



**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 652

Title: Faculty Credentials

All full-time and associate faculty members are required to meet minimum requirements to teach for-credit courses as outlined in the *Faculty Credential Guide*.

Procedure 652.1

Review of Faculty Credentials

Official transcripts for earned degrees and relevant completed coursework are required to be submitted prior to beginning instruction. Faculty credentials shall be reviewed and approved by the Academic Dean using the *Faculty Credential Review* form and forwarded to the executive dean of academics.

Procedure 652.2

Unique Special Exceptions

The executive dean of academics may approve exceptions to the minimum qualifications for a faculty member for a period of 12 months if the individual has unique qualifications for teaching and the district has been unable to secure a faculty member with the requisite qualifications.

Procedure 652.3

Knowledge of the Community College

All new faculty members shall be required to complete an initial professional development program tailored to meet their individual needs.

Procedure 652.4

Degrees Earned at Foreign Institutions

Faculty members who have earned degrees outside of the United States shall have their transcripts evaluated at their expense by an approved foreign credential evaluation agency for certification and translation. A certified copy of this translation is required to obtain district certification.