

Screening Matrix for Credentialing of NOVA Faculty

Community College Faculty Qualification Evaluation

This matrix (Appendix A) is designed to guide the holistic review of credentialing for teaching college-level courses at NOVA, based on VCCS policy guidelines for credentialing.

Minimum Qualifications

[VCCS Policy 3.2](#) (Virginia Community College System for Qualifications of Faculty for Hiring and Credentialing) outlines minimum criteria for credentialing based largely on educational qualifications. This is the preferred and most direct route to credentialing faculty who teach courses that are designated as transferring into baccalaureate programs at colleges and universities.

Exceptions to the Minimum Qualifications

VCCS policy (3.2.2) also acknowledges that “exceptions to the minimum criteria for credentialing may be permitted... particularly in professional, technical, and technology-dependent fields where alternative credentials may be more appropriate.” This matrix outlines how these alternative credentials might be used. The goal is to balance formal qualifications, professional experience, and demonstrated teaching excellence, allowing for flexibility and professional judgment in unique cases where competency can be demonstrated.

Note that Faculty Members who meet the traditional Minimum Criteria outlined in the VCCS-29 and Policy 3.2 related to degrees and credit hours in discipline do not need to go through the alternative credentialing process.

Exceptions using Alternate Credentials

The Alternate Credentials Review will provide the Dean and the Chief Academic Officer the ability 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, 2020”- updated February 2020.)

Per policy, requests for exceptions should be prepared by a discipline expert, approved by the Chief Academic Officer, and recommended to the president, with documentation maintained by Human Resources. NOVA has designated the Pathway Dean (Appendix B) as the “discipline expert” for their specific academic pathways. School districts seeking alternate credentialing for Dual Enrollment faculty are responsible for providing evidence to assist in the review.

There are two screening matrices below – one for faculty teaching associate degree courses designed for transfer and one for faculty teaching associate degree courses not designed to transfer.

These screening matrices support a holistic review rather than a strict cutoff.

- Not all criteria may be weighted equally, and exceptional strength in one area may offset limitations in another. Honors and awards, for example, are evaluated for quality and relevance, not just quantity. All criteria must include

documentation. Continuous documented excellence in teaching can be verified through performance evaluations and student achievement data.

- The matrices below give examples of evidence that may demonstrate competency. These examples are illustrative, but not exhaustive. A holistic review will be made based on the documentation provided.
- To expedite the process the course content summary for the course under review can be requested. Submitted materials that match experience to course content summaries with evidence (e.g. syllabi of AP courses) are preferred.

Pathway Deans will use these screening matrices to determine if a faculty member has sufficient relevant experience and competencies to support the preparation of a justification for alternative credentialing.

They would then prepare the justification document for submission to the Chief Academic Officer, per VCCS Policy 3.2. The Chief Academic Officer then, following policy, would make recommendations to the President for final approval.

Appeals

Pathway Deans must provide a clear, written rationale to the candidate when deciding not to prepare a justification document. Candidates may appeal this decision to the Chief Academic Officer and may be asked to provide additional information to support this appeal.

Limited Credentialing

Candidates may be credentialed to teach only certain courses within a discipline but not others based on their qualifications. Again, such a decision must be explained clearly and in writing to the candidate, who may appeal to the Chief Academic Officer.

Institutional Records

The College must maintain an institutional record on each decision, including all documents outlined above.

Questions and General Information

For questions and assistance, please contact the Office of Dual Enrollment, DEFaculty@nvcc.edu.

Appendix A: Credentialing Matrix

Transfer Courses

Minimum Criteria: Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctoral 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).

The Alternate Credentials Review/Exceptions Review will consider the following:

Credentials/Experience	Evidence Sources	Examples
Academic Qualifications	Official transcripts from a regionally accredited institution, degree certificate	<ul style="list-style-type: none"> Master's degree in related field or Master's degree in Education with a Bachelor's degree in teaching field (e.g., Master's in Education with a Bachelor's in History)
Documented Excellence in Teaching at the College Level (e.g. AP, IB)	AP or IB success rates, Performance evaluations	<ul style="list-style-type: none"> 8-10 AP or IB class sections taught with AP pass rate equal to or above the national pass rate Excellent evaluations from supervisors (meets or exceeds performance expectations) 4-6 class sections of previous Dual Enrollment instructor experience with other institutions
Professional Licensure/Certifications (Valid and disciplinerelevant certifications or licenses)	Valid and discipline relevant certifications or licenses	<ul style="list-style-type: none"> Earned CPA (example, for Accounting) CompTIA certifications (for specific IT courses) Professional Writing Certificate or Technical Writing Certificate (for English)
Related Work Experience (Appropriate nonteaching professional experience in the field or teaching subject)	Resume/CV, employment verification, description of duties	<ul style="list-style-type: none"> Minimum of 3 years working as a biological researcher (for Biology) Minimum of 3 years working as a newspaper editor (English)
Honors and Awards (Recognition for excellence or achievement in teaching or discipline)	Certificates, letters, public records of awards	<ul style="list-style-type: none"> County Teacher of the Year National, Regional or State Recognition as an Educator
Continuing professional development (Recent, relevant professional learning (discipline or teaching methodology)	Workshop certificates, training logs, conference attendance	<ul style="list-style-type: none"> Related continuing education credits (CEUs) in the field Provided leadership training for peers Attending two or more professional workshops related to the teaching field Advanced Placement Summer Institutes
Peer-Reviewed Publications (Relevant scholarly work published in recognized forums)	Copies of articles, publication details	<ul style="list-style-type: none"> Article in Personality and Social Psychology Bulletin (for PSY) Short stories or poems published in professionally edited volumes (ENG)

