational approval option.)
--	--

Real Estate Specialty	Intro to Escrow, Escrow Procedures, Escrow Problems: Three years escrow experience.
Telecommunications	Professional Telecommunications credentials/background necessary to meet vocational approval requirements. Credentials that include a Bachelor's and/ or Master's degree/s are preferred.
College Transfer Course	<b>General Requirements:</b> Master's Degree in Business* required and two years of teaching experience preferred; plus two years of vocational experience preferred. Intro to Business, Personal Finance: Master's Degree in Business* and 1-3 years of experience in business. The Computer in Business: Master's Degree in Business*. Instructor will demonstrate competency in software to be taught.
Accounting Specialty	Special Studies: Accounting Problems, Principles of Accounting I, II,III , Basic Cost Accounting , Finance, Analyzing Financial Statements: Master's Degree in Business*, Administration, Accounting, or Finance, to include a minimum of 30 quarter hours in accounting courses. CPA or CMA preferred. Accounting Applications: Microcomputers : Master's Degree in Business* which includes 12 hours of accounting courses or a Bachelor's Degree in Business with demonstrated competency in accounting. Instructor will also demonstrate competency in software to be taught. Income Tax: A minimum of 12 hours of transcribed accounting courses and a Master's Degree in Business* or a Bachelor's Degree in Business and demonstrated competency in teaching this course
Management Specialty	Management fundamentals, Personnel Management, Small Business Management, Office Management, Business Relations: Master's Degree in Business* with 12 hours in management or personnel preferred and 1-3 years of management experience. Business Law: Law degree preferred. Some course work in business with practical business experience preferred. Introduction to Investments: MBA preferred (Bachelor's Degree in Business required.) and experience in financial/estate planning and /or securities preferred. Records Management: Master's Degree in Business* preferred, plus 1-3 years experience in records management.
Merchandising Specialty	Credit Procedures, Purchasing I,II,III, Intro to International Business, Principles of Marketing, Sales, Advertising, Risk and Insurance, Retailing.: Master's Degree in Business* or Marketing preferred. A minimum of a Bachelor's Degree in Business which meets vocational approval requirements (three experience required in the related field).
Office Administration	General requirements: Master's Degree in Business* required with a minimum of 30 quarter hours in a combination of office skills and methods of teaching office skills.
Legal Specialty	Legal Procedures I & II, Legal Transcription and terminology: Two years of legal experience preferred. Shorthand/Briefhand: The 30 hours must include shorthand work. Word Processing: Experience and/or training on specific software to be taught required.
* Master's Degree in Business will include Masters in Business Education and Administration.	
<b>Business Technology</b>	Most recent minutes date from 1996
10/29/1994	Full-time Faculty (Ideal applicant) Master's degree in Business or Education required with a minimum of 30 quarter hours in a combination of Business Technology skills and methods of teaching Business Technology skills.

		<p>Working knowledge of assigned subject required. Educational course work in the subjects to be taught preferred. Three years non-teaching experience in business required. Some teaching experience preferred.</p> <p>The same standards would ideally hold for hiring adjunct faculty. However see options on the college INSTRUCTOR APPROVAL form</p> <p>The following paragraph would be used to determine competency under the final option on that form. Bachelor's Degree , working knowledge of subject area , and some teaching experience. Demonstrated competence in subject area through education and/or work experience.</p>
2/19/1990	Part-time Instructors	<p>General Requirements: Master's Degree in Business Ed. or Admin. required with a minimum of 30 quarter hours in a combination of office skills and methods of teaching office skills. Specific skill development as well as educational course work must be in subjects that will be a part of the teaching assignment."</p>
Microcomputers		<p>Master's Degree in Business Ed. or Admin. preferred. Bachelor's Degree required. One degree must be in Business. Instructor should have specific experience with the software taught in each of these courses or demonstrate competency in the software to be taught.</p>
Business Technology Specialty		<p>Master's Degree in Business Ed. or Admin. preferred. Bachelor's Degree required One degree must be in Business. Demonstrated competence in subject area through education and / or work experience.</p>
<b>CNA</b>		
Certified Nursing Ass't		<p>From the State of Oregon –</p> <p>For a nursing assistant training program, the Program Director or Primary Instructor may:</p> <p>A. Involve as trainers for a specific portion of the nursing assistant training, other licensed nursing personnel or other licensed health care professionals who have at least one year of experience in their field.</p> <p>B. Use an approved Clinical Instructor who shall:</p> <p>Hold a current, unencumbered license to practice as a registered nurse in Oregon; and</p> <p>Have the equivalent of one year full time experience as a register nurse.</p> <p>C. Use an approved Clinical Preceptor who shall:</p> <p>Hold a current, unencumbered license to practice nursing in Oregon; and</p> <p>Have the equivalent of at least one year of experience as a registered nurse.</p>
<b>Chemistry</b>	Part-time Instructors	<p>In order for a part-time instructor to qualify to teach a college credit Chemistry course, they must have a Master's degree in the subject area or Master's degree in related area <b>plus 30 quarter hours of graduate credit in subject area.</b> The department chair can make the final determination about the applicability of a particular degree to teaching a chemistry course.</p> <p>The subject area Chemistry is a very diverse field. In October 2004, the Chemistry SAC approved the following list of disciplines as offering graduate degrees that should be considered to be in the subject area of Chemistry.</p> <ul style="list-style-type: none"> <li>• Material Science</li> <li>• Toxicology</li> <li>• Biochemistry</li> <li>• Biophysics</li> </ul>

		<ul style="list-style-type: none"> <li>• Toxicology*</li> <li>• Pharmacology*</li> <li>• Environmental Science*</li> <li>• Chemical Education</li> <li>• Physical Sciences</li> </ul> <p>Other degrees outside the scope of this list should be reviewed by the SAC.  * A review of transcripts with 30 hours of graduate chemistry is required.  This list is likely to expand. There are clearly other titles of departments across the nation that gives degrees in Chemistry.</p>
<b>Chicano/Latino Studies</b>	Last notes 8/9/2001	Nothing Found
<b>Civil/Mechanical Engineering Technology</b>		Nothing listed
<b>English and Writing</b>		
10/31/1995	Instructor	<b>Letter to Human Resources:</b> <u>Education:</u> MFA, MA, or Ph. D. in English, Rhetoric, and Composition, or equivalent interdisciplinary degree (e.g. Comparative Literature, American Studies, Humanities) with a minimum of 29 credit hours in literature and/ or Rhetoric and composition, with a minimum of 9 graduate hours in these areas. <u>Experience:</u> In addition to the required education, the ideal candidate will have experience teaching writing and/or literature at the lower division collegiate level.
4/13/1995	Instructor	<b>Existing:</b> <u>Education:</u> Master's Degree in one of the following required: English, Rhetoric and Composition, or Fine Arts/ Creative Writing. A minimum of 29 upper division and graduate quarter hours in literature courses required with at least 9 of these hours at the graduate level. Degree must be from an accredited institution. <u>Experience:</u> In addition to the required education, the ideal candidate will have experience teaching writing and/or literature at the lower division collegiate level. <b>Proposed language:</b> Education: MFA, MA, or Ph. D. in English, Rhetoric, and Composition, or equivalent interdisciplinary degree (e.g. Comparative Literature, American Studies, Humanities) with a minimum of 29 credit hours in literature and/ or Rhetoric and composition, with a minimum of 9 graduate hours in these areas. Experience: No change suggested
4/22/1993		Note of objection to current minimum instructor standards.
1/25/1990	New positions in Composition/ Literature	MA. in English or M.F. A. in Creative Writing Recommendation that an MA. in Composition and Rhetoric with 9 graduate and 20 upper division hours in literature be included in list of qualifying degrees. Approved with the stipulation that such instructors only be permitted to teach the Intro to Literature sequence.
11/2/1989		Note regarding instructor qualifications and a need to reexamine current qualifications

<b>Sub SAC: Creative Writing</b>		Nothing Found
<b>Computer Applications &amp; Office Systems</b>		
4/17/1998	Instructor	New definitions of subject area, related area and demonstrated competency approved (since MS in Business Education is phasing out, the definitions needed to be broad enough to include qualified individuals who have experience in business with degrees in other disciplines) Subject Area: Master's Degree in a business field Related Area: Master's degree in any field Demonstrated Competency: Bachelor's degree + 5 years of a combination of teaching and recent in-field non-teaching experience
12/3/1998	CAS/CIS Position at Sylvania	Master's Degree required. Degree in information systems or equivalent preferred. Experience: Three years' technical industry experience required. Programming experience using one or more of the following required: JAVA, Visual Basic, Scripting and/or HTML. Experience designing web sites and accessing data bases highly desirable. Teaching experience preferred.
<b>Computer Info Systems</b>	April 17, 1998	"Related Degree" was defined as: Any Degree "Demonstrated competency" was defined as "Bachelor's degree plus 7 years of current, full time work experience in subject area" or "Bachelor's degree and 4 years of full time work experience and industry recognized certification".
<b>Computer Science</b>	April 17, 1998	"Related Degree" was defined as: Any Degree "Demonstrated competency" was defined as "Bachelor's degree plus 7 years of current, full time work experience in subject area" or "Bachelor's degree and 4 years of full time work experience and industry recognized certification".
02/21/03	<b>Education:</b> Masters Degree in Computer Science or Software Engineering is preferred. <b>Minimum requirements</b> shall be a Masters degree in a related field such as Electrical Engineering, Math, Computer Engineering, Information Systems, or Systems Science. Preference will be given to candidates with relevant recent industry or education/teaching experience. For teaching of cs140, cs133, cs160, and cs234, a Bachelor's degree in one of the above subjects and at least 4 years of industry experience and/or computer science/computer information systems teaching may be substituted.	
<b>Computer Software Engineering Technology</b>	April 17, 1998	"Related Degree" was defined as: Any Degree "Demonstrated competency" was defined as "Bachelor's degree plus 7 years of current, full time work experience in subject area" or "Bachelor's degree and 4 years of full time work experience and industry recognized certification".
<b>Counsel/ Career Guidance</b>		
4/12/2002	CG 140A,B,C Career Dev	Masters in Counseling, Psychology, Social Work or Education Psychology, including 3 graduate credit hours in Tests and Measurements, 3 graduate credit hours in Career Theory, and 3 graduate credit hours in Adult Development <b>OR</b> Masters in any subject + 30 graduate hours in Counseling, Psychology, Social Work, or Education Psychology, including 3 graduate credit hours in Tests and Measurements, 3 graduate credit hours in Career Theory, and 3 graduate credit hours in Adult Development.
<b>Criminal Justice</b>		
10/5/2004	Full time Criminal	JD or PH.D in law and two years full time work experience in related field <b>OR</b>

