

3.1 Faculty Teaching Credentials Policy

Category: Academics

Name of Responsible Office: Academic and Student Affairs

Title of Responsible Executive: Provost and Vice President, Academic and Student Affairs and
Vice President, Economic and Workforce Development and Career Technical Education

Date Established: December 3, 2018

Date Last Approved: April 29, 2025

Summary

In support of high-quality teaching in its curricula, Monroe Community College employs teaching faculty who are well qualified to teach students enrolled in credit-bearing courses. This policy defines the required credentials for teaching faculty.

Policy

Policy Statement

Monroe Community College requires that candidates for teaching faculty positions possess the appropriate diploma, license, certification, prior work experience, and background for each position. The College will make every effort to ensure such requirements are bona fide occupational qualifications and do not impose artificial barriers to employment.

Requirements

1. All regular full-time tenure-track and adjunct teaching faculty members are required to have a minimum of a Master's Degree in their related field at the time of offer of employment. Earned degrees must be awarded by a regionally-accredited U.S. institution or by a recognized non-U.S. institution, as determined by the Office of the Provost and documented by an official transcript or the international equivalent. Discipline-specific requirements are stated in the respective position descriptions. Exceptions are listed in #2.
2. In some specialized and technical fields, individuals with discipline-specific credentials or substantial related work experience may be employed without a Master's Degree. The Vice President in the faculty member's division will approve any appropriate alternate credentials or experience.
3. Faculty who hold a license or certification that is required for the performance of their job duties must maintain current licensure or certification, and must inform Human Resources immediately of any lapse, encumbrance, or suspension thereof.
4. This policy does not supersede any existing collective bargaining agreements.

Applicability

Requirements #1 and #2 apply to all full-time and adjunct faculty teaching courses offered for credit hired after January 1, 2019. Requirement #3 applies to all full-time and adjunct faculty. Individuals who are invited to deliver a guest presentation(s) are not covered by this policy.

Responsibility

Provost and Vice President, Academic and Student Affairs

Vice President, Economic and Workforce Development and Career Technical Education

Contact Information

Office of the Provost and Vice President, Academic and Student Affairs

Office of the Vice President of Economic and Workforce Development and Career Technical Education

Related Information

College Documents

None

Other Related Documents

None

History

Item	Date	Explanation
Board of Trustees	October 1, 2018	First Read
Board of Trustees	December 3, 2018	Approved
Executive Leadership Team	April 29, 2025	Minor Revisions, Approved