IOWA | Department of Education

April 2026

Iowa Community Colleges Faculty Qualifications Guide



The Iowa Community Colleges Faculty Qualifications Guide

This document was originally created through the work of the Faculty Standards Taskforce, community college presidents and Department staff in response to policy changes by the Higher Learning Commission (HLC) in 2015. The guide aligns state and HLC standards and expectations and ensures consistency and academic integrity for the outstanding programs delivered by our 15 community colleges. In addition to guidance on faculty standards and information about accreditation processes, the guide details review procedures, provides resources and serves as an important resource to accreditation reviewers, quality faculty plan committees, community college academic administrators, presidents and Department staff.

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Introduction

This document provides guidelines for the review of community college faculty qualifications and an overview of related instructional and state accreditation criteria. Iowa Code has established criteria for instructors teaching community college coursework in both the liberal arts and career and technical education. Faculty qualifications are a component of the Higher Learning Commission's accreditation criteria, and monitoring compliance with these criteria is the responsibility of the Iowa Department of Education and is a key component of our community college state accreditation process. More information about Iowa community college accreditation can be found on the Department's website.

The Iowa Community Colleges Faculty Qualifications Guide was created as a resource for community college faculty and staff and Iowa Department of Education staff as they work together to support quality postsecondary education in Iowa. The information in this guide provides an overview of faculty qualifications, related regional and state accreditation criteria and general information about Iowa's community colleges to assist those involved in the review of faculty qualifications at community colleges for the purposes of state accreditation. In addition, this guide provides guidance to Iowa's community college administrators, staff and faculty as they review faculty qualifications to teach in specific discipline areas.

The Academic Credential Chart was developed with the input from numerous academic and human resources administrators, along with faculty members from various disciplines. It was also reviewed by the Chief Academic Affairs Officers (CAOs). It is considered a dynamic document and will be formally reviewed by the Community College Faculty Standards Task Force annually (typically the 2nd Friday in January). Comments and suggestions can be provided via Department form.

Accreditation

Higher Learning Commission (HLC)

Iowa's community colleges are accredited by the state of Iowa and the Higher Learning Commission (HLC). HLC is an institutional accreditor authorized by the United States Department of Education to ensure that requirements of the Higher Education Act are evaluated.

HLC's requirements related to quality faculty (Criterion 3) seek to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. HLC revised Assumed Practice B.2 for determining qualified faculty in June 2015, and issued related guidance for the revised criteria in March 2016. In 2023, the HLC Board of Trustees revised the Assumed Practices to further clarify that an institution must establish and maintain policies and procedures for determining that faculty are qualified and that an institution could consider a variety of factors as part of these policies and procedures.

Criteria and Assumed Practices

The guidance provided by HLC as it relates to qualified faculty, applies to all faculty members whose primary responsibility is teaching, including full-time, part-time, adjunct, dual credit and temporary. An institution should be able to demonstrate consistent procedures and careful consideration of qualifications for all instructional faculty. This demonstrates academic integrity and is verifiable through peer review processes.

Relevant criteria and assumed practices related to faculty qualifications (Criterion 3 and Assumed Practice B.2.a) are listed on the right-hand side of this page.

Institutions should follow relevant criteria and assumed practices related to faculty qualifications found in HLC Criterion 3, and Assumed Practice B.2.a (effective September 1, 2025).

Dual Credit

Institutions that award college credit by means of dual credit arrangements must assure the quality and integrity of such programs and their comparability to the same programs offered on the institution's main campus or at the institution's other locations. Faculty members teaching dual credit courses must hold the same minimal qualifications as the faculty teaching on its own campus.

For more detailed information, refer to HLC's guide, Dual Credit for Institutions and Peer Reviewers.

HLC Requirement Limitations

Limitations on the application of HLC requirements related to quality faculty include:

- HLC requirements related to institutional policies and procedures for determining faculty qualifications are in no way a mandate from HLC for an institution to make any personnel decisions.
- These requirements apply only to faculty and other instructional personnel. They do not apply to other staff members. Institutions must determine appropriate qualifications for such personnel, as consistent with HLC requirements.

Academic Programs at Iowa's Community Colleges

Arts and Sciences

Credit programs provided by Iowa's 15 community colleges fall under two general categories: arts and sciences and career and technical education (CTE). The arts and sciences programs consist of college parallel (transfer) courses of study leading to either Associate of Arts (AA) or Associate of Science (AS) degrees. These programs are designed to provide a strong general education component to satisfy the lower-division liberal arts and science requirements for a baccalaureate degree. Students who earn these degrees are prepared to transfer into four-year colleges or public universities with junior standing.

A commitment to ensure smooth articulation between community colleges and four-year institutions in Iowa led to the formation of the Liaison Advisory Committee on Transfer Students (LACTS), consisting of representatives from the public universities, Iowa's community colleges, the Iowa Board of Regents and the Iowa Department of Education. This group has met annually since 1973 to discuss issues, review agreements and conduct programmatic articulation conferences that facilitate seamless transfer from Iowa's 15 community colleges to its three public universities (i.e., Regents). From this collaboration have emerged several statewide agreements, including the AA and AS agreements that set the parameters for these transferable degrees. These agreements are reviewed, revised if necessary and reaffirmed each spring at the LACTS business meeting.

Since the AA and AS program requirements are established in the LACTS agreement, the community college transfer programs leading to these degrees have been approved as a single program under one CIP (Classification of Instructional Programs). Hence, no further approval process is required for colleges to initiate or modify these programs.

Associate of Arts (AA) Degree

Awarded upon completion of a college parallel (transfer) course of study that provides a strong general education component to satisfy the lower-division liberal arts and sciences requirements for baccalaureate programs. It consists of between 60 and 64 semester (90-96 quarter) credit hours.

Associate of Science (AS) Degree

Awarded upon completion of an arts and science course of study with a strong emphasis on mathematics or science. The degree is intended to prepare students to transfer into related upper-division baccalaureate programs. It consists of between 60 and 64 semester (90-96 quarter) credit hours, 20 of which must be in mathematics or science.

Associate of Science (AS) Degree

Awarded upon completion of an arts and science course of study with a strong emphasis on mathematics or science. The degree is intended to prepare students to transfer into related upper-division baccalaureate programs. It consists of between 60 and 64 semester (90-96 quarter) credit hours, 20 of which must be in mathematics or science.

Career and Technical Education

CTE programs provide preparation for immediate employment in a wide variety of careers. CTE programs lead to Associate of Applied Science (AAS) degrees, Associate of Applied Arts (AAA) degrees or short-term diplomas or certificates. Many CTE programs provide classroom instruction in conjunction with employment experience related to career preparation, many of which are available on a part-time basis. All of Iowa's CTE and transfer major programs must be approved by the Department and are included in State of Iowa Curriculum System (STICS), a searchable, comprehensive database and web-based platform for the program approval process.

Iowa Administrative Code 281, Chapter 21.2(13), sets requirements for the length of CTE programs in credits (see descriptions on this page). All credit-bearing courses required for program admittance or graduation are included in the award's credit hour maximum, with the exception of developmental course credits. Diploma and certificate programs should not typically exceed one academic year of full-time study. For more information about community college programs, see the Program Approval Guidelines on the Department's website.

Associate of Applied Science (AAS) Degree

Awarded upon completion of a state-approved CTE program intended to prepare students for entry-level technical occupations. It shall consist of between 60 and 86 semester (90-129 quarter) credit hours. Of those, a minimum of 15 semester (22.5 quarter) credit hours must be general education to include at least one course from each of the following areas: communications, social science or humanities, and science or mathematics. The technical core component shall constitute at least 50 percent of the program's credits.

Associate of Applied Arts (AAA) Degree

Awarded upon completion of a state-approved CTE program intended to provide students with skills for employment in a specific field such as arts, humanities, or graphic design. This degree consists of between 60 and 86 semester (90-129 quarter) credit hours. Of those, a minimum of 15 semester (22.5 quarter) credit hours must be general education to include at least one course from each of the following areas: communications, social science or humanities, and science or mathematics. The technical core component shall constitute at least 50 percent of the program's credits.

Senior Year Plus (SYP)

Enacted by the Iowa legislature in 2008, Senior Year Plus (SYP) encompasses several programs that provide high school students access to courses with the potential to generate college credit. Programs include Advanced Placement (AP®), Postsecondary Enrollment Options (PSEO), concurrent enrollment and career and regional academies. SYP requires students to be academically prepared for higher education, instructors to meet postsecondary qualification criteria and institutions to meet required standards.

The largest of these programs, concurrent enrollment, involves a contract between a community college and school district to deliver courses either on a college campus, at a high school or online. Courses must be taught by a college instructor or qualified high school teacher who meets the same credentialing requirements as community college on-campus instructors. Accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) ensures the quality of the concurrent enrollment offerings available at each of Iowa's 15 community colleges. NACEP standards are closely aligned to state standards established in Iowa Code 261E and address program quality in the areas of curriculum, faculty qualifications, student assessment and

program evaluation. Once accredited, colleges go through a re-accreditation process every seven years. Compliance with NACEP and state standards is reviewed by the bureau through the community college accreditation process.

Concurrent enrollment instructors must be included in colleges' institutional Quality Faculty Plans (see "Quality Faculty Plans" on page 10). The instructors may be differentiated from other employee groups, but the institutional plans must meet the requirements detailed in Iowa Code section 260C.36.

Iowa's public universities, community colleges and accredited private institutions participate in the PSEO program in which courses are taught by college faculty either on a college campus or online. Iowa Code 261E establishes standards for institutions, courses and students.

Joint Enrollment

Refers to all high school students enrolled in community college coursework. Jointly enrolled students may be enrolled in PSEO courses, courses delivered through contractual agreements between schools and colleges, and/or courses taken independently by paying tuition.

Concurrent Enrollment

Refers specifically to courses delivered through a contractual agreement between a school district and a college where the district is eligible for supplementary weighting through the school foundation formula.

Dual Enrollment

A term used nationally to describe high school students enrolled in college coursework. However, in Iowa, dual enrollment refers to K-12 student enrollment in a school district and competent private instruction at the same time.

IOWA Online AP® Academy

Rural and small school districts unable to offer AP® courses directly may expand opportunities to students through the Iowa Online Advanced Placement (AP®) Academy (IOAPA). The IOAPA also offers training programs for teachers to gain the necessary skills and information to teach AP® courses on-site.

NACEP Standards Purpose

College courses offered in high school are of the same quality and rigor as courses offered on campus.

Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses.

Concurrent enrollment instructors meet the academic requirements for instructors teaching in sponsoring postsecondary institutions and are provided discipline-specific professional development.

Concurrent enrollment programs display great accountability through required impact studies, student surveys and course and program evaluations.

Iowa Faculty Standards

In addition to HLC criteria, Iowa community colleges are required by state law to meet additional standards to maintain accredited status. All instructors under contract with a community college, including those who teach in CTE or arts and sciences (including adjuncts), are required to meet the state's minimum faculty standards. These standards are incorporated in Iowa Code section 260C.48 and Iowa Administrative Code 281-IAC 21.

Arts and Sciences

Arts and sciences instructors shall meet one of the following qualifications:

1. Possess a master's degree or higher from a regionally accredited graduate school in each field of instruction in which the instructor is teaching classes;
2. Possess a master's degree or higher from a regionally accredited graduate school and have completed a minimum of 12 graduate semester hours in a combination of the qualifying graduate fields identified as related to the field of instruction in which the instructor is teaching classes. These 12 graduate semester hours must include at least six credits in the specific course content being taught or
3. For courses identified as applied liberal arts and sciences, possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification or licensure in occupational areas in which such credential is necessary for practice.

The determination of what constitutes each field of instruction is based on accepted practices of institutionally accredited two- and four-year institutions of higher education.

Developmental Education, Adult Education Instructors, and Non-Credit Instruction

Developmental education instructors will possess a minimum of a bachelor's degree (IAC 21.62(1)). Adult education instructors will meet the minimum standards set forth in 877—Chapter 32. Instructional staff providing instruction in an adult education and literacy program to students must possess at minimum a bachelor's degree. Noncredit instructors are not subject to standards under this subrule.

Career and Technical Education (CTE)

CTE instructors must be registered, certified or licensed in the occupational area in which the state requires registration, certification or licensure, and must hold the appropriate registration, certification or licenses for the occupational area in which the instructor is teaching. In addition, CTE instructors must meet at least one of the following qualifications.

1. Possess a baccalaureate or graduate degree in the area or related area of study or occupational area in which the instructor teaches classes, or possess a baccalaureate degree in any area of study if at least 18 credit hours completed were in the CTE field of instruction in which the instructor teaches classes;
2. Possess an associate degree in the CTE field of instruction in which the instructor is teaching, if such degree is considered terminal for that field of instruction, and have at least 3,000 hours of recent and relevant work experience in the area taught or
3. Have special training and at least 6,000 hours of relevant tested work experience in the occupational area (or related area) in which the instructor teaches classes. If the instructor is a licensed practitioner who holds a career and technical endorsement under Iowa Code chapter 256, relevant work experience in the occupational area includes, but is not limited to, classroom instruction in a CTE subject area offered by a school district or accredited nonpublic school.

Recent and Relevant Experience

Recent and relevant experience, sometimes known as tested experience, is the breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline. An institution that

intends to use recent and relevant experience as a basis for hiring faculty must have well-defined policies, procedures, and documentation that demonstrate when such experience is sufficient to

determine that the faculty member has the expertise necessary to teach students in that discipline. In policies on recent and relevant experience, institutions are encouraged to develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluation. The faculty hiring qualifications related to recent and relevant experience should be reviewed and approved through the faculty governance process at the institution.

Quality Faculty Plans

Iowa law establishes the process for community colleges to plan for the hiring and professional development of faculty. Community college instructional quality faculty plans must meet the standards outlined in Iowa Code section 260C.36.

Institutional quality faculty plans are applicable to all faculty teaching credit courses, counselors and media specialists employed by the respective community college. Counselors and media specialists are those who are classified as such in the institution's collective bargaining agreement or written policy. Requirements may be differentiated for each type of employee.

Quality Faculty Plan Committee

The community college administration shall establish a committee consisting of instructors and administrators, equally representative of the arts and sciences faculty and the career and technical faculty. The faculty members shall be appointed by the certified employee organization if one exists and if not, by the college administration pursuant to Iowa Code section 260C.36.

An institution's quality faculty plan must, at a minimum, include the following nine components. Specific details on each of the components listed below can be found in the Iowa Community Colleges State Accreditation Guide.

1. The quality faculty plan should be updated at least annually. All proposed plan modifications should be submitted by the quality faculty plan committee to the board of directors for consideration and approval.
2. A determination of the faculty and staff to be included in the plan, including but not limited to, all instructors teaching college credit courses, counselors and media specialists.
3. Orientation for new faculty, which is recommended to be initiated within six months from the hiring date and be flexible to meet current and future needs. It is also recommended for institutions to develop faculty mentoring programs.
4. Continuing professional development that includes components for all instructional staff, counselors and media specialists that may include reciprocity features that facilitate movement from one college to another.
5. Procedures for accurate record keeping and documentation for plan monitoring, including the identification of the college officials responsible for the ongoing evaluation of the plan.
6. Existing and potential consortium arrangements including a description of the benefits, cost-effectiveness and method of the evaluating consortium services.
7. Activities that ensure faculty attain and demonstrate instructional competencies and knowledge in their subject or technical areas, including determination of minimum competencies, assessment methods and procedures for reporting faculty progress.
8. Data collection procedures for collection and maintenance of records demonstrating that each faculty member has attained and documented progress toward attaining minimum competencies.
9. Compliance with HLC faculty accreditation standards and with faculty standards required under specific programs offered by the institution that are accredited by other accrediting agencies.

Evaluation and Recording

Recommended Procedure

When reviewing faculty qualifications in a certain discipline, the procedure outlined below is recommended. The steps refer to resource documents created by the Faculty Standards Task Force to ensure that the review process, decisions and action plans are clearly recorded (provided in the "Resources" section of this manual). Colleges are not required to use this exact document, but it is highly recommended to have similar documentation for each phase listed.

As both the Higher Learning Commission and Bureau of Community Colleges and Postsecondary Readiness accreditation reviewers emphasize…*It's all about your documentation!*

A. Faculty Qualifications Review

Procedural steps and items to be organized in each faculty member's personnel file.

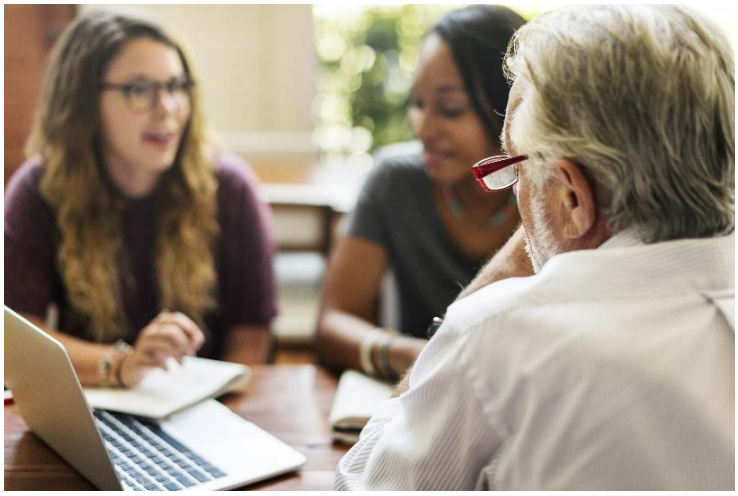
- Use a form, such as the "Faculty Qualifications Review Documentation" form, to record the review process and include it in the personnel files.
- Include the instructor's official graduate school transcripts from each regionally accredited institution attended with the graduate courses in the qualifying fields highlighted, preferable in color. Neatly write notes regarding the rationale for counting specific courses, particularly if the number/title does not obviously relate to the instructional discipline.
- Include the instructor's employment application, showing teaching or related professional work experience.

B. Academic Credential Chart for Arts and Sciences Courses

Use the chart provided on the following pages to guide the review of the instructor's graduate coursework. Look for graduate semester hours (GSH) in the disciplines listed in the "Qualifying Graduate Fields/Majors" column, paying close attention to the following notations:

In the "Course Prefix" column:

An asterisk (*) after the prefix indicates that this is a broad discipline with specialized subfields or disciplines. For these prefixes, in order to teach a course in one of the specific subfields (i.e., those listed as "Qualifying Graduate Fields/Majors"), the instructor must have taken graduate-level courses directly in the subfield or have documentation of academic or professional training equivalent to at least six GSH in the specific discipline ("equivalent" could be satisfied by graduate school research in the specific field documented in a master's thesis or doctoral dissertation).