	Justice Instructor	MA or MS in Criminal Justice, Administration of Justice or related field and three years full time work experience in related field <b>OR</b> BA or BS in Criminal Justice, Administration of Justice or related field and four years of full time work experience in related field <b>OR</b> Ten years of full time work experience in Criminal Justice, Administration of Justice or related field.	
CG 100A,B,C College Survival and Success CG111 A,B,C Study Skills for College Learning	Masters in Counseling, Psychology, Social Psychology, or related field. <b>OR</b> Bachelors & 4 years college work experience in advising, instruction, or student services. Demonstrated competency is 10 years in field		
2/26/1997	Full time Criminal Justice Instructor	Someone with a background in corrections, police, or the legal field. Courses taught by the new instructor will fall into those three categories. Other thoughts & recommendations presented in minutes but no definitive list.	
9/26/1995	Full or Part Time Criminal Justice Instructor	BA or Bs in Criminal Justice, Administration of Justice or related field OR MA or MS in Criminal Justice, Administration of Justice or related field OR Five years in law enforcement work experience	
<b>Customer Service Technology</b>	8/2/1990	Last Minutes Found	
<b>Dance</b>			
12/01/2001	VAPA Instructor Qualifications	<ul style="list-style-type: none"> <li>• Masters Degree in Dance</li> <li>• Demonstrated Competency is 3 years of professional dance experience (performing, choreography, teaching) to include 2 years of dance teaching experience. Strong preference for candidates with recent experience teaching adult students of various technical levels.</li> </ul>	
3/19/1999	Instructor Qualifications	Recommendation from Diana LoVerso, Dance SACC Chair: Masters Degree in Dance or have 3 years of professional dance experience in one or a combination of the following areas: teaching, performing, or choreography. Preferable to have experience working with adult students of various technical levels.	
<b>Dental Assisting</b>			
9/2/94	Letter mentioning that instructor's are CDT's (Certified Dental Technician) and hold specialty certification in areas that they are responsible for in the program.		
<b>Dental Hygiene</b>	1/10/2001	Instructor Dental	Bachelor's Degree and 3 years of experience (change from the college standard of 4 years of experience)

		Hygiene	
<b>Dental Lab Technology</b>	Last minutes 4/14/2000	Nothing found regarding Instructor qualifications in minutes	
<b>Developmental Education</b>			
11/5/1997	Instructor Developmental Education	<p>Instructors in the area of Developmental Education must meet one of the following requirements: Master's Degree in appropriate educational field ( for example, special/ developmental/ adult education, reading, math English) AND recent experience working with disadvantaged students (DE Math and English)</p> <p><b>OR</b></p> <p>Have a high level of demonstrable competency gained through a combination of study, teaching experience, and/ or professional performance in the subject area (DE English)</p> <p><b>OR</b></p> <p>Bachelor's Degree in Math, Math Ed of Ed with a math emphasis AND three years equivalent full-time teaching experience in mathematics within grades 6-16 (DE Math)</p>	
1997	ENNL	<p>Master's Degree in TESOL from an accredited college or university <u>or</u> Master's degree in a related field (such as foreign language, speech, anthropology, or education) and either a TESOL certificate</p> <p><b>OR</b></p> <p>substantial course work in TESOL methodology from an accredited college or university</p> <p><b>OR</b></p> <p>Master's degree in a related field, proficiency in a foreign language and five years experience teaching ESL in a formal classroom, at least two of which should be teaching academic English to adults.</p> <p>Experience: Candidates are required to have experience living and/or working in a multi-cultural multi-ethnic environment. The ideal candidate will have at least two years experience teaching English at the college level to speaker of other languages.</p>	
<b>Diesel Service Technology</b> 1/15/04	Professional Technical Preferred Experience:	<p>Minimum of two years teaching Diesel Service Technology at an accredited institution</p> <p><b>OR</b></p> <p>Two years recent industry experience in Diesel Technology repair operations, in accordance with current industry standards</p> <p><b>OR</b></p> <p>Two years combination of related teaching and industry experience as described above AND have the ability to work positively with students AND some experience working or teaching the technical area specific to the subject being taught.</p>	
1/23/04	Part Time Qualifications:	<p>Preferred Experience: minimum of two years teaching Diesel Service Technology at an accredited institution</p> <p><b>OR</b></p> <p>Two years recent industry experience in Diesel Technology repair operations, in accordance with current industry standards</p> <p><b>OR</b></p> <p>Two years combination of related teaching and industry experience as described above AND have the ability to work positively with students AND some experience working or teaching in the technical area specific to the subject being taught.</p>	

<b>Dietary Technician</b>		
	Last minutes 1/26/1999	Nothing mentioned in file regarding qualifications
<b>Drafting Technology and Design</b>		
	9/02/2004 Instructor	Demonstrated competence for Drafting Technology is determined on a course-by-course basis. For each course, the instructor must have the requisite academic body of knowledge (via transcripts or formal presentation to committee), and possess five years of professional experience. Experience may include both journeyman or supervisory responsibility in the field.
Last minutes 4/14/2000	Nothing mentioned in file regarding qualifications	
<b>Early Education and Family Studies</b>		
01/15/04	Professional Technical	AAS degree in subject area <b>OR</b> Professional Education <ul style="list-style-type: none"> <li>• Professional Development Registry (PDR) Level 4, OR</li> <li>• At least 30 quarter credits of ECE-related coursework, OR</li> <li>• Child Development Associate (CDA) and at least 20 quarter credits of ECE-related coursework.</li> </ul> Plus 5 years of recent, full-time, non-teaching work experience in the field. In Early Childhood Education, this refers to recent, full-time work experience with children, families, and ECE programs.
03/13/2002	Lower Division College Transfer	Requires HEC 226
03/13/2002	Professional/Tech nical Education	Master's degree in subject area and 3 years recent, full-time, non-teaching experience in the field <b>OR</b> Master's degree in related area plus 30 quarter hours credit in upper division coursework in subject area, and 3 years' recent, full-time, experience in the field. Required course work is: ECE 102, 103, 110, 113, 150, 153-156, 160, 163-166, 101, 200, 112, 111, 270, 271, 250, 253-259 <b>OR</b> Bachelor's degree in related area, plus 30 quarter hours upper division coursework in subject area, plus 4 years recent, full-time, non-teaching work experience in the field <b>OR</b> Bachelor's degree in related area, plus 30 quarter hours upper division coursework in subject area, plus 4 years' recent, full-time , non-teaching work experience in the field <b>OR</b> AAS degree in subject area, or professional education plus 5 years' recent, full-time non-teaching work experience in the field; <b>OR</b> <ul style="list-style-type: none"> <li>• Demonstrated competency and/or qualifications set by licensing organization in the field.</li> <li>• Required coursework is ECE 100, ECE 273, ECE 175 (a-b), ECE 199A, ECE elective</li> </ul>

5/18/2000	Mentoring Teachers for Advance Practicum Teachers	The mentoring teacher for Advance Practicum students must have at least an AAS degree in Early Childhood
<b>Economics</b>		
1/1999	Instructor Principles of Economics: Intro, Institutions, & Philosophies or Introduction to Economics	Master's Degree in Economics or a Master's Degree in a related field plus 30 hours of graduate work in economics. A background course in economic history and economic thoughts is preferred.
<b>Education</b>		
03/2002	Instructional Assistant/Library Media Instructor	Master's Degree in subject area, such as education, library, media <b>OR</b> Master's Degree in any related area plus 2 years of a combination of teaching and non-teaching work experience in the field.
03/2002	Media Instructor	Same requirements as Assistant/Library Media Instructor <b>OR</b> Bachelor's Degree in subject area plus 3 years of a combination of teaching and on-teaching work experience in the field. <b>OR</b> Bachelor's degree in related field plus 4 years of a combination of teaching and non-teaching work experience in the field. <b>OR</b> AAS Degree in subject area or professional education plus 5 years of a combination of teaching and non-teaching work experience in the field. <b>OR</b> Demonstrate competency with a minimum of 30 quarters of upper division course work in the subject area plus 5 years of combination of teaching and non-teaching work experience in the field.
10/1995 Last paperwork found	Nothing found regarding Instructor's qualifications	
<b>Electronic Eng. Technician</b>		
	5/4/2001 Last minutes found	Nothing found regarding Instructor's qualifications
<b>Emergency Tele-communicator/ 911</b>		
4/16/1999	<b>General Qualifications</b>  Education: Preferred - an Associate Degree - in one of the following fields	

of study: education, communications, psychology or criminal justice. Minimum qualification - two years of college.

Experience: Preferred - at least five years in emergency communications with at least two years as an agency trainer. Minimum qualification - Three years in emergency communications and at least one year as a trainer. Instructors must be current in their field, either through employment, volunteer work or professional activities.

Professional Associations - current membership in at least one national professional organization, APCO, NAED, NENA or NECC 911 or the Society of Law Enforcement Trainers or other nationally recognized professional organization.

Certifications - Current Instructor certification from one of the following: Oregon DPSST certified Telecommunicator and IDC or state certification in another state. Current Certified Instructor for any of the following organizations: DPSST, POST, NAED, NCI, NECC or agency certified trainer; or the equivalent from another state.

Training - Instructors must meet minimum state certification maintenance requirement of 12 hours annually of related training, plus 4 hours of EMD training, if EMD certified. This may include: workshops, conferences, seminars, college courses or agency training.

Staff Development - Instructors must participate in all mandatory college activities, such as, in-service days, retreats and department meetings. Instructors are expected to participate in one activity per year which will enhance either teaching skill or course content.

Student Services - Instructors must be available a minimum of two hours per week for student appointments during the term in which they are instructing.

Instructor must be qualified to teach in their area of expertise: law enforcement, fire protection, emergency medical service, emergency telecommunications, or emergency management. Qualifications are determined by a combination of work and teaching experience, education and training, professional affiliations, certifications and related activities. (Listed above)

**Specific Qualifications**

PCC EMD Instructors must be EMD certified through one of the recognized emergency medical dispatch models approved by either DPSST or a state recognized dispatch agency and must be currently a certified EMD Instructor.

LEDS Instructors must be currently LEDS certified and have at least five years experience with the LEDS program or another state law enforcement computer system. LEDS representative experience preferred.

ETC 103 & ETC 104 instructors must be NAED certified instructors.

ETC 110, 111 & 112 lab instructors must have minimum of five years as telecommunicator trainers or supervisors.

**Emergency Medical Technology**

2004	EMT 105 & EMT 106	(1) At least an Oregon EMT-Basic with three years of EMT-Basic pre-hospital emergency	1. OHD-EMS Registration #122180 (EMT-P). 2. Living Cross, Bay City,	1. Copy of certificate (card). 2. Employment History on application.
------	-------------------	---	--	---

	and non-emergency care experience or an approved medical director.	and Tillamook Ambulance Services, 1998- (currently on medical-related leave, but eligible to return).	
	(2) In good standing with the Division.	EMT-P Expires 6/30/05.	Copy of certificate (card).
	(3) Hold a current CPR Instructor certificate from the American Heart Association or American Red Cross.	BLS (CPR & AED), Heart saver First Aid, PALS, and ACLS Provider/Instructor.	Copy of certificates (cards).
	(4) Have completed one of the following: (a) National Standard Curriculum for Emergency Medical Technician Instructors, U.S. Department of Transportation, 1986 Edition; (b) National Fire Protection Association (NFPA) Fire Instructor 1 or Fire Service Instructor I and II programs as provided by the Department of Public Safety Standards and Training; (c) Instructor Development Program (40 hours) as provided by the Department of Public Safety Standards and Training; or (d) A minimum of three college credits in adult or vocational education theory and practice presented by an accredited institution of higher learning.	NFPA Instructor I AP # 20436 (5/20/2004)	Copy of certification from Oregon Department of Public Safety Standards and Training.

(5) Participate in a course director program presented by the Division.	Completed 9/23/04.	Copy of registration.
(6) Participate in a course director update program presented by the Division, biennially thereafter, unless waived by the Division.	See above.	
1997	EMT Training State Accreditation req.	All aspects of program. See attached
2/1998	Director of EMS Dept.	Master's Degree in Education, vocational education, or health service related field and strong management skills. Experience performing the duties of the job may be substituted for the degree requirement on a year-for-year basis. Two years of experience performing as program coordinator in a higher education environment that includes the supervision and/or leading of staff. Must demonstrate the ability to quickly learn relevant state regulations regarding emergency medical services. Must have the ability to provide own transportation for frequent travel within the college district and throughout the state and region.
<b>Civil/Mechanical Engineering</b>	10/19/1999 Last minutes found	Nothing found regarding Instructor's qualifications
<b>Engineering Computer Software</b>	April 17, 1998	"Related Degree" was defined as: Any Degree "Demonstrated competency" was defined as "Bachelor's degree plus 7 years of current, full time work experience in subject area" or "Bachelor's degree and 4 years of full time work experience and industry recognized certification".
<b>Engineer Transfer</b>	6/12/2000	Nothing found regarding Instructor's qualifications
Last minutes found	Minutes record discussions on the topic but not list of qualifications found	
<b>ENNL (English as a Non-Native Language)</b>		
4/14/2000	Instructor	The following qualification for full and part-time faculty in ENNL were approved on September 11, 1995 by the ENNL SACC: A Master's degree in TESOL (Teachers of English to Speakers of Other Languages) from an accredited college or university, <b>OR</b> A Master's degree in a related field (such as foreign language, speech, anthropology, or education) and a TESOL Certificate or substantial coursework in TESOL methodology from an accredited institute, college or university, <b>OR</b> A Master's degree in a related field, proficiency in a foreign language and five years experience teaching ESL in a formal classroom, at least two years of which should be teaching academic English to adults. Preferred: At least two years teaching English at the college level to speakers of other languages. Amended 4/ 14/ 2000 The following qualifications for full and part-time faculty in ENNL were amended on April 14, 2000 by the ENNL

		<p>SACC: A master's degree in TESOL from an accredited college or university, <b>OR</b> A Master's degree in a related field (such as foreign language, linguistics, speech, anthropology, education or other fields upon SACC approval) and a TESOL Certificate or substantial coursework in TESOL methodology from an accredited institute, college or university, <b>OR</b> A Master's degree in a related field, proficiency in a foreign language, and five years experience in teaching ESL in a formal classroom, at least two years of which should be teaching academic English to adults. Preferred: At least two years experience teaching English at the college level to speakers of other languages.</p>
1997		<p>Master's Degree in TESOL from an accredited college or university <u>or</u> Master's degree in a related field (such as foreign language, speech, anthropology, or education) and either a TESOL certificate <u>or</u> substantial course work in TESOL methodology from an accredited college or university <u>or</u> Master's degree in a related field, proficiency in a foreign language and five years experience teaching ESL in a formal classroom, at least two of which should be teaching academic English to adults. Experience: Candidates are required to have experience living and/or working in a multi-cultural multi-ethnic environment. The ideal candidate will have at least two years experience teaching English at the college level to speakers of other languages.</p>
12/5/1989		<p>MA in TESOL <b>OR</b> MA in related field (such as foreign language, speech, anthropology, or education) <u>and</u> a TESOL Certificate or substantial coursework in TESOL methodology <b>OR</b> MA in related field and five years experience teaching ESL in a formal classroom. Preferred: At least two years experience teaching English to speakers of other languages.</p>

7/8/1983	ENNL teachers and level 7 & 8 ESL teacher	<p>Required: MA in (applied) linguistics, English, foreign language, TESL/EFL or an MA and a total of 30 graduate credit hours in the above fields. Two years formal EFL/ESL teaching experience Preferred: Additional experience teaching English and/or foreign language</p>
2/24/1983	ENNL Instructors	<p>MA in Language, Literature, English, Linguistics or TESL Formal classroom experience in ENNL, ESL, or EFL Experience teaching other English course such as composition, literature, or foreign language (preferred)</p>
<b>Environmental Studies</b>	2/11/2000 Last minutes found	Nothing found regarding Instructor's qualifications

**ESL**

12/10/01	<p><b>Education:</b> Master's degree in TESL <i>preferred</i>. <b>OR</b> a master's degree in a related field <b>plus</b> 30 quarter (20 semester) graduate credit hours in TESL coursework, <b>OR</b> a master's degree in a related field <b>plus</b> 7 years full and/or part-time paid, supervised teaching experience in a community college, adult immigrant and/or refugee ESL program with students who have widely ranging ages and skill levels (pre-literate to advanced/college preparatory) and represent a variety of ethnic, cultural and education backgrounds.</p>
----------	---

	<p>All degrees and coursework must be from accredited colleges and/or universities.</p> <p><b>Experience:</b> Recent experience providing classroom instruction in ESL to adult refugee and/or immigrants from pre-literate to advanced levels required. Formal study of, or proficiency in a second language required. The ideal candidate will also possess special expertise in areas such as ESL assessment learning theory, computer-aided language learning (CALL), and/or curriculum development. In addition, the ideal candidate will have an established work history teaching students from diverse cultural, educational and language backgrounds; will have evidence of current knowledge of ESL theory and methodology; will have experience in student advising, committee work, and curriculum development; and will have excellent organizational skills; will have proven ability to initiate and complete projects independently; will have proven teamwork and leadership skills; will have demonstrated professional involvement in the field of adult ESL; will have experience in a college and or community resource networking and have a dedication to the community college mission.</p> <p><b>Responsibilities/Duties:</b></p> <ul style="list-style-type: none"> <li>• Instruct students in ESL; listening, speaking, pronunciation, reading, and writing</li> <li>• Assess and diagnose student performance</li> <li>• Advise students</li> <li>• Record student progress and complete required program reports</li> <li>• Participate in subject area curriculum committee and other committees as assigned</li> <li>• Lead faculty project teams in areas such as curriculum or test development, textbook selections, or professional development</li> <li>• Act as a resource person for part-time ESL faculty</li> <li>• Act as a liaison between the ESL Department and the assigned campus/site</li> <li>• Work with the department chair(s) and division dean to manage the department.</li> <li>• Accept and perform department chair duties in the future as needed.</li> </ul> <p><b>**Note:</b> All full-time openings for ESL, faculty should be advertised through TESL – The international professional organization for Teachers of English to Speakers of other Languages.</p>	
2/18/2000	Full time & Part-time ESL Instructors (revised 5/98)	<p><b>Education:</b></p> <ol style="list-style-type: none"> <li>1. REQUIRED Master's degree in TESOL</li> </ol> <p><b>OR</b></p> <p>a Master's degree in a related field (linguistics, applied linguistics, English, a modern foreign language, adult education, intercultural communication, or international studies) plus or including TESOL Certificate or equivalent course work (40 quarter hours or 30 semester hours) at the 4000 level or higher, from an accredited four-year university. TESOL Certificate or course work must include the study of linguistics, language acquisition theory, and language teaching methodology.</p> <ol style="list-style-type: none"> <li>2. REQUIRED proficiency in or at least two year's study of a second language.</li> <li>3. PREFERRED course work in adult education, adult learning theory, cultural anthropology or cultural studies.</li> </ol> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>1. REQUIRED experience teaching ESL either paid or <u>supervised volunteer</u> experience or a combination.</li> <li>2. PREFERRED teaching experience in adult education</li> </ol>

		<p>Either paid or <u>supervised volunteer</u> experience. This does not have to be teaching ESL. Acceptable work could be literacy, GED, ABE, or other developmental education courses.</p> <p><b>OTHER</b></p> <ol style="list-style-type: none"> <li>1. REQUIRED excellent oral and written communication skills in English.</li> <li>2. REQUIRED demonstrated knowledge of appropriate adult education ESL teaching skills.</li> <li>3. PREFERRED education and/or experience teaching <u>non-literate</u> adult ESL students.</li> </ol>
<b>Facilities Maintenance Technician</b>		Nothing Found
<b>Fire Protection Technology</b>		
08/2006	PT - Instructor	<p>Required: AAS Degree in Fire Protection Technology EMT Basic Emergency Service Instructor III level or equiv. 5 years fire service experience</p> <p>Preferred: BS Fire Administration 2 years as a company officer 1 year instructing at a Community College in Fire or EMS</p>
7/9/1996 Most recent note		Reference in form from State Department of Education that the institution will adhere to the policies of the State Department of Education in respect to the requirements of occupational education and training.
<b>Fitness Tech</b>		
Jan 2002	Instructor	<ol style="list-style-type: none"> <li>1. Masters degree in PE</li> <li>2. Master degree in closely related subject area, i.e., exercise physiology, sports fitness, plus 30 quarter hours graduate credit in subject area. For Corrective/Adaptive Physical Education – subject area in Physical Therapy or Adaptive Physical Education.</li> <li>3. Bachelors degree in PE or closely related subject area., i.e., exercise physiology, sports fitness, plus</li> </ol> <p>Not complete – asked for dept ‘e’ copy.</p>
6/26/1995	Instructor	<p>Within Fitness Technology, the instructor qualification would be in keeping with the PCC Instructor Qualification Policy for Vocational/Technical Education Instructors. Specifically, we would require those teaching the FT curriculum to have a Master” degree in Physical Education, Exercise Science, or a related field. For the Nutrition and Injury Prevention classes we would expect specialized education in those areas. For the Professional Activity classes, we would choose instructors with the related degrees plus teaching experience in specialty areas such as Aerobics, Weight Training, Aquatics, Exercise for Special Populations, and other Fitness activities. Certifications from the American College of Sports Medicine, the American Council on Exercise, or similar organization would also be helpful. Work experience within the health and fitness industry will be desirable for some courses such as the Fitness Technology Seminar.</p>
<b>Foods/ Nutrition</b>		

