



COMMUNITY  
COLLEGE OF  
DENVER

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## Faculty and Instructor Guideline on Hiring Qualifications and Onboarding

Guideline #: **Currently INST - 17**

Approved By: Dr. Everette J. Freeman, President

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Date August 27, 2020 | 10:20:53 AM MDT

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### Purpose

To ensure that students are taught and mentored by faculty members and instructors who are experts in their discipline, Community College of Denver has developed clear and consistent guidance in the knowledge and skills appropriate for each discipline.

### Definitions

- a. CTE Course – Courses taught at CCD that are for the purposes of a Career and Technical Education (CTE) program.
- b. Guaranteed Transfer (gt) – Courses taught at CCD that can be transferred to another public institution within Colorado.

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## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

- c. General Education discipline (GE) – Any guaranteed pathways (gt) course that will transfer to any other public institution in Colorado, plus any courses specified in a Statewide Articulation Agreement, plus all general education core courses offered for the A.A., A.S., or A.G.S degrees.
- d. Relevant Hiring Materials – These are all materials that CCD uses to demonstrate that the faculty member or instructor is qualified to teach in the discipline assigned. They may include, but are not limited to, transcripts, other educational records, certificates, licenses, credentials, and verified occupational experience forms. Only classes for which a faculty member or instructor earned an A, B, or C will be considered for qualification purposes.
- e. Tested Occupational Experience – Verified occupational experience (with or without pay) within the relevant discipline area in a real-world situation (not within a classroom setting) which has the depth and breadth of experience to equate to graduate work.
- f. Tested Professional Experience – Verified and validated work which established the applicant’s expertise within the relevant discipline (with or without pay) that has the depth and breadth of experience to equate to graduate work.

### **Guideline**

- a. Hiring Standards
  - 1. General Education: a faculty member or instructor must hold a master’s degree in the program of study of the discipline or subfield in which they teach. If the general education applicant holds a degree in a discipline other than the one proposed for teaching, then the chair or dean of the program will do a close review of the transcript to verify at least 18 (eighteen) graduate credit hours, relevant to the field or subfield. These will be highlighted in a copy of the official transcript and kept within the academic center. Any applicant who presents with a master’s in education and is being considered for hiring will have a

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

catalog or syllabus review of their coursework completed to demonstrate that the content of the coursework is sufficiently related to the discipline to qualify as 18 (eighteen) graduate credit hours in their field, regardless of the prefix designation of the courses. When a terminal degree in a discipline is below a master's level, that degree will be sufficient evidence of mastery. In some cases, tested occupational experience or tested professional experience that is the equivalent in depth and breadth of learning required of a master's level degree will be accepted in lieu of a master's degree. Those cases will be documented on the Faculty/Instructor Professional Qualification Form. Additional information highlighting the requirements per program are below, in the Addendum.

2. CTE: CCD accepts a combination of education, licensure/certification, training, and tested occupational experience. Each CTE program has their own more specific requirements, listed below in the Appendix. However, these are the general standards:
  - For applicants with a bachelor's degree or above, at least 2,000 hours of tested occupational experience is required. For applicants with lower than a bachelor's degree, at least 4,000 hours of verified occupational experience is required. The verified occupational experience must have occurred within seven years of hire, except when a differing standard is justified in the Addendum. The tested occupational experience must be equivalent to the degree, including the depth and breadth of the experience as verified by the chair or dean of the discipline. These experiences can be verified by occupational experience that demonstrate the skill sets of the discipline, or by certifications, licensure, or credentials common within the field that demonstrate a high level of preparation and rigor. In rare cases, this experience may also be demonstrated by tested professional experience that demonstrates expertise in the discipline equivalent to the depth and breadth of knowledge gained in a graduate degree.
  - Please refer to the [CTE Credential Guidelines \(INST – 10\)](#).

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

3. There may be situations where an applicant's qualifications are limited to a specific program, prefix or individual course(s). If this is deemed the case, it will be noted specifically on the Professional Qualifications of Faculty/Instructor Form.

### b. Hiring Process

1. The [Professional Qualification for Faculty/Instructor form](#) serves as the primary documentation that all processes have been followed, and that the applicant is appropriately qualified. This form must be completed whenever:

- A new faculty member or instructor is hired,
- A faculty member or instructor has new credentials (like a degree),
- A faculty member or instructor becomes qualified to teach more courses than approved on the current form.

The Professional Qualification for Faculty/Instructor form must be completed for each program for which a faculty member/instructor teaches. For example, if a faculty member/instructor teaches in both CIS and MAT, then both disciplines must fill out a form.

The Professional Qualification for Faculty/Instructor form must be completely filled out.

- For each degree the level of degree (A.A., B.A.), the program area exactly as granted (psychology, nursing), and the name of

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

the institution must be fully and clearly identified. For incomplete degrees, please use the "other educational experience" line.

- It must be indicated if the faculty member or instructor is qualified to teach Career and Technical education courses, general transfer courses, all courses within the discipline, a limited set of courses, or any required licensure or certification.
- All signatures must be on one form. The signature assures the institution that each signee has done their due diligence in evaluating the qualifications of the applicant, and agrees that the applicant is qualified.
- Attached to the form must be copies of all relevant transcripts including highlights when necessary, current copies of any licensure or certification required or relied upon as part of the hiring process, a copy of any licensure or credentialing exam showing that the applicant passed, if applicable to the discipline.
- Also attached to the form must be a signed statement by the chair or dean assuring that, in the event of a name change, the applicant is the same person.

Any qualification forms that were completed prior to the effective date of these guidelines may have an academic year limitation on the form. Those limitations are hereby absolved. All faculty/instructors who have a completed qualification form are approved to teach unless that qualification is suspended, revoked, or the faculty member/instructor leaves employment.

Original qualification forms and documents that were completed prior to the effective date of these guidelines may be lost, with only a copy

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

of the form remaining. In those cases, a signature of the dean that the form remains in effect will qualify the copy to be treated as the original.

2. Once each Professional Qualification for Faculty/Instructor form is completed and signed by all parties, a PDF of the signed and dated qualification form, along with all other hiring materials, must be sent to the:
  - Faculty Member or Instructor,
  - Relevant Chair,
  - Relevant Dean,
  - Relevant Office Manager,
  - Office of the Provost,
  - College's Human Resource Office.
3. All hiring documentation for each faculty/instructor must be maintained in the G drive by faculty/instructor name.
  - i. Human Resources must keep, and make accessible upon request of the Office of the Provost:
    - An unmarked, original of all transcripts,
    - An original of the Professional Qualification for Faculty/Instructor form with all signatures,
    - A current copy of any required licensure, certification, or other professional material, and

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

- A copy of the current CTE credential.
  - An original of the New Instructor/Faculty Onboarding Checklist
- ii. Each center must keep, and make accessible upon request of the Office of the Provost:
- A copy of the transcript, with relevant coursework highlighted, and
  - A copy of the Professional Qualification for Faculty/Instructor form with all signatures.
- c. On-Boarding
1. All faculty and instructors must be onboarded as outlined in the [New Instructor/Faculty Onboarding Checklist](#).
  2. All faculty and instructors must successfully complete the New Faculty/Instructor Orientation and the human resources training in the first semester that they are teaching. Please refer to CCD's [New Faculty Orientation Guidelines \(INST – 6\)](#).
  3. All CTE faculty and instructors must successfully complete all required CTE coursework. Please refer to the [CTE Credentialing Guidelines \(INST – 10\)](#).
  4. All faculty and instructors will receive discipline specific training in course curriculum, assessment, and course philosophy.
- d. Re-hiring an inactive instructor/faculty member
2. The professional qualification remains in effect upon re-activation of an

## **Addendum to the Faculty and Instructor Guideline on Hiring Qualifications and Onboarding**

instructor/faculty UNLESS:

- the faculty member or instructor has new credentials (like a degree);
  - the faculty member or instructor becomes qualified to teach more courses, or in more disciplines, than approved on the current form; or
  - the form was revoked or suspended and is now being reviewed.
3. In every case of reactivation, the OA will initial the professional qualification form if it is still accurate. If it is no longer accurate, the OA will inform Human Resources that a new form is being routed.

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Approvals:            July 17, 2017  
                             August 9, 2017  
                             August 6, 2020

References:            Faculty Handbook, Master Syllabus Template, New Faculty/Instructor Orientation Guideline (INST – 6), CTE Credentialing Guideline (INST – 10), Board Policy BP 3-90 – Copyrights and Patents, Professional Qualifications for Faculty/Instructor Form, Faculty/Instructor Tested Experience Form, New Instructor/Faculty Onboarding Checklist