In the "Minimum Teaching Requirements" column:

A "foundation for teaching in the specific subject matter being taught" within a course prefix is best demonstrated by at least six credits in the specific subject area being taught.

This "foundation" may not be obvious from a graduate degree's major or course titles, so a review of each course's description, syllabus or other course-related documentation provided by the potential instructor may be necessary.

In the "Qualifying Graduate Fields/Majors" column:

As aforementioned, a master's degree in one of the bolded fields qualifies an instructor to teach all courses assigned the indicated prefix without a review of individual course numbers, titles or content. Graduate degrees in the fields that are not bolded require a closer review of the graduate course numbers and titles to ensure they are related to the discipline of instruction. If the course numbers or titles do not supply the required confirmation, the reviewer should request more course information from the potential instructor, such as catalog descriptions or course syllabus.

Examples:

1. To teach an Art History course with an ART prefix, a master's degree in Art or Art History would qualify the instructor without reviewing the courses within the degree program, as indicated by the fact that these two fields are bolded in the chart.

   However, for someone with a degree in any of the other qualifying fields listed, transcripts would need to be reviewed to find a combination of 12 GSH related to Art, in general, with at least six of these credits specifically related to **Art History**.

2. *(Example applies to prefixes with asterisks *)*

   To teach a Biochemistry course with a BIO prefix, a master's degree specifically in Biochemistry would qualify an instructor without reviewing the courses within the degree program; however, a master's degree in Biology or any other qualifying fields listed would need further transcript review. The reviewer would look for at least six credits of coursework that relate directly to Biochemistry and six credits in a combination of the other qualifying field. However, if the master's degree is in Biology (all types), because it is the primary field (i.e., bolded), one would not need to review the transcripts for the other six credits, but would still need to identify at least six credits in Biochemistry. Whereas, if the master's degree is in Botany, for example, the reviewer would need to identify at least six credits in Biochemistry (i.e., the instructional discipline) and another six related to Biology (i.e., the course prefix).

3. *(Further example for prefixes with asterisks *)*

In Example 2, if a graduate course number or title does not clearly relate to Biochemistry, the reviewer should ask the potential instructor to submit a course syllabus, course information from the graduate school's catalog or any other course material that illustrates a concentration in Biochemistry. This material includes thesis or dissertation research or internships/field work related to Biochemistry.



This research or field work must consist of at least fifteen clock hours of directly related work per credit to be counted toward the six-credit requirement to establish a foundation within Biochemistry (i.e., the instructional discipline).

Note: Rationale for credit given to any non-coursework should be documented thoroughly on a form such as the "Faculty Qualifications Review Documentation" with CAO approval.

4. *(Example applies to prefixes with alternative qualifications)*

   To teach a Criminal Investigation course with a CRJ prefix (i.e., CRJ-141), a master's degree in Criminal Justice or a Law (JD) degree would qualify the instructor without reviewing the courses within the degree program; however, a master's degree in any of the other qualifying fields listed would need further transcript review for courses directly related to criminal justice.

   If the potential instructor does not possess a master's degree, since this is an **applied** course, a bachelor's degree is acceptable if there is also evidence of formal training and professional recent and relevant experience equivalent to 6,000 hours in the area of Criminal Investigation. Therefore, a person with a bachelor's degree in Sociology who has served as a police officer is a potential instructor; however, he or she must provide evidence of formal training in investigation, forensics or experience as a detective cumulatively amounting to at least 6,000 hours.