3/21/2004	Foods/Nutrition Faculty	Master of Science in Foods and Nutrition Because of four separate requests for guidance (from other Oregon community colleges), Nuha Rice and I had a rousing discussion about which credentials appropriate for faculty in foods and nutrition. We gradually eliminated what fell under heading of personal qualifications (teaching experience, health food bias, etc) and decided that the bottom line is a post graduate degree in foods and nutrition. OSU requires a master's in F&N to teach the college transfer intro course FN 225. We align ourselves with OSU as closely as possible so that our students can compete with Corvallis instruction. Limiting the field to an advanced degree in foods and nutrition thereby eliminates those who (1) cannot appropriately examine the professional literature in this subject area, (2) uses some other avenue other than hard science, and (3) espouses his/her personal lifestyle (such as vegetarianism is the only choice) to the detriment of all other approaches to foods and nutrition. We no longer require faculty to hold registry in American Dietetic Association (R.D.) as PCC terminated all dietetics programs and therefore has no current affiliation with ADA. In short, the Master of Science in Foods and Nutrition is the only credential to suffice.
<b>General Science</b>		
9/21/2000 Most recent minutes	Nothing found regarding Instructor's qualifications	
<b>Geography</b>		
10/31/2000 Most recent minutes	Nothing found regarding Instructor's qualifications	
<b>Geology</b>		
2004	<b>G160, G161 G201, G202, G203, G207, G208, G209, G200, G160, G161, G291 G160, G161 G201, G202, G203, G207, G208, G209, G200, G160, G161, G291 (Geology)</b>	Instructor Qualifications a) A master's degree in any one of the following subject geology, earth sciences, earth-space science, physical oceanography, environmental science, planetary science, general science, science education, geochemistry, geophysics; OR: b) A bachelor's degree in any of the above PLUS 30 or more graduate hours in geology, geochemistry, geophysics, earth-space science, physical oceanography, environmental science, planetary science; OR: c) A bachelor's degree in any of the above PLUS a reasonable background in the particular subject being taught, and this can be demonstrated through academic coursework, teaching experience, "industrial" (non-teaching) experience, research, grants, professional experience, or any combination thereof.
<b>Gerontology</b>		
<b>Graphic Design</b>		
October 25, 2004	Adjunct Instructors.	<b>Statement of Competencies for Adjunct Graphic Design Faculty</b>
<b>Portland Community College</b> If a candidate does not meet existing Professional/Technical Education qualifications, the Graphic Design SACC has determined competency will be demonstrated by the following:		

1. The candidate shall have at least 5 years of full-time professional experience in the field of graphic design.
2. The candidate must present a current portfolio demonstrating professional-level, published work in the subject area.

**Health**

1/30/2001	HE 250 Instructor	<ol style="list-style-type: none"> <li>1. Ideal- HE 250 instructor has a master's degree in health education, community health, or related field with graduate course in fitness, nutrition, health behavior, sexuality, psychology, disease, and environment.</li> <li>2. HE250 instructor has a Master's degree with 30 quarter hours of graduate credit in academic courses in fitness, nutrition, health behavior, sexuality, psychology, disease, environment.</li> <li>3. HE 250 instructor has a bachelor's degree and at least 30 quarter hours of graduate credit in academic courses in fitness, nutrition, health behavior, sexuality, psychology, disease, and environment.</li> </ol>
HPE 298 lecture and lab instructors (requirements for PSU to accept credits of PCC's transfer students)		<ol style="list-style-type: none"> <li>1. Master's degree in Health or Physical Education</li> <li>2. Course in Exercise Physiology</li> <li>3. Course in Nutrition</li> <li>4. Course in Stress Management</li> <li>5. Also recommended that Health and Physical Education instructors attend the Seaside Conference, enroll in a summer PSU Wellness course, and attend the PCC lecture and/or lab for one term, depending on the instructor's major area. A Health major should attend the lab, and the PE instructor should attend the lecture.</li> </ol>

**Health Info Management**

2/1/2006	Instructor	Associate or Bachelor's Degree in Health Information Management AND current credential as a Registered Health Information Technician or Registered Health Information Administrator AND three years work experience in the Health Information Management profession.
2/1/2006	Instructor for HIM 270 and HIM 273	Associate or Bachelor's Degree in Health Information Management AND current credential as a Registered Health Information Technician or Registered Health Information Administrator AND three years ICD9- CM coding experience in an acute care facility.
2/1/2006	Instructor for HIM 272 and HIM 277	Associate or Bachelor's Degree in Health Information Management AND current credential as a Registered Health Information Technician or Registered Health Information Administrator AND three years management experience in the Health Information Management profession.
2/1/2006	Instructor for HIM 275	Associate or Bachelor's Degree in Health Information Management AND current credential as a Registered Health Information Technician or Registered Health Information Administrator AND three years CPT coding experience OR current CCS credential with three years CPT coding experience.

**History**

02/17/03	Instructor qualifications: Masters in History or closely related field with SAC approval as a minimum. Previously the qualifications were to have an earned Masters in History. Because of the broad nature of history, the SAC will under limited circumstances consider academic expertise and experience in other closely related fields in order to staff particular courses with the best available candidate.	
4/12/2000	Offsite Instructor's,	Required: Master's degree in history

	specifically those teaching AP history course at the high school level under the auspices of PCC	Current instructor would be grandfathered in. Master's degree in teaching or in other social science field will not suffice.
5/11/1992	HST 202 & 203	Master's degree in history with 24 graduate hours in U.S History and /or three years experience teaching U.S. History.
Specialty Courses in History	Master's degree in History with 24 graduate hours in the specialty subject and/or three year experience teaching the specialty subject.	
<b>Humanities</b>		
<b>Instructional Assistant Special Education</b>	2/7/1997 Last minutes found	Nothing found regarding Instructor's qualifications
<b>Integrated Studies</b>	10/3/2001 (Learning Communities Minutes)	Nothing found regarding Instructor's qualifications
<b>Interior Design</b>	3/07/2005 Instructor	Demonstrated competence for Interior Design is determined on a course-by-course basis. For each course, the instructor must have minimum of five years professional experience in interior design or related field. Related fields may include by are not limited to: architecture, kitchen and bath design, lighting design, textiles, or similar.
<b>ID 125 Computer Drafting for Interior Designers using Chief Architect Software</b>	The candidate shall have at least 5 years of full-time professional experience in the field of interior design. The candidate shall have at least 3 years of professional experience using Chief Architect software, and is able to produce a portfolio of work generated in professional practice. In addition, it is preferred that the candidate has taken at least one training class given by the manufacturer of the software or through an accredited institution. The candidate must demonstrate at least two years of teaching experience, or two years of leadership and training experience in lieu of teaching experience, or an equivalent combination.	
6/26/95 Instructor	Minimum of a Bachelor's degree, 5 years professional experience in the field, and 1 year teaching experience	
<b>Journalism</b>		
November 28, 2001 Instructor	Masters degree in English, Creative Writing, Journalism, Speech Communication, Mass Communication, or Communications ... Masters degree in a related area (e.g., History, Economics, Political Science, Sociology) plus 30 graduate quarter hours in the subject area. ... Instructors without one of the degrees listed above could be hired on the basis of professional competence, which requires a Bachelors degree in English, Creative Writing, Communications or Journalism plus 2 or more years professional experience working in mass media.	
2/26/2001 Instructor	MA in English, Rhetoric, Creative Writing, or Journalism, or MA or MS in Speech/communication/Mass Communication Instructors without one of the degree listed above could be hired on the basis of professional competence, which requires a BA or BS in Journalism plus 2 or more years professional experience working as a journalist.	
<b>Landscape Technology</b>		

03/05/2004 Instructor	Landscape Instructor Preferred qualifications as determined by the SAC and the Advisory Board: Education & Experience: Bachelor's degree in Landscape Architecture, Landscape Construction, Landscape Management (maintenance), Horticulture (with a landscape emphasis), Vocational Agriculture, Vocational Education/Horticulture, or Turf Management; and 4 years of work experience in the field required, with a preference for 2 years teaching and 3 years of work experience. Internships and cooperative work experience will substitute for one year of the required experience; <b>OR</b> a Bachelor's in a related area such as Biology, Geology, Geography, Urban Planning, Environmental Science, Architecture, etc. with 30-quarter credit hours in upper division landscape courses including maintenance and pesticides; and 8 years of work experience in the field required, with a preference for 3 years teaching and 4 years of work experience. Internships and cooperative work experience will substitute for one year of the required experience;
1/20/04	<p>Faculty Hiring Recommendations for LAT Courses:</p> <p><u>CSS 200 Soils and Plant Nutrition</u> BS in Horticulture, Agronomy, Soil Science, or related agriculture field with at least one soils course. <u>HOR 226, 227, 228, 225, 272 Landscape Plant Materials Courses</u> Relevant college level coursework in plant materials or 3 years of green industry experience. <u>HOR 290 Intro to Landscape Design</u> BS in Horticulture, Landscape Architecture, Ag Education with minor in Horticulture and one year's experience doing landscape design, or five year's experience as a landscape designer. <u>HOR 291 Landscape Design Process</u> BS in Horticulture, Landscape Architecture, Ag Education with minor in Horticulture and one year's experience doing landscape design, or five year's experience as a landscape designer. <u>LAT 104 Pesticides</u> Current or past Commercial or Private Applicators License. <u>LAT 106 Basic Horticulture</u> College level Botany coursework and 1 year of experience in the green industry. <u>LAT 108 Landscape Irrigation I</u> AAS in Horticulture, Landscape Technology, with one year's work experience in irrigation installation. <u>LAT 109 Plant Propagation</u> AAS in Horticulture, Landscape Technology, Greenhouse Management, or Floriculture with one year experience in the field of commercial propagation, or two years work experience in commercial propagation. <u>LAT 110 Grounds Maintenance</u></p>

<p>AAS in Horticulture, Landscape Technology, with two year's work experience in grounds maintenance. <u>LAT 111 Landscape Construction Practices</u> 2 years work experience in the landscape construction field and submission of a portfolio of work examples or two years in vocational education teaching building related courses. <u>LAT 214 Plant Composition</u> AAS in Horticulture, Landscape Technology and one year's experience doing landscape design, or five year's experience as a landscape designer and submission of portfolio of work. <u>LAT 217 Landscape Drafting</u> AAS in Horticulture, Landscape Technology and one year's experience doing landscape design, or five year's experience as a landscape designer and submission of portfolio of work. <u>LAT 219 Landscape Illustration</u> AAS in Horticulture, Landscape Technology and one year's experience doing landscape design, or five year's experience as a landscape</p>
--

designer and submission of portfolio of work.

**LAT 221 Landscape Design Problems**

AAS in Horticulture, Landscape Technology and one year's experience doing landscape design, or five year's experience as a landscape designer and submission of portfolio of work.

LAT 223 Site Survey and Analysis

AAS in Horticulture, Landscape Technology, or Building Construction with at least one course in surveying or site measurement, or two years work experience in Landscape Design, Landscape Architecture or surveying.

LAT 225 Water Gardens

AAS in Horticulture, Landscape Technology and one year's experience designing, installing or maintaining water features, or three year's experience designing, installing or maintaining water features.

LAT 232 Landscape Irrigation II

AAS in Horticulture or Landscape Technology, with two years work experience in irrigation design and irrigation portfolio, or Irrigation Association Certification in Irrigation Design, or three years work experience in irrigation design and installation.

LAT 235 Tree Care Fall, LAT 240 Tree Care Spring

International Society of Arboriculture Arborist's Certification.

LAT 236 Landscape Math

College coursework in algebra and basic trigonometry and demonstrable competency in application of math in the green industry.

