

## **6Hx19-2.55 MINIMUM PROFESSIONAL REQUIREMENTS FOR SELECTION OF INSTRUCTIONAL PERSONNEL FOR CONTINUED EMPLOYMENT AND PLACEMENT ON CONTINUING CONTRACT**

The purpose of this Board Rule is to establish the Board's policy regarding minimum professional requirements for selection of instructional personnel for continued employment and placement on continuing contract.

### **MINIMUM PROFESSIONAL REQUIREMENTS FOR SELECTION OF INSTRUCTIONAL PERSONNEL FOR EMPLOYMENT**

All persons who accept employment at Pasco-Hernando Community College are committing themselves to be guided by the College's Mission Statement. It is the responsibility of the applicant to provide official academic transcripts, references, and/or verification of work experience, as appropriate, to document that the minimum criteria for employment and certification have been met. The College's Human Resources Office shall maintain and secure the application, official academic transcripts and documentation required for employment.

The President, or designee, shall ensure that the Pasco-Hernando Community College Faculty Credentials and Qualifications Manual is designed and that its contents remain current so as to guide the credentials evaluator through the process of assessing the academic credentials of the College's full-time and adjunct faculty, and establish procedures for the review and verification of academic and professional credentials for all instructional personnel. At a minimum, these procedures shall ensure that all of the College's faculty members meet the requirements and standards established by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). To ensure that the College remains in compliance with SACS requirements and standards, the College's Faculty Credentials and Qualifications Manual shall contain:

The process for establishing faculty qualifications and credentialing requirements for disciplines, programs, and courses.

The process for evaluating full-time and adjunct qualifications and credentials.

The process for determining experiential qualifications for faculty in lieu of minimum academic requirements.

The membership list of the National Association of Credential Evaluation Services.

A comprehensive listing of the credentialing requirements for the College's disciplines, programs, and courses.

Criteria for the transferability of courses.

**6Hx19-2.55**

**Minimum Professional Requirements for Selection of Instructional Personnel for Continued Employment and Placement on Continuing Contract**

Minimum academic qualifications, minimum requirements, qualifying occupational fields, industry credentials and qualifying academic fields.

**CRITERIA FOR CONTINUED EMPLOYMENT OF INSTRUCTIONAL PERSONNEL**

Continued employment of instructional personnel is contingent upon:

- a. Satisfactory annual evaluation of performance in accordance with District Board of Trustees Rule 6Hx19-2.09, *Performance Evaluations*;
- b. Maintenance of certification in accordance with District Board of Trustees Rule 6Hx19-2.551 *Requirements for Certification and Recertification*;
- c. Availability of position;
- d. Satisfactory progress toward completion of any requirements set forth at the time of hiring; and
- e. Recommendation by the President and approval by the District Board of Trustees.

**CRITERIA FOR PLACEMENT OF INSTRUCTIONAL PERSONNEL ON CONTINUING CONTRACT**

Instructional personnel will be considered eligible for continuing contract in accordance with Florida Administrative Code 6A-14.0411 will be subject to:

- a. Availability of position;
- b. Satisfactory annual evaluation of performance in accordance with District Board of Trustees Rule 6Hx19-2.09, *Performance Evaluations*;

**6Hx19-2.55**

**Minimum Professional Requirements for Selection of Instructional Personnel for Continued Employment and Placement on Continuing Contract**

- c. Satisfactory completion of two graduate courses (six graduate semester hours) or an approved equivalent from the following list:

The Community College in Higher Education  
Ethics in Higher Education  
Seminar in College Teaching

(Criterion c. applies to those faculty hired beginning August 2001.)

- d. Recommendation by the President and approval by the District Board of Trustees.

Rule Adopted: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87; 11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09

Effective Date: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87; 11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.041; 6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(16)(25); 1012.83

Proposer: Katherine M. Johnson, President