Academic Credential Chart for Arts and Science Courses

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
ACC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Accounting** Actuarial Science Business Administration Economics Finance Management	At least a bachelor's degree in Accounting, a current CPA, CMA, CFA, or other accounting certification
ANT	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Anthropology** **Cultural Anthropology** **Physical Anthropology** Cultural Studies History Sociology	
ART	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Art** **Art History** Art Education Digital Media Fine Arts Graphic Arts/Design Humanities Illustration Visual Communication	To teach applied course, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
ASL	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**American Sign Language** Cultural Studies (Focus on ASL) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be fluent in ASL and have ASL language teaching (oral and written) experience.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
BIO*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Agronomy Animal Science Biology (all types) Biochemistry Biomedical Science Botany Chemistry Environmental Science Food Science Genetics Horticulture Marine Biology Microbiology Nutrition Science Education Virology Zoology	For Anatomy/Physiology courses: Advanced degree to practice medicine with formal graduate coursework in Anatomy and Physiology, such as D.O. (Osteopathic Medicine), D.D.S. (Dental Surgery), D.C.M. (Chiropractic Medicine), P.T. (Physical Therapy), D.V.M. (Veterinary Medicine), M.D. (Medicine), N.P. (Nurse Practitioner), P.A. (Physician Assistant) or M.S. in Kinesiology
BUS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Business** **Business Administration** Business Education Business Leadership Accounting Economics Entrepreneurship Finance Law Management Marketing Organizational Leadership	For BUS185 Business Law I, BUS186 Business Law II and BUS188 Legal Environment of Business: instructor may possess a JD degree
CHM	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Chemistry** **Biochemistry** Chemical Engineering Food Science Nutrition Pharmacology Science Education	
CIS/CSC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Computer Science** **Computer Engineering** **Software Engineering** **Computer Information Systems** **Computer Information Technology** Mathematics Engineering (Electrical, Aerospace, Bioinformatics and Computational Biology, Human-Computer Interaction) Statistics Physics	To teach applied computer courses (CSC105, CSC107, CSC110, CSC115 and CSC116), an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
CLS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Cultural Studies** **Cultural Anthropology** **Humanities** **Sociology** Archeology Area Studies History Linguistics Philosophy Religion	To teach applied cultural studies courses, such as cultural competency or multicultural awareness, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
COM	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Communications** **English** **Speech** Journalism Linguistics Literature Mass Media Rhetoric Speech Theater	
CRJ	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Criminal Justice** **Criminology** **Law (JD)** Psychology Social Work Sociology	
DAN	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Dance** Drama Fine Arts Humanities Theater Production	To teach applied courses, such as modern dance or ballet, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
DRA	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Drama** **Theater Production** Fine Arts Film Studies *No more than 6 GSH from a combination of:* Communications Humanities	To teach applied courses, such as acting or play production, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
DSV*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Disability Studies Human Services Social Work Counseling Psychology Behavioral Studies Health Sciences Education Criminal Justice Healthcare Administration Nursing Sociology	
ECE	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Early Childhood Education** Education	
ECN	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Economics** **Econometrics** Business Business Administration Finance	

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
EDU	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Education** **Early Childhood Education** Educational Psychology Psychology	
EGR	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Engineering (all types)** Mathematics Nanoscience Physics	
ENG	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**English** **Communications** **MFA (English)** **Literature** Creative Writing Journalism Speech Technical Writing English Education	
ENV*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Environmental Science Earth Science Natural Science Physical Science Agriculture Agronomy and Soil Science Biochemistry Biological Anthropology Biology Chemical Engineering Chemistry Ecology Geography Horticulture Natural Resources Science Education Sustainability	

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
EXS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Kinesiology** **Physical Therapy** **Exercise Science** **Athletic Training** Athletic Training Physical Education	
FIN	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Finance** Accounting Business Administration Economics Management	
FLA	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Arabic** Cultural Studies (Focus on Arabic culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Arabic and have foreign language teaching (oral and written) experience.
FLC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Chinese** Cultural Studies (Focus on Chinese culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Chinese and have foreign language teaching (oral and written) experience.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
FLF	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**French** Cultural Studies (Focus on French culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of French and have foreign language teaching (oral and written) experience.
FLG	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**German** Cultural Studies (Focus on German culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of German and have foreign language teaching (oral and written) experience.
FLK	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Greek** Cultural Studies (Focus on Greek culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Greek and have foreign language teaching (oral and written) experience.
FLW	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Hebrew** Cultural Studies (Focus on Hebrew culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Hebrew and have foreign language teaching (oral and written) experience.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
FLH	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Hindi** Cultural Studies (Focus on Hindi culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Hindi and have foreign language teaching (oral and written) experience.
FLI	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Italian** Cultural Studies (Focus on Italian culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Italian and have foreign language teaching (oral and written) experience.
FLJ	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Japanese** Cultural Studies (Focus on Japanese culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Japanese and have foreign language teaching (oral and written) experience.
FLL	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Latin** Cultural Studies (Focus on Latin culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Latin and have foreign language teaching (oral and written) experience.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
FLP	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Polynesian** Cultural Studies (Focus on Polynesian culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Polynesian and have foreign language teaching (oral and written) experience.
FLR	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Russian** Cultural Studies (Focus on Russian culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Russian and have foreign language teaching (oral and written) experience.
FLS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Spanish** Cultural Studies (Focus on Spanish culture) Intercultural Communications Linguistics	An instructor with a master's degree containing less than 18 GSH in the qualifying fields must be a native/bilingual speaker of Spanish and have foreign language teaching (oral and written) experience.
GEO*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Geography Anthropology Earth Science Environmental Science Geographic Information Science History	

