

Newly Adopted HLC Faculty Qualifications Plan for Implementation by September 1, 2017

The colleges of MCCCCD are accredited by the Higher Learning Commission (HLC) and must ensure that all faculty members who teach in their primary role meet the minimum qualifications outlined by the HLC. The HLC guidelines for determining qualified faculty serve to reinforce the Criteria for Accreditation and Assumed Practices that speak to the importance of institutions employing qualified faculty for the varied and essential roles faculty members perform.

MCCCCD requires all faculty to adhere to the minimum qualifications set by the appropriate Instructional Council.

[HLC Determining Qualified Faculty: Guidelines for Institutions and Peer Reviewers](#)

The following is a plan for how the colleges of MCCCCD will be in compliance within the timeframes outlined by HLC.

Evaluation of all Residential, Adjunct and Dual Enrollment Faculty

- A. Instructional Council review of all hiring qualifications; adjustments made to hiring qualifications through the established faculty governance process. This is an iterative and ongoing process.
- B. All MCCCCD faculty transcripts evaluated by January 1, 2016.
- C. An Impact Report generated by the Associate Vice Chancellor of Academic Affairs office by January 1, 2016. This impact report indicates discipline and number of deficient credits for each MCCCCD faculty who do not meet the newly adopted credentials.
- D. Develop an appeal process for MCCCCD faculty.

Communication Process

- A. Written communication to Residential, Adjunct and Dual Enrollment faculty by January 1, 2016 stating the newly adopted Assumed Practice with a timeline for completion of meeting the new credentials.
- B. Established a webpage on the District website for information (Frequently Asked Questions, Hiring Qualifications). Clear communication to all new hires and potential applicants of revised hiring qualifications.

- C. Notification to all Residential, Adjunct and Dual Enrollment faculty who do not meet the newly adopted credentials by February 15, 2016 by the appropriate Vice President of Academic Affairs (VPAA).

Residential Faculty

Based on the Impact Report generated as of 11/30/15, there are approximately 64 Residential Faculty who do not meet the newly adopted credentials. Faculty vary from being 3 to 18 credit hours away from being qualified to teach in their disciplines. Details of the discipline and credit deficit are in the attached spreadsheet.

- A. Establishment of an Individual Professional Development Plan for Residential Faculty
 - a. Residential Faculty who do not meet the newly adopted credentials will work with the VPAA to create an individual professional development plan to meet the new qualifications by September 1, 2017.
 - b. Individual professional development plans will be completed by August 2016.
 - c. The Residential Faculty member and their respective VPAA will review plans for progress each semester.
- B. Funding Available for MCCCCD Residential Faculty
 - a. Based on the 64 faculty needing anywhere from 3 to 18 credit hours and the estimated ASU Resident Graduate Tuition rates it is estimated the budgetary impact is approximately \$1,202,955.00.
 - b. **Task Force Recommendation:** MCCCCD provide sufficient funding for multiple years to facilitate the Residential Faculty who remain anywhere from 3 to 18 credits away from being qualified to teach in their discipline. All faculty who receive tuition assistance will be required to sign a promissory note to remain teaching in the District for two semesters following the final course paid for.
 - c. **Task Force Recommendation:** If faculty utilize MCCCCD financial resources to complete required coursework, they are not able to apply for salary advancement of those courses in accordance with RFP A.3.1.3. 'courses required for the correction of Maricopa Community Colleges' Faculty hiring qualifications deficiencies will not be accepted for advancement on the salary schedule.'

Adjunct Faculty

To be finalized.

Dual Enrollment Faculty

To be finalized.

Timelines for Compliance (and Conformity after September 1, 2017)

A. Compliance with HLC prior to and after September 1, 2017 for Residential Faculty

a. Any Maricopa college who undergoes HLC Reaffirmation will present the individual development plans of faculty not in compliance with current faculty hiring qualifications and will adhere to the policy outlined in the Assumed Practices for “Institutions Not in Conformity with the Revised Assumed Practice after September 1, 2017.”

Institutions Not in Conformity with the Revised Assumed Practice after September 1, 2017

Should an institution be found not to be in conformity with the revised Assumed Practice B.2. after September 1, 2017, HLC will require the institution to file an interim report no more than three months after final HLC action. The interim report shall describe the institution’s plan to rectify the issue. Depending upon the extent and nature of the deficiency, the report will either demonstrate that the situation has been rectified, or it will indicate how the situation will be rectified within a period of no more than two years. The latter case will require additional follow-up in the form of an on-site evaluation to confirm the issue has been fully remedied and the institution is in full compliance. An institution determined by HLC to be acting in good faith to meet the revised Assumed Practice after September 1, 2017, will not be at risk of losing its accreditation solely related to its conformity with Assumed Practice B.2.