LAT 241 Turfgrass Cultural Practices

AAS in Horticulture, Landscape Technology, Agronomy, Turf Management, or Golf Course Management, with two year's work experience in turf management, or three years work experience in turf or golf course industry.

LAT 243 Landscape Business Operations

Five years experience as a manager or owner of a landscaping business, or Landscape Contractors Business License.

LAT 250 Plant Diseases, Insects and Weeds

AAS or BS in Horticulture, Agronomy, Plant Pathology, Entomology, Weed Science, Botany, or related agriculture field with coursework in pathology, entomology, or weed science.

LAT 262 Native Plants of Oregon

AAS in Horticulture, Landscape Technology, or BS in Botany.

LAT 263 Bonsai-Saikei

Portfolio of Bonsai projects.

LAT 264 Landscape Estimating and Bidding

AAS in Landscape Technology, Horticulture, or two years experience in estimating and bidding in the landscape industry.

LAT 268 Wetlands

Two years work experience in wetlands restoration.

LAT 271 Computer Aided Landscape Design

One year experience in CAD and one year experience in Landscape Design.

LAT 272 Sustainable Landscaping

An equivalency of one year's coursework, seminars, on sustainability issues.

LAT 280 Landscape Cooperative Work Experience

Instructors selected through college work experience office. Not administered through LAT program.

1/09/03

**Education:**

Bachelor's degree in Landscape Architecture, Landscape Construction, Landscape Management (maintenance), Horticulture (with a landscape emphasis), Vocational Agriculture, Vocational Education/Horticulture, or Turf Management.

	<p><b>Or</b> A two-year Associate degree in Landscape Construction, Landscape Management, Horticulture (with a landscape emphasis).</p> <p><b>Or</b> A Bachelor's in a related area such as Biology, Geology, Geography, Urban Planning, Environmental Science, Architecture, etc. with 30-quarter credit hours in upper division landscape courses including maintenance and pesticides.</p> <p><b>Experience:</b> For a Bachelor's degree, 5 years of work experience in the field or preferred, 2 years teaching and 3 years of work experience. Internships and cooperative work experience acceptable as one year of experience.</p>
--	---

For a related Bachelor's degree or an Associates' degree, 8 years of work experience in the field or preferred, 3 years teaching and 5 years of work experience.

10/31/2000 Last minutes found		Nothing found regarding Instructor's qualifications
<b>Machine Manu. Tech.</b>	10/3/1996 Last paperwork found	Nothing found regarding Instructor's qualifications
<b>Management and Supervisory Development</b>	10/8/2001 Last minutes found	Nothing found regarding Instructor's qualifications

<b>Mathematics</b>	
2-24-2003; 10-22-2004 FG Instructor	<p><u>Minimum qualifications for Mathematics faculty:</u> Master degree (MA or MS) in mathematics from an accredited college or university. Or, a graduate degree in a related field with successful completion of at least 30 quarter credits of graduate level mathematics courses.</p> <p>There are three alternative approval paths for part-time MTH instructors.</p> <ol style="list-style-type: none"> <li>1. PSU Mathematics Graduate Students with 27 or more Graduate-level Credits in Mathematics: Any MTH course appropriate for the graduate student, i.e., it's not limited to certain courses. Approved many years ago by then VP for Academic Services Jim Van Dyke, we're allowed to hire PSU mathematics grad students who have completed 27 or more credits of graduate-level MTH courses. This path was worked out as part of a cooperative program with PSU's Mathematics Department. It gives us access to instructors and gives PSU grad students an opportunity to see if teaching is a good career fit.</li> <li>2. For Teaching MTH 30 through MTH 95: Approved several years ago by the MTH SAC, instructors may teach MTH 30 through MTH 95 provided they have the following credentials.</li> </ol> <p>Bachelor degree in Mathematics or Mathematics Education or in Education with an emphasis in mathematics. (Note; Bachelor degree in Business math be substituted for instructors of MTH 30.)</p> <p>and</p> <p>Three years full-time (or equivalent cumulative part-time) mathematics teaching experience within grades 7 through 16.</p> <p>and</p> <p>Transcript showing successful completion of a full calculus sequence.</p>

		3. Masters degree in a related field such as, but not limited to, Physics or Engineering: Any MTH course appropriate for the instructor, i.e., it's not limited to certain courses. Approved this year by the MTH SAC, individuals may demonstrate competency by having a Masters degree in a related field including, but not limited to, Physics or Engineering. The rationale behind this approval path is that folks with Masters degrees in Physics or Engineering, and other fields, have many math-intensive graduate-level courses in their discipline.
6/19/2002	Part time Instructors	<p>1. PSU grad students with 27 or more graduate level credits in math, which is any math course appropriate for the grad student and not limited to certain courses. This is part of a cooperative program with PSU.</p> <p>2. To teach MTH 30 through MTH 95: need a BA in math, or math education, or in education with an emphasis in math. For MTH 30, a BA in business math may be substituted. In addition, three years full time (or equivalent, cumulative part time) math teaching experience with grades 7-16, and a transcript showing successful completion of a full calculus sequence.</p> <p>3. Masters degree in a related field such as, but not limited to, Physics or Engineering any math course appropriate for the instructor, ie not limited to certain courses.</p>
1/16/1997	Instructor	<p>Adopted 2/12/1987, amended 1/16/1997</p> <p>Summary of changes to the Instructor Qualification</p> <p>1 Added to all course groupings (MTH 30-254) the sentence: "Training I reform style math is preferred with adaptability to integrate technology where appropriate."</p> <p>3. Removal of the word "traditional" from all phrases: "...shall have successfully completed the full traditional calculus sequence..."</p> <p>4. Added MTH 93 to the list of College Algebra Classes.</p> <p>5. Renamed MTH 111 to 111A,111B, 111C</p> <p>6. In the Calculus Qualifications, the topic "finite variables" was corrected to "complex variables."</p>
3/31/1998	Part-time Instructors	Satellite campuses -Mention of problem when math instructors are not available. Possibility of accommodating special needs with appropriately qualified Science instructors- for Math courses 100 and below
9/17/1997	Instructor	PCM courses, course numbered above Math 20 but below Math 111. Current qualifications are to have a master's degree in Math or in another field with at least 30 hours in math or equivalent experience. The type of experience needs to be clarified.
10/20/1988	Minutes mention AAC lowering standards for teachers of DEM courses to BS degree	
4/9/1987	Math 75 & 76 Math 9.690, CBEST review	<p>Same instructor qualifications as Math 60 &amp; 65. Also Geometry is considered to be beneficial.</p> <p>Same instructor qualifications as math 75</p>
2/12/1987 Instructor	<u>Definition:</u> The phrase "college minimum standards" refers to the official policy entitled Standards for the Selection of Instructional Personnel, as appended. The Math SACC believes that areas of interpretation within that policy should remain flexible to allow Management, to use discretion to select the most capable staff members, specifically, that "master's degree in	

the field of primary assignment" not be singularly interpreted as " Master's Degree in Mathematics." Degree with relevant mathematical content are often granted under a variety of titles and the title alone should not be the initial criterion for selection.

MTH 10- Fundamentals of Arithmetic, instructor must meet the college minimum standards and have an undergraduate degree in mathematics, mathematics education, or education. Teaching experience in an individualized math program and in adult education is considered beneficial.

MTH 30- Business mathematics, instructor shall meet the college minimum standards. Coursework in mathematics and experience in business applications of mathematics are considered beneficial.

MTH 60, 65, 70- Algebra I & II- instructor shall meet the college minimum standards. Transcribed coursework through the full traditional calculus sequence is preferred. Experience in teaching algebra is considered beneficial.

MTH 100,101,102, 105,106,110- Instructor shall meet the college minimum standards for teaching transferable courses and shall have coursework transcripts that include the full traditional calculus sequence and topics in linear algebra.

MTH 103,104- Instructor shall meet the college minimum standards for teaching transferable courses. Coursework shall include a sequence of class in statistics. Employment experience in business or industry is considered beneficial.

MTH 191, 192,193- Mathematics for Elementary Teachers sequence- instructor shall meet the college minimum standards for teaching transferable courses. College coursework shall include topics in set theory, number theory, logic, abstract algebra, and geometry. Education courses at the upper division or graduate level I curriculum development, methods of instruction, and psychology of learning are preferred. Experience with math education manipulative materials; coursework in elementary education, educational philosophy and history of mathematics; teaching experience at 8<sup>th</sup> grade or lower; and experience teaching a similar sequence of courses at another institution are all considered beneficial.

MTH 200, 201, 202, 203 - Calculus sequence- instructor shall meet the college minimum standards for teaching transferable courses, and shall have successfully completed the full traditional calculus sequence, topics in linear algebra, and three 1-quarter courses ore semester courses for which elementary calculus in a pre-requisite. These may include but are not limited to: differential equations, finite variable, numerical analysis, advanced calculus, sequences and series, and topology. Courses in applied mathematics, circuitry, calculus-based physics sequence, mathematical statistics, and combinatorics shall be given consideration.

MTH 221- Instructor shall meet all qualifications required to teach the calculus sequence and in addition, shall have taken a further course involving differential equations.

MTH 231- Instructor shall meet all qualification required to teach the calculus sequence and, in addition, shall have taken courses involving discrete mathematics topics.

MTH 241-Instructor shall meet all qualifications required to teach the calculus sequence and in addition, shall have taken a course which is specifically a study of linear algebra.

<b>Medical Assisting</b>		
8/14/08	Faculty	Associate degree or higher Certified medical assistant (AAMA) Three years experience as a medical assistant in an ambulatory care setting
<b>Medical Lab Tech</b>	3/9/2001 Last paperwork found	Nothing found regarding Instructor's qualifications
3/12/2003	Medical Terminology	We look for an advanced degree (Associate or higher) and of course for a medical credential but there are several that would work. Currently we have two different levels of credential in health information management, a medical assisting instructor with a nursing background and a rad tech teaching. We like to have people who have had formal classes in medical terminology but don't

		always hold to that standard as many programs don't have it. I often talk with candidates about their philosophy of teaching medical terminology. There are two approaches and we favor one over another.
<b>Medical Professions</b>	2/1/2006 MP 111	Advanced degree (Associate or higher) in a medical or allied health field with one year work experience in a health care facility or organization. OR Course work in medical terminology and anatomy and physiology and three years work experience in a health care facility or organization
<b>Micro-electronics Tech</b>		
7/2006 - Part time faculty		<p><b>1. MT90, MT111, MT112, MT113, MT121, MT122 - Fundamentals in electronic and digital circuits. Instructors need knowledge of material, and ability to teach concepts to students lacking relatable background</b></p> <p>MASTERS OF SCIENCE in physics or engineering  3 years industry experience preferred  Teaching experience is preferred  Demonstration of teaching competency in the subject</p> <p>BACHELORS OF SCIENCE in physics or engineering  Industry experience preferred  Teaching experience is preferred  Demonstration of teaching competency in related subject  Two quarters upper division coursework in the subject</p> <p>ASSOCIATES OF APPLIED SCIENCE degree required for employment in the semiconductor industry as an equipment technician  Demonstration of teaching competency in the subject:  Able to demonstrate teaching competence in all CCOG topics</p> <p><b>2. MT222 - Quality systems used in the semiconductor industry. Instructors need experience in quality systems as used in the semiconductor manufacturing area.</b></p> <p>BACHELORS OF SCIENCE in physics, chemistry or engineering  Two years recent industry experience in manufacturing process control  Demonstration of teaching competency in the subject</p> <p><b>3. MT100, MT200 - Processes and procedures used in the semiconductor manufacturing industry. Instructors need experience in those processes and procedures.</b></p> <p>MASTERS OF SCIENCE in physics, chemistry or engineering  Two years recent industry experience in semiconductor manufacturing process engineering  Demonstration of teaching competency in the subject</p> <p>BACHELORS OF SCIENCE in physics, chemistry or engineering  Three years recent industry experience in semiconductor manufacturing process engineering</p>