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GLS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Global Studies** **International Studies** Anthropology Cultural Studies World History	
HIS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**History** Cultural Studies Global Studies Humanities Political Science	
HON*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	*Follow Qualifying Fields/Majors in relevant Academic Credentialing Chart discipline(s) based on the content of the HON course.	
HUM*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Humanities Classics Humanities and Fine Arts Anthropology Art Cultural Studies History Literature Philosophy Religion Linguistics Fine Arts	

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
HSV	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Human Services** **Social Work** **Counseling** Psychology Education Criminal Justice Healthcare Administration Nursing Sociology	
JOU	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Journalism** **Communications** **English** **Photo-Journalism** Digital Mass Media Photography Technical Writing Video/Film	To teach applied journalism courses, such as a publication course, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
LIT	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Literature** **English** Creative Writing Fine Arts	
MAT	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Mathematics** **Statistics** Math Education Econometrics Economics Engineering Physics	

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MGT	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Management** **Administration (all types)** **Business Administration** **Leadership** Accounting Economics Entrepreneurship Finance Marketing	
MKT	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Marketing** **Advertising** **Public Relations** **Business Administration** Accounting Economics Entrepreneurship Finance Management	
MMS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Mass Media** **Media Studies** **Digital Media** **Journalism** **Television Production** Communications Marketing Public Relations	To teach applied mass media courses, such as production or broadcasting course, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
MUA	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Music** **Fina Arts** **Music Performance** Music Education Cultural Studies	To teach applied music courses, such as vocal or instrument lessons, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.

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MUS	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Music** **Fine Arts** Music Education Music Performance Cultural Studies	To teach applied music courses, such as vocal or instrument lessons, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
PEA	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Physical Education** **Exercise Science** **Health** **Kinesiology** **Recreation** **Physical Therapy** Athletic Trainer Coaching *No more than 6 GSH from a combination of:* Sports Science Sports Management	To teach applied physical education courses, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
PEC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Physical Education** **Coaching** **Exercise Science** **Health** **Kinesiology** **Recreation** **Physical Therapy** Athletic Trainer *No more than 6 GSH from a combination of:* Sports Science Sports Management	To teach applied physical education courses, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
PEH	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Physical Education** **Athletic Trainer** **Exercise Science** **Health** **Kinesiology** **Recreation** **Physical Therapy** *No more than 6 GSH from a combination of:* Sports Science Sports Management	To teach applied physical education courses, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.

Course Prefix	Minimum Teaching Requirements	Qualifying Graduate Fields/Majors (Bolded & Listed First) or Content-Specific Courses within Other Majors Listed	Alternative Qualifications for Specific Types of Courses
PET	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Kinesiology** **Exercise Science** Biology Athletic Training	To teach applied physical education courses, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
PEV	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Physical Education** **Athletic Trainer** **Coaching** **Exercise Science** **Health** **Kinesiology** **Recreation** **Physical Therapy** *No more than 6 GSH from a combination of:* Sports Science Sports Management	To teach applied physical education courses, an instructor must possess at least a bachelor's degree and a combination of formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
PHE	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Public Health** **Public Policy** **Health Sciences** Biology Nursing Environmental Sciences Health Education Human Services Sociology Exercise Sciences Kinesiology	
PHI*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Philosophy Aesthetics Studies Educational Philosophy Ethics Theology* World Religion* *Non-denominational *No more than 6 GSH from a combination of:* Humanities Epistemology Law	

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PHS*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Physical Science Natural Science Agronomy & Soil Science Astronomy Biology Chemical Engineering Chemistry Earth Science Ecology Engineering Geology Life Science Meteorology Science Education Physics	
PHY	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Physics** **Engineering** Mathematics Science Education	
POL	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Political Science** History Law (JD) Public Policy Public Administration Sociology Social Science	
PSY	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Psychology (all types)** **Counseling** Behavioral Studies Human Development Human Services Psychiatry Studies in Human Behavior Psychology Education	

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REL	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Religion** **Theology** Cultural Studies Humanities Philosophy	
SCI*	Master's degree with at least 12 GSH in a combination of qualifying fields that provide a foundation in the specific subject matter taught. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	Life Science Natural Science Physical Science Agronomy & Soil Science Astronomy Biology Chemical Engineering Chemistry Earth Science Ecology Engineering Geology Meteorology Science Education Physics	
SDV	Any master's degree or to teach applied SDV courses instructor must possess at least a bachelor's degree and professional tested experience equivalent to 6,000 hours. Colleges may determine and document that specific courses from non-prefix fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.		
SOC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Sociology** **Anthropology** **Cultural Studies** Criminology Gerontology Public Policy Social Work	

