Justification Request for Faculty Competence

TO: Dr. Scott Ralls, President
THROUGH: NOVA Human Resources
THROUGH: Provost

FROM: Dean Division Campus

NAME OF FACULTY: ___________________________  □ Adjunct  □ Full-Time

Guidelines and Instructions—see page 2

I. Teaching Discipline Requested (please choose one option below):
   □ (a) All courses in discipline
   □ (b) Limited to the following courses in discipline (provide prefix, course number, and course title):

II. Clearly describe the relationship between the faculty member’s qualifications and course content and/or expected outcomes of the course(s) assigned to the faculty member.

All supporting documents must be attached.

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<th>Recommended</th>
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<td>Associate VP</td>
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cc: Personnel File
Qualifications for faculty in the Virginia Community College System (VCCS) and at Northern Virginia Community College (NOVA) are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). SACS provides the following guidelines for faculty teaching in colleges offering the associate degree:

1. 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).

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

In addition to the above two categories of faculty specified by SACS, the VCCS adds the following:

3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.

4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education. (Note: At NOVA, applies only to adjunct faculty with approved Justification Request.)

Beyond the above guidelines, SACS also provides the following Comprehensive Standard (3.7) for Faculty Competence:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

It is the practice of Northern Virginia Community College to hire full-time and adjunct faculty members who meet the above guidelines. At the same time, the College recognizes that, especially in the case of adjunct faculty, there are instances where the competence of faculty members can be justified through the documentation of qualifications such as those noted in the above Comprehensive Standard.

When the degree(s) of the faculty member in and of themselves demonstrate sufficient evidence of competence in accord with the above guidelines, no further justification is required than the normal review and documentation completed by the division office and Human Resources. However, a Justification Request (NOVA Form 105-015) is required to be completed and approved when:

• More than the degree credential is required as part of the guideline, e.g., "demonstrated competencies in the teaching discipline/field."

• The demonstration of competence involves qualifications as specified in the above SACS Comprehensive Standard 3.7 for Faculty Competence.

In preparing the justification narrative, care should be taken not only to identify these additional qualifications but also to "clearly describe the relationship between these qualifications and course content and/or expected outcomes of the courses assigned to the faculty member" (SACS Faculty Roster: Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty).