



Faculty & Instructor Qualifications Guide

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PURPOSE

This manual establishes guidelines for the determination and evaluation of faculty, instructor, and concurrent instructor qualifications, to ensure expertise in discipline-specific teaching and learning that promotes students' academic success, and compliance with accreditation criteria. For the purposes of this document, the terms instructor or faculty will be used to reference all faculty/instructor categories.

INTRODUCTION

At Arapahoe Community College (ACC), all full-time and part-time faculty must meet both the Higher Learning Commission (HLC) minimum faculty qualifications criteria and the ACC minimum faculty qualifications criteria. In addition, Career and Technical Education (CTE) faculty must meet the State Board for Community Colleges and Occupational Education (SBCCOE) board requirement for CTE credentