



HUMAN RESOURCES POLICY INSTRUCTOR QUALIFICATIONS STANDARDS (Academic & Professional Programs)

EFFECTIVE: November 1989

REVISED: March 2009

RELATED POLICIES:

POLICY

The transfer credit of academic courses (university and professional transfer) offered at the college level is vital to Northern Lights College. It is essential that course integrity be protected to assure both the articulation value of courses offered for university transfer credit and those recognized as core learning for professional certification programmes.

To that end, Northern Lights College requires that all academic and professional programs offered for university transfer credit or recognition in a professional certification program will be delivered by an instructor who has a degree at the Master level or above in the discipline or closely related field (university transfer programs) and where applicable, full professional accreditation (professional certification programs).

Under exceptional circumstances (such as acknowledged recruitment difficulty), lesser academic or professional qualifications may be acceptable. In such cases, mentoring, supervision or upgrading procedures will be required. The College administration will be accountable to assure that receiving organizations acknowledge that they will articulate (university transfer) or recognize (professional certification) the credit of students in the courses affected.

PROCEDURE

1. All new positions, including full-time regular, part-time regular and temporary, must be posted internally and/or externally advertised.
2. Full-time academic positions (university transfer and professional certification) will require, at a minimum:
 - a. **University Transfer:** A Master's degree or equivalent in the discipline of the course content or a closely related field.
 - b. **Professional Certification:** Fully recognized credentials of the profession for the knowledge area of the course content.
3. If it proposed that an instructor be re-assigned from one program to another, the qualifications of that instructor will be reviewed, to assure that s/he is fully qualified to deliver the proposed course load. If not, mentoring, supervisory or upgrading provisions will be made explicit. It is not intended that such provisos would affect the employment status of regular status instructors.
4. Senior instructors or designates in a program or discipline should have input into the hiring or reassigning of all instructors to a new or substantially altered courseload in the program or discipline area. This input is regarded as essential.
5. When fully qualified instructors, are not available, the Dean responsible may recommend suitable instructors with lesser or alternate qualifications, e.g. a Bachelor level degree with a major in the required discipline, to the Program Chair. Senior instructors in the

discipline will be consulted in defining explicit mentoring, supervisory or upgrading provisos before such a person is assigned.

- In such cases, which are understood to be exceptional, the selected/assigned individual will deliver the course(s) under the auspices of a designated regular instructor, to assure articulation and/or professional certification recognition of the course.
- Additionally, in such cases, the general nature of course assignments and the final examination(s) will be developed in consultation with the designated instructor, and the articulating/professional liaison instructor.
- Where feasible and effective in the interest of students and the College, courses may be offered, or supplemented in their instructional methodology, using distributed delivery options.