Demonstration of teaching competency in the subject			
<b>Multimedia</b>	Effective June 15, 2000	Instructor Qualifications	<u>Multimedia</u> <ul style="list-style-type: none"> <li>• Master's degree in subject area and 3 years' recent, full-time, non-teaching experience in the field;</li> <li>• Master's degree in related area plus 30 quarter hours credit in upper division course work in subject area, and 3 years' recent, full-time, experience in the field;</li> <li>• Bachelor's degree in subject area and 4 years' recent, full-time, non-teaching work experience in the field;</li> <li>• AAS degree in subject area or professional education plus 5 years' recent, full-time, non-teaching work experience in the field;</li> <li>• Demonstrated competency through a combination of:               <ul style="list-style-type: none"> <li>• 3 years full-time experience in multimedia or related field, e.g., programmer, producer, internet developer, project manager, internet developer, interactive technical writer; and/or,</li> <li>• 3 years full-time higher education multimedia teaching experience, or 5 years higher education teaching experience using multimedia in instruction; and/or,</li> </ul> </li> <li>• Portfolio that demonstrates mastery of the multimedia subject area; and/or,</li> <li>• Bachelor's degree or higher (not in multimedia or multimedia related field);</li> <li>• 3 years experience delivering training in multimedia or related field and/or,</li> <li>• Certificate in Multimedia from an accredited institution</li> </ul>
<b>Music</b>			
06/09/03	Candidates must meet one of three criteria:		

1. Master's of Music degree 2. Master's degree in a related area plus 30 quarter hours graduate credit in subject area 3. Bachelor's degree in music plus demonstrated competency in field of music: For applied music (MUP) candidates must have a minimum of five (5) years of private teaching experience and at least five (5) years of professional experience (concertizing and/or conducting). In areas of music technology and ethnomusicology, candidates must have a minimum of five (5) years of professional experience. This may include publications, multimedia authoring and recording studio work. In addition, candidates must have teaching experience in the specific field.	
<b>Music (Professional Music)</b>	
12/21/01	Bachelor's degree in recording technology or related field plus three years in music to include: studio and music production, acoustic design, and technical maintenance of analog and digital recording equipment. <b>OR</b> Assoc degree in recording technology or related field plus five years of professional experience in music to include: studio and music production, acoustic design, technical maintenance of analog and digital recording equipment. <b>OR</b> Seven years of professional experience in music to include: studio and music production, acoustic design, and technical maintenance of analog and digital recording equipment.

<b>Nursing</b>		
1/1991	Faculty	National League for Nursing Board recommendation that All full- and part-time faculty have a master's degree with a major in nursing.
<b>Ophthalmic Medical Technology</b>		
1998	Personnel	Recommendations for an accredited Educational program for the Ophthalmic Medical Technician and Ophthalmic Medical technologist by the Committee on Allied Health Education and Accreditation (CAHEA) <i>See attached</i>
8-14-08	Faculty	Current credential as a Certified Ophthalmic Technician or Certified Ophthalmic Medical Technologist Associate's or Bachelor's Degree in Ophthalmic Medical Technology Minimum one (1) year (preferably 3 years) clinical work experience in an ophthalmic practice
<b>Paralegal</b>		
10/5/04	Full time Instructor	JD or PH.D in law and two years full time work experience in related field <b>OR</b> MA or MS in law or related field and three years full time work experience in related field <b>OR</b> BA or BS in law or related field and four years of full time experience in law or related field <b>OR</b> Ten years of full time experience in law or related field
1/16/04	CG 100A,B,C College Survival and Success CG111 A,B,C Study Skills for College Learning	Masters in Counseling, Psychology, Social Psychology, or related field. <b>OR</b> Bachelors & 4 years college work experience in advising , instruction, or student services. Demonstrated competency is 10 years in field
9/30/1985	Instructor	Mention of developing minimum instructor qualifications- Nothing found
<b>Philosophy</b>		
Master's degree in philosophy <b>OR</b> 30 graduate hours in philosophy		

<b>Physical Education</b>		
4/14/05	<b>Full and part-time instructors in physical education for all lower division college transfer courses (Note:</b>	<b>Note: Changes approved by the PE SAC on <u>April 14th, 2005</u>, will appear in Red; further suggested changes by SAC Chair to format only will appear in Blue.</b> 1. <b>Masters degree in Physical Education.</b> 2. <b>Masters degree in closely related subject area, i.e., exercise physiology, sports fitness,</b> plus 30-quarter hours graduate credit in subject area. (For Corrective/Adaptive Physical Education – Subject area in Physical Therapy or Adaptive Physical Education.)

	<p><b>all Full-time PE/Dance Instructors have Masters Degrees):</b></p>	<p><b>3. Bachelors degree in Physical Education or closely related subject area, i.e. exercise physiology, sports fitness,</b> plus three (3) years teaching experience at the college/high school levels. Strong preference to candidates with recent experience teaching in college or adults of varying skill levels. (Numbers 1-3 address the qualifications for teaching <b>all</b> activity courses <b>not</b> specifically listed under Number 4, without exception.)</p> <p><b>4. Demonstrated competency in the field:</b> (Qualifications for teaching the following list of courses will be considered <b>only</b> when unable to secure candidate by using 1-3.) Positive professional references, validated years of teaching experience and personal recommendations must be evident before consideration.</p> <p><b>a. Aerobics:</b> Three (3) years teaching experience plus one of the following certifications: American Council on Exercise (ACE), American College of Sports Medicine (ACSM) Health/Fitness Instructor, Aerobics and Fitness Association of America (AFAA) Aerobics Instructor, Aerobic Excel (EXEL) Group Fitness Instructor or equivalent. Group Exercise Leader Certification, or equivalent. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.</p> <p><b>b. Body in Balance (Pilates):</b> Three years (3) teaching experience plus one of the following certifications: Initiation 101 or Initiation 201 from the Physical Mind Institute, Stott Conditioning Training and Certification from Pilates Studio, Core Dynamics Certification or Pilates Method of Body Conditioning Certification. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.</p> <p><b>c. Dance:</b> Three (3) years of professional dance experience (may include performing, choreography, teaching) to include (2) year teaching experience. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.</p> <p><b>d. Lifeguard Training (LGT)/Water Safety Instructor (WSI):</b> Three (3) years teaching experience plus American Red Cross certification as a Lifeguard Instructor (LGT), or as a Water Safety Instructor Trainer (WSI). Strong</p>
<p>Preference for candidates with recent experience teaching in college or teaching adults of varying skill levels. <b>(Note: this qualification is only for Lifeguard Training and WSI. All other swimming and certification courses must be addressed under 1-3 for instructor qualifications above).</b></p> <p><b>e. Martial Arts:</b> Specific instructor qualifications are listed below (in italics) for each Martial Arts offered, i.e., Aikido, Judo, Karate, Tae Kwon Do, and Tai Chi.</p> <p><i>Aikido I &amp; II: (Criteria in order of preference)</i>  <i>Aikido Master Teacher with 6<sup>th</sup> Degree Black Belt or higher with minimum 12 years recent experience teaching adults of different levels and current Aikido World Headquarters (or other recognized Aikido organization) registration.</i></p> <p><i>Aikido Instructor with 4<sup>th</sup> Degree Black Belt or higher with minimum 8-12 years recent experience teaching adults of different levels and current Aikido World</i></p>		

*Headquarters (or other recognized Aikido organization) registration.*

*Aikido Assistant Instructor (teach alone) with 1<sup>st</sup> – 3rd Degree Black Belt or higher with minimum 2-8 years recent experience teaching adults of different levels and current Aikido World Headquarters (or other recognized Aikido organization) registration. Individual will not be certified to award recognized ranks to participants, but will require Aikido Instructor at time of certification. See above example.*

*(In Japan, martial arts teachers have to be 4<sup>th</sup> Degree Black Belt or higher to teach in the Universities.)*

**Judo I & II: (Criteria in order of preference)**

*Kodokan Judo 2<sup>nd</sup> Degree Black Belt or higher with minimum 5 years recent experience teaching adults of different levels and current United States Judo Incorporated (USJI), United States Judo Federation (USJF), or United States Judo Association (USJA) registration.*

*Kodokan Judo 1<sup>st</sup> Degree Black Belt with 5 years recent experience teaching adults of different levels and current USJI, USJF, or USJA registration.*

*USJF or USJA 1<sup>st</sup> Degree Black Belt or higher with minimum 2 years teaching experience teaching adults of different levels, current USJI, USJF, or USJA registration and minimum 5 years Judo experience.*

*(Kodokan Judo requirements are uniform and exceed USJF and USJA standards. Like Karate and other martial arts, some USJA programs allow a Black Belt rank after 1 year of Judo. Kodokan and USJF have requirements that are nearly impossible to meet in less than 5 years of diligent practice.)*

**Karate:**

*Strong preference for 2nd Degree Black Belt and 3 years of teaching experience with adults of varying skill levels. May consider 1<sup>st</sup> Degree Black Belt and 4 or 5 years of teaching experience with adults of varying skill levels.*

**Tae Kwon Do I & II: (Criteria in order of preference)**

*Tae Kwon Do Teacher with 2<sup>nd</sup> Degree Black Belt or higher with minimum 6 years of single-style martial arts training and 2 or more years of recent teaching experience with college students or adults of different levels. Prefer current registration with World Tae Kwon Do Association and North American Chung Do Kwon Association. Proof of Black Belt Certification.*

*Tae Kwon Do Instructor with 1<sup>st</sup> Degree Black Belt or higher with minimum 4 years of single-style martial arts training and 1 or more years of recent teaching experience with college students or adults of different levels. Prefer current registration with World Tae Kwon Do Association and North American Chung Do Kwon Association, or other recognized Tae Kwon Do association. Proof of Black Belt Certification.*

**Tai Chi:**

*Three (3) years teaching experience plus certification from recognized school for Tai Chi instructors. Strong preference will be given for candidates with recent experience teaching in college or teaching adults of varying skill levels.*

**f. NIA (Neuromuscular Integrative Action):** Three (3) years teaching experience in Neuromuscular Integrative Action, NIA Certification in one of the following belts White, Blue, Brown, or Black. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**g. Yoga:** Three (3) years teaching experience plus certification from recognized school for Yoga instructors. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**h. Team/Individual Sports:** Bachelor's degree in any subject area, plus three (3) years teaching/coaching at the High School/College level. National certification in particular sport is preferred, but not required.