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SPC	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Speech** **Communications** English Drama/Theater Homiletics Linguistics Mass Media Speech Pathology Rhetoric	English may be treated as a bolded field for SPC111/112 Public Speaking.
WBL	For general work-based learning, non-discipline-related courses (non-CTE): Any master's degree. For discipline-specific courses (non-CTE): A master's degree in the course content related field or any master's degree with at least 12 GSH in the combination of qualifying fields that provide a foundation in the specific subject matter being taught.	*Follow Qualifying Fields/Majors in relevant Academic Credentialing Chart discipline(s) based on the content of the WBL course.	Applied WBL courses. Any master's degree or instructor must possess at least a bachelor's degree and formal training and professional tested experience equivalent to 6,000 hours. The instructor shall hold the appropriate registration, certification, or licensure in occupational areas in which such credential is necessary for practice.
WST	Master's degree in a bolded field OR master's degree in any field plus 12 GSH in the qualifying graduate fields listed (any field listed, with at least 6 credit hours from a bolded field) Colleges may determine and document that specific courses from non-qualifying graduate fields can be used to qualify a faculty member if the course content aligns with the specific subject matter being taught.	**Women's Studies** **Cultural Studies** **Gender Studies** **Multicultural Studies** Anthropology History Literature Sociology	

Department of Education Contacts

A list of Department of Education contacts is provided below should you have any questions after reviewing this guide.

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Faculty Qualifications Review Documentation

In Accordance with Iowa Code and HLC Policy CRRT.B.10.020 Assumed Practices (Section B.2)

TYPE OF FACULTY QUALIFICATION REVIEW *(check one):*

☐ **Audit of Existing Employee** ☐ **New Employee** *(Anticipated Employment Date Listed Below)*

Instructors Name	Employment Date Mo/Day/Year xx/xx/xxxx	Employment Status (FT, PT, CE)	Area of Instruction (LAS, Applied LAS, CTE)	Instructional Discipline(s)

INITIAL REVIEW – *Attach copies of application, copy of college transcripts with qualifying courses highlighted and other supporting documents. Place these items in a specific place in the employee's personnel file.*

Reviewer: _____ **Title:** _____ **Dept./Div:** _____

Qualified Based On *(Check/fill in all that apply)*:

☐ Teaching Credential(s):

Diploma: _____ Major: _____
Associate's Degree: _____ Major: _____
Bachelor's Degree: _____ Major: _____
Master's Degree: _____ Major: _____
Doctoral Degree: _____ Major: _____
Other Degrees: _____ Major: _____

If graduate degree is NOT in instructional field, number of Graduate Credit Hours in field = ____

Graduate Courses in the Discipline: ***For faculty without a degree in the instructional field.***

Course Number	Course Title	Institution	# of Graduate Credit Hours	Rationale for Determination

☐ Recent/Relevant Employment Experience:_____ year = _____ hours

Employer	Position	Dates	Recent/Relevant Employment Experience

(NOTE: One full-time year = 2,000 hours; three full-time years = 6,000 hours)

☐ Professional Licensure: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____
☐ 3rd-Party Credential: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____
☐ Specialized Training: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____

Meets Minimum FQ : ☐ Yes ☐ No ☐ Unsure/Needs Further Review (see next page)

Reviewer Signature: _____ Date: _____

CHIEF ACADEMIC OFFICER REVIEW

Determination: ☐ Meets minimum FQ ☐ Does not meet minimum FQ

Rationale/Comment: _____

CAO Signature: _____ Date: _____

FURTHER REVIEW—IF APPLICABLE *(Preferably not the same person as the initial reviewer)*

Reviewer: _____ **Title:** _____ **Dept./Div:** _____

Qualified Based On *(Check/fill in all that apply)*:

☐ Academic Credential(s):

Master's Degree: _____ Major: _____

Highest Degree (if not above): _____ Major: _____

Other Degrees: _____ Major: _____

If graduate degree is NOT in instructional field, number of Graduate Credit Hours in field = field = ☐

Graduate Courses in the Discipline: ***For faculty without a degree in the instructional field.***

Course Number	Course Title	Institution	# of Graduate Credit Hours	Rationale for Determination

☐ Recent/Relevant Employment Experience:_____ year = _____ hours

Employer	Position	Dates	Recent/Relevant Employment Experience

(NOTE: One full-time year = 2,000 hours; three full-time years = 6,000 hours)

☐ Professional Licensure: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____

☐ 3rd-Party Credential: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____

☐ Specialized Training: Type: _____ Current? ☐ Yes ☐ No Exp. Date: _____

Meets Minimum FQ : ☐ Yes ☐ No ☐ Unsure/Needs Further Review

Reviewer Signature: _____ Date: _____