Appendix A: Credentialing Matrix (cont.)

Associate Degree Courses Not Designed for Transfer

Minimum Criteria: 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.

The Alternate Credentials Review/Exceptions Review will consider the following:

Credentials/Experience	Evidence Sources	Examples
Academic Qualifications	Official transcripts from a regionally accredited institution, degree certificate	<ul style="list-style-type: none"> Bachelor's degree in education or related discipline
Documented Excellence in Teaching	Course success rates, Performance evaluations	<ul style="list-style-type: none"> Average of course/student success rates across all related high school classes at C or above (A=90-100; B=80-89 and C=70-79.) Excellent evaluations from supervisors (meets or exceeds institution's expectations) Minimum of 2 semesters (1 yr) Dual Enrollment instructor experience with other institutions
Professional Licensure/Certifications (Valid and discipline relevant certifications or licenses)	Valid and discipline relevant certifications or licenses	<ul style="list-style-type: none"> Basic Law Enforcement School Certificate (for select ADJ courses) CompTIA certifications (for specific IT courses)
Related Work Experience (Appropriate non-teaching professional experience in the field or teaching subject)	Resume/CV, employment verification, description of duties	<ul style="list-style-type: none"> 3 -5 years working in marketing (for MKT courses) 3- 5 years working in early childhood (for select CHD courses)
Honors and Awards (Recognition for excellence or achievement in teaching or discipline)	Certificates, letters, public records of awards	<ul style="list-style-type: none"> County Teacher of the Year National, Regional or State Recognition as an Educator
Continuing professional development (Recent, relevant professional learning (discipline or teaching methodology))	Workshop certificates, training logs, conference attendance	<ul style="list-style-type: none"> Documentation of Continuing Education Credits (CEUs) in the field (within last 3 years). Lead training for peers Attending 2-3 workshops related to the teaching field
Peer-Reviewed	Copies of articles, publication details	<ul style="list-style-type: none"> Article in the Journal of Marketing (for MKT)

Publications (Relevant scholarly work published in recognized forums)		
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Appendix B

NOVA Campus Provosts by School District and Contact Information

School District	Provost	Email
Alexandria City Public Schools	Dr. Annette Haggray, Alexandria Campus Dr. Shelly Powers, Medical Education Campus	ahaggray@nvcc.edu spowers@nvcc.edu
Arlington County Public Schools	Dr. Annette Haggray, Alexandria Campus	ahaggray@nvcc.edu
Fairfax County Public Schools	Dr. Diane Mucci, Annandale Campus	dmucci@nvcc.edu
Falls Church City Public Schools	Dr. Annette Haggray, Alexandria Campus	ahaggray@nvcc.edu
Loudoun County Public Schools	Dr. Julie Leidig, Loudoun Campus	jleidig@nvcc.edu
Manassas City Public Schools	Dr. Molly Lynch, Manassas Campus	mlynch@nvcc.edu
Manassas Park Public Schools	Dr. Molly Lynch, Manassas Campus	mlynch@nvcc.edu
Prince William County Public Schools	Dr. Richmond Hill, Woodbridge Campus Dr. Molly Lynch, Manassas Campus	rhill@nvcc.edu mlynch@nvcc.edu

NOVA Pathway Deans and Contact Information

Dean	Pathway	Email
Dr. Raymond Burton	Skilled Trades	raburton@nvcc.edu
Dr. Paula Ford	Advanced Manufacturing	paula.ford@nvcc.edu
Mr. Jay Steere	English and ESL	jsteere@nvcc.edu
Dr. Hemchand Gossai	Humanities, World Languages, & ASL	hgossai@nvcc.edu
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Dr. Paula Ford	Computer Science & Information Technology	paula.ford@nvcc.edu
Dr. Jennifer Rainey	Social Sciences	jrainey@nvcc.edu
Dr. James Gillispie	Education	jgillispie@nvcc.edu
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