**Additional recommendations:**

**i.** Recommend, but not require that successful candidate secures certifications in First Aid and CPR.

2/18/2002

Qualifications for all lower division college transfer classes. Numbered levels represent order of qualification consideration for part-time hiring

in Physical Education:

1. Masters degree in Physical Education.
2. Masters degree in closely related subject area, i.e., exercise physiology, sports fitness, plus 30 quarter hours graduate credit in subject area. (For Corrective/Adaptive Physical Education – Subject Area in Physical Therapy or Adaptive Physical Education.)
3. Bachelors degree in Physical Education or closely related subject area, i.e. exercise physiology, sports fitness, plus three (3) years teaching experience at the college/high school levels. Strong preference to candidates with recent experience teaching in college or adults of varying skill levels. (Numbers 1-3 address the qualifications for teaching all activity courses not specifically listed under Number 4, without exception.)
4. Demonstrated competency in the field: (Qualifications for teaching the following list of courses will be considered only when unable to secure candidate by using 1-3.) Positive professional references, validated years of teaching experience and personal recommendations must be evident before consideration
  - A. **Aerobics:** Three (3) years teaching experience plus one of the following certifications: American Council on Exercise (ACE) Group Fitness Instructor Certification, American College of Sports Medicine (ACSM) Health/Fitness Instructor, Aerobics and Fitness Association of America (AFAA) Aerobics Instructor, Aerobic Excel (EXEL) Group Fitness Instructor or equivalent. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.
  - B. **Body in Balance (Pilates):** Three years (3) teaching experience plus one of the following certifications: Initiation 101 or Initiation 201 from the Physical mind Institute, Stott Conditioning Training and Certification from Pilates Studio, Core Dynamics Certification or Pilates Method of Body Conditioning Certification. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.
  - C. **Dance:** Three (3) years of professional dance experience (may include performing, choreography, teaching) to include (2) year teaching experience. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.
  - D. **Lifeguard Training:** Three (3) years teaching experience plus American Red Cross certification as a Lifeguard Instructor. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels. **(Note: this qualification is only**

**for Lifeguard Training. All other swimming and certification courses must be addressed under 1-3 for instructor qualifications above)**

E. **Martial Arts:** See specific instructor qualifications (attached) for the separate Martial Arts offered, i.e., Aikido, Judo, Karate, Tae Kwon Do, and Tai Chi.

F. **NIA:** Three (3) years teaching experience in Neuromuscular Integrative Action, NIA Certification in one of the following belts White, Blue, Brown, or Black. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

G. **Yoga:** Three (3) years teaching experience plus certification from recognized school for Yoga instructors. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**Additional Recommendations:**

1. Recommend, but not require that successful candidate secures certifications in First Aid and CPR.
2. Recommend that to improve hiring of qualified candidates that each responsible department/division administrator strive to secure, maintain and update viable pool of potential instructors.

**Instructor Qualifications – Tae Kwon Do I & II**

Criteria in order of preference

Tae Kwon Do Teacher with 2<sup>nd</sup> Degree Black Belt or higher with minimum 6 years of single-style martial arts training and 2 or more years of recent teaching experience with college students or adults of different levels. Prefer current registration with World Tae Kwon Do Association and North American Chung Do Kwon Association. Proof of Black Belt Certification.

Tae Kwon Do Instructor with 1<sup>st</sup> Degree Black Belt or higher with minimum 4 years of single-style martial arts training and 1 or more years of recent teaching experience with college students or adults of different levels. Prefer current registration with World Tae Kwon Do Association and North American Chung Do Kwon Association, or other recognized Tae Kwon Do association. Proof of Black Belt Certification.

**Instructor Qualifications – Judo I & II**

(Criteria in order of preference)

Kodokan Judo 2<sup>nd</sup> Degree Black Belt or higher with minimum 5 years recent experience teaching adults of different levels and current United States Judo Incorporated (USJI), United States Judo Federation (USJF), or United States Judo Association (USJA) registration.

Kodokan Judo 1<sup>st</sup> Degree Black Belt with 5 years recent experience teaching adults of different levels and current USJI, USJF, or USJA registration.

USJF or USJA 1<sup>st</sup> Degree Black Belt or higher with minimum 2 years teaching experience teaching adults of different levels, current USJI, USJF, or USJA registration and minimum 5 years Judo experience.

(Kodokan Judo requirements are uniform and exceed USJF and USJA standards. Like Karate and other martial arts, some USJA programs allow a Black Belt rank after 1 year of Judo. Kodokan and USJF have requirements that are nearly impossible to meet in less than 5 years of

diligent practice.

**Instructor Qualifications – Karate**

Strong preference for 2nd Degree Black Belt and 3 years of teaching experience with adults of varying skill levels. May consider 1<sup>st</sup> Degree Black Belt and 4 or 5 years of teaching experience with adults of varying skill levels.

**Instructor Qualifications – Tai Chi**

Three (3) years teaching experience plus certification from recognized school for Tai Chi instructors. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**Instructor Qualifications – Aikido I & II  
(Criteria in order of preference)**

Aikido Master Teacher with 6<sup>th</sup> Degree Black Belt or higher with minimum 12 years recent experience teaching adults of different levels and current United States Aikido Federation (USAF) or Aikido of America (AOA) registration.

Aikido Instructor with 4<sup>th</sup> Degree Black Belt or higher with minimum 8-12 years recent experience teaching adults of different levels and current United States Aikido Federation (USAF) or Aikido of America (AOA) registration.

Aikido Assistant Instructor (teach alone) with 1<sup>st</sup> – 3rd Degree Black Belt or higher with minimum 5-10 years recent experience teaching adults of different levels and current United States Aikido Federation (USAF) or Aikido of America (AOA) registration. Individual will not be certified to award recognized ranks to participants, but will require **Aikido Instructor** at time of certification. See second example.

(In Japan, martial arts teachers have to be 4<sup>th</sup> Degree Black Belt or higher to teach in the Universities.)

Jan 2001

Numbered levels represent order of qualification consideration for part-time hiring in Physical Education:

5. **Masters degree in Physical Education.**

6. **Masters degree in closely related subject area, i.e., exercise physiology, sports fitness**, plus 30 quarter hours graduate credit in subject area. (For Corrective/Adaptive Physical Education – Subject area in Physical Therapy or Adaptive Physical Education.)

7. **Bachelors degree in Physical Education or closely related subject area, i.e. exercise physiology, sports fitness**, plus three (3) years teaching experience at the college/high school levels. Strong preference to candidates with recent experience teaching in college or adults of varying skill levels. (Numbers 1-3 address the qualifications for teaching **all** activity courses **not** specifically listed under Number 4, without exception.)

8. **Demonstrated competency in the field:** (Qualifications for teaching the following list of courses will be considered **only** when unable to secure candidate by using 1-3.) Positive professional references, validated years of teaching experience and personal recommendations must be evident before consideration.)

A. **Aerobics:** Three (3) years teaching experience plus one of the following certifications: American Council on Exercise (ACE) Group Fitness Instructor Certification, American College of Sports Medicine (ACSM) Health/Fitness Instructor, Aerobics and Fitness Association of America (AFAA) Aerobics Instructor, Aerobic Excel (EXEL) Group Fitness Instructor or equivalent. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**B. Body in Balance (Pilates):** Three years (3) teaching experience plus one of the following certifications: Initiation 101 or Initiation 201 from the Physical mind Institute, Stott Conditioning Training and Certification from Pilates Studio, Core Dynamics Certification or Pilates Method of Body Conditioning Certification. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**C. Dance:** Three (3) years of professional dance experience or two (2) years teaching plus a combination of the following areas: performing or choreography. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**D. NIA:** Three (3) years teaching experience plus NIA Certification in one of the following belts White, Blue, Brown, or Black. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**E. Martial Arts:** See specific instructor qualifications for the separate Martial Arts offered, i.e., Aikido, Judo, Karate, Tae Kwon Do, and Tai Chi.

**F. Water Safety Instructor (WSI):** Three (3) years teaching experience plus American Red Cross certification as WSI Trainer. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**G. Yoga:** Three (3) years teaching experience plus certification from recognized school for Yoga instructors. Strong preference for candidates with recent experience teaching in college or teaching adults of varying skill levels.

**Additional Recommendations:**

1. Recommend, but not require that successful candidate secures certifications in First Aid and CPR.
2. Recommend that to improve hiring of qualified candidates that each responsible department/division administrator strive to secure, maintain and update viable pool of potential instructors.

Sep 24 '01

In process of being revised

Oct 30 '01

Not yet approved

Add phrase to qualifications list for instructor of individual and team sports:  
"Strong preference for candidates with recent experience teaching adults of varying skill levels."

**Physical Science/**

2004

**Instructors for  
GS106, GS107,  
GS108, GS109  
(Physical Science)**

The General Science (Physical Science) sequence is rather unique to PCC because it includes all the Earth sciences and there is intentional overlap between the courses to show relationships between them. Therefore, the qualifications for an instructor to teach any or all of these courses are:  
a) a Master's degree in any one of the following subjects: Geology, Oceanography, Meteorology, Physics, Astronomy, Science Education, General Science, Earth Sciences, Secondary school science

		<p>education, Marine Science, Environmental Science, Planetary Science, OR: b) a Bachelor's degree in any of the areas stated above PLUS at least 30 graduate hours in geology, astronomy, meteorology, physics, chemistry, oceanography, general science, earth science, marine science, environmental science, planetary science, or any combination thereof; OR: a Bachelor's degree in any of the above areas PLUS a reasonable background in the particular subject being taught, and this can be demonstrated through academic coursework, teaching experience, "industrial" (non-teaching) experience, research, grants, professional experience, or any combination thereof.</p>
<b>Physics</b>		
2004	Instructors for Physics 121-122-123	<p>a) a Master's Degree in any one of the following subject areas: Astronomy, Physics, Science Education, Earth/Space Sciences, Planetary Sciences, Secondary School Science Education, Geology; OR: b) a Bachelor's Degree in any one of the above subject areas PLUS 30 graduate hours in astronomy, earth/space sciences, planetary sciences, physics, general science, or any combination thereof; OR: c) a Bachelor's Degree in any one of the above subject areas PLUS a reasonable background in astronomy as demonstrated by academic coursework, teaching experience, "industrial" (non-teaching) experience, research, grants, professional experience, or any combination thereof.</p>
<b>Political Science</b>		
Sep 17, '99		Faculty wondered if it was the responsibility of the sac or dean to determine if an instructor was qualified and/or competent to teach. No action taken.
<b>Psychology</b>		
Masters degree or 30 graduate credits in subject area. HR needs to consult with Psychology instructor that new hires have correct qualifications for specific class		
Jun 16, '87	Al Mayer	He raised question of qualifications for teaching Psy 101 and Human Relations. No conclusion was reached.
Mar 5 '86	Craig Bell	SAC was requested to develop a list of instructor qualifications on a course by course basis.
<b>Publishing Tech</b>		
Dec 17, '01		Three to five years recent, full-time work experience is primary criterion for part-time instructors.
<b>Radiology</b>		
Dec 03, '02	Debbie Biddle	<p><u>Lab Instructor:</u> 1. Current ARRT certification and a current Oregon License in radiography 2. At least 2 years full-time experience working at a facility where there are radiography students in the imaging department. <u>Radiography:</u> Faculty hired to teach mamography course work will possess a minimum of three years of work experience as a registered radiographer/mammographer, and hold an unencumbered state of Oregon license in radiography and AART certification in mammography.</p>

