

COLLEGE OF THE MAINLAND  
EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
EXHIBIT A

**Credential Requirements:**

a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching certificate courses: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

e. Faculty alternative credentialing: Faculty may be identified as credentialed based upon the following justifications as documented on statement of qualifications (SOQ) [See DBA (EXHIBIT C)]:

- related work experiences in the field
- professional licensure and certifications
- honors and awards
- continuous documented excellence in teaching
- or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes

Applications based on **Alternative Credentialing (AC) Review** must attach appropriate third party documentation to the Credit Faculty Credentials Application. A cover letter (similar to the SAMPLE below) should be prepared by the Dean that provides a rationale for the teaching assignment and a synopsis of the documentation.

**Applications based on Alternative Credentialing (AC) Review must be approved by the College Faculty Credentials Oversight Committee prior to the scheduling of any formal teaching assignments.**

**SAMPLE**

Alternative Credentialing (AC) Review Based on Other Documented Qualifications

This applicant does not explicitly meet degree and course work requirements, but has been recommended for a teaching assignment based on an **Alternative Credentialing (AC) Review** of other documented qualifications.

Faculty Applicant: John Q. Artist Teaching

Discipline: Theater EXPLANATION

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Mr. John Q. Artist has, over a period of fifteen years, accumulated extensive professional experience as an actor, director, producer and writer for both stage and screen. He has served as an artistic director and instructor for various repertory companies, community theaters and cultural programs. **Documented evidence on alternative qualifications are provided including:** published reviews on various acting performances from the New York Times and the Chicago Tribune, a letter of reference from the Director's Guild on his work as a director and playwright, published materials on professional contributions to an Interpretive Outreach program sponsored by the New York City Department of Parks and Recreation and other letters of reference on public service theatrical performances.

Signed by Appropriate Dean