<b>Real Estate</b>			
<b>Sign Language Interpretation</b>			
Program Review 2002 Instructor	Possess or apply for Certification from the American Sign Language Teachers Association (ASLTA). It is difficult, if not impossible to find part-time faculty who possess an MA in ASL, Linguistics or Teaching ASL. Requiring ASLTA certificate assures that we have faculty who meet minimum standards of qualification and who are current in the field.		
<b>Sociology</b>			
10/30/2007	<p>Sociology faculty must have a minimum of a Master's degree in sociology or a sub-discipline of sociology (i.e. demography, urban studies, criminology, gerontology, peace studies, womens' studies, or as defined by the SAC). The sub-discipline degree must have at least 32 hours of graduate- level course work in sociology, with not more than half in research methods.</p> <p>There may be exceptions for special topic classes, as specified by the SAC. Social Work and other social science disciplines, such as Anthropology, Psychology, or Political Science, are not considered sub-disciplines of Sociology.</p>		
4/14/2000	Sociology faculty must have a minimum of a Master's Degree in sociology or a sub-discipline of sociology (i.e., demography, urban studies, criminology, gerontology, social psychology, etc.) Some sub-disciplines may be offered as other disciplines or as interdisciplinary degrees. Therefore, the degree must have a minimum of 32 hours graduate level class work in sociology. Social Work (MSW) is not a sub-discipline of sociology.		
10/15/1985 Instructor	Requirements for teaching General Sociology: Master's degree in Sociology. Applicants without a Master's degree may be approved if they have 30 graduate hours in sociology and are actively working towards a graduate degree in Sociology.		
Program Review 2004	States: Instructor qualifications are specified by accrediting organization.		
2008	<p>Sociology faculty must have a minimum of a Master's degree in sociology or a sub-discipline of sociology (i.e. demography, urban studies, criminology, gerontology, peace studies, womens' studies, or as defined by the SAC). The sub-discipline degree must have at least 32 hours of graduate-level course work in sociology, with not more than half in research methods. There may be exceptions for special topic classes, as specified by the SAC.</p> <p>Social Work and other social science disciplines, such as Anthropology, Psychology, or Political Science, are not considered sub-disciplines of Sociology.</p>		
<b>Speech</b>			
Program review 2000-2001 Instructor	<p>Speech instructor degree requirements:</p> <ul style="list-style-type: none"> <li>• Interdisciplinary degrees that include a minimum of 30 graduate credits in Speech Communication;</li> <li>• Any related Communications Master's degree (i.e., Telecommunications or Mass Communications) to teach related courses.</li> </ul>		
Spring Inservice 2000	Speech Instructors	Must have a Master's degree in Speech Communication OR a related area with at least 30 credit hours of Speech Communication.	
<b>Theater Arts</b>	6/6/03	Sue Parks - Hilden	Master of Arts or Master of Fine Arts in Theatre Arts  <b>OR</b>

			Demonstrated competence in the specific subject area (such as Make-Up, Voice and Diction, Costuming) and a combination of professional training and/or experience in the subject area totaling five years or more.
<b>Theater Arts</b>	2/18/00	Video Production/Internship Specialist – Video Production Program Instructor	<p>No SACC Found on List</p> <p>Minimum Qualifications for Video Production/Internship Specialist</p> <ul style="list-style-type: none"> <li>⌚ Bachelor's degree in Broadcast journalism, Film and Television, Instructional Technology or related area or a bachelor's degree in Liberal Arts with a minimum of 30 upper division credits in Telecommunications, Film/Theatre Arts, Instructional Technology, or Communication required.</li> <li>⌚ Full time experience performing the duties of the job may substitute for the degree requirement on a year-for-year basis.</li> <li>⌚ Three years of recent professional experience, producing television and video productions required. Experience must include: organizing, managing and scheduling production crews and planning and executing client projects within budget. Expertise in all technical areas is also required.</li> <li>⌚ Demonstrated ability to operate a variety of TV production equipment, both field and studio.</li> <li>⌚ Demonstrated experience in solving production problems independently.</li> <li>⌚ Demonstrated ability to coordinate and instructional program, develop curriculum, concurrently handle multiple tasks and meet deadlines.</li> </ul> <p><i>Additional knowledge, skills &amp; abilities may be required based on teaching assignments.</i></p>
<b>Upholstery Training</b>			
1/15/1992 Instructor	Suggestions made in Report for Workforce Development: Credentialed instructors, experienced upholsterers, journeymen or master craftsmen, 10-20 years experience		
<b>Vet Tech</b>			
2004	VT 100, VT101, VT 103	<p>Associate of Applied Science (A.A.S.) degree or the equivalent in Veterinary Technology from an AVMA accredited institution plus 3 years experience working in a veterinary hospital, clinic, research facility, or the equivalent; State of Oregon Certification as a Veterinary Technician, or Certification-eligible with intent to take and must pass the Veterinary Technician State Examination on the next administration date by the Oregon Board of Veterinary Medical Examiners; or Doctor of Veterinary Medicine degree plus veterinary licensure in the State of Oregon by the Oregon Board of Veterinary Medical Examiners.</p>	
2004	VT121	Bachelor of Science in Animal Science plus Master's of Education in Agriculture Education, or	

		<p>Master's of Science in Animal Science, or</p> <p>Doctor of Veterinary Medicine degree plus veterinary licensure in the State of Oregon by the Oregon Board of Veterinary Medical Examiners; large animal experience preferable.</p>
2004	<p>VT 102, VT 105-VT 150</p> <p>All VT 200 series</p>	<p>Doctor of Veterinary Medicine degree plus veterinary licensure in the State of Oregon by the Oregon Board of Veterinary Medical Examiners.</p>
2004	VT 209	<p>Doctor of Veterinary Medicine degree plus veterinary licensure in the State of Oregon by the Oregon Board of Veterinary Medical Examiners; large animal experience preferable.</p>
<b>Video Production</b>		None Found
<b>Video Production Intern</b>		
<b>Welding</b>		
1/15/04	Professional Technical	<p>Part-time Instructor Requirement (no full-time instructors at this time)</p> <p>The part-time teaching assignment may include lecture and/or laboratory instruction. PCC requires that part-time welding instructors meet welding department approval to determine qualifications for the teaching assignment. Qualifications may include all or some of the qualifications listed below depending on teaching assignment.</p> <ul style="list-style-type: none"> <li>• Must document minimum two years field experience or training</li> <li>• Multiple weld process</li> <li>• Certify in SMAW or have certification</li> <li>• Certify in FCAW in dual shield or have certification</li> </ul>
<b>World Languages</b>		
12/5/02		<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> <li>• Native or near native ability</li> <li>• Master of Arts in a related degree (see below)</li> <li>• One year teaching related subject</li> <li>• 3 credit college course on Second Language Teaching Methods/Methodology (or required completion of such a course during first term of employment at PCC)</li> </ul> <p>Preferred Candidates will hold one of the following degrees and will have a minimum of one year teaching the target language:</p> <ul style="list-style-type: none"> <li>• M.A. in the target Language</li> <li>• M.A. in the target Literature</li> <li>• M.A. in Comparative Literature (including Lit. in the target language)</li> <li>• TESOL</li> <li>• M.A. in Teaching</li> </ul> <p>Other accepted degrees are:</p> <ul style="list-style-type: none"> <li>• MA in Linguistics</li> </ul>

	<ul style="list-style-type: none"> <li>• MA in Education</li> <li>• MA in Speech</li> <li>• MA in Communication</li> </ul> <p>Any exceptions to the above need to be approved by the Office Academic Services and the SAC.</p> <ul style="list-style-type: none"> <li>• Certify in FCAW inner shield or NR232</li> <li>• Certify GTAW 2" Pipe 6 G position or have certification</li> <li>• Certify in SMAW 6" Pipe 6 G position or have certification</li> <li>• Must comply with PCC department policy</li> </ul> <p>Note: Position can be filled with SAC approval.</p>	
9/21/2000	SACC agreed that it would be clearer and easier if qualifications focused on coursework, experience and linguistic ability where non target language degrees are a concern. Draft document amended ( <i>No copy found</i> )	
6/27/2000 Instructor	<p><b>Minimum Qualifications:</b> Native or near-native ability as judged by an educated native speaker (college degree). Master of Arts in the target language or a related degree. One three-credit college level course on Second Language Teaching Methods/Methodology.</p> <p><b>Preferred Qualifications:</b> MA in target language MA in target literature MA in Comparative Literature, including literature or related subject at the college level ( may include graduate school practicum) Related degrees and requirements: MA in Linguistics MA in Teaching MA in Education</p> <p>The above degrees must show in the transcripts a minimum of 30 graduate credit hours (quarter system) of course work in the target language and/or courses in the teaching of the target language.</p>	
6/8/2000	Instructor qualifications for campuses outside the	Discussion of deleting Speech/ Communications as acceptable alternative to MA in target language, and requiring nine credits of teaching methods (rather than three), experience in proficiency-based instruction, and native or near-native fluency as rated by an educated native speaker. Dale Edmonds to draft proposal.
Portland area		
4/2000	Modern Languages Instructor	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Native or near native ability</li> <li>• Master of Arts in target language or a related degree ( as specified below)</li> <li>• One year teaching the target language or related subject</li> <li>• 3 credit college course on Second Language Teaching Methods/Methodology</li> </ul> <p>Preferred Candidates will hold of the following degrees and will have a minimum of one year</p>

		<p>teaching the target languages:</p> <ul style="list-style-type: none"> <li>• MA in the target language</li> <li>• MA in the target literature</li> <li>• MA in Comparative Literature including Lit. in the Target language)</li> <li>• MA in TESOL</li> <li>• MA in Teaching</li> </ul> <p>Other accepted degrees are:</p> <ul style="list-style-type: none"> <li>• MA in Linguistics</li> <li>• MA in Education</li> <li>• MA in Speech</li> <li>• MA in Communication</li> </ul> <p>Any exceptions to the above need to be approved by the Office of Academic Services and the SAC</p>
<b>Women's Studies</b>		
2/27/01	WS 101 Instructor	Introduction to Women's Studies is taught by instructors from a variety of academic disciplines at present including anthropology, history, English, sociology and psychology.
2/27/01	WS Coordinator	None listed
2/9/98	WS 101A Instructor	Designating a humanities heading when course is taught by faculty from humanities disciplines; asking for dual status from AAC as course is by definition cross disciplinary. SACC agreed to pursue dual status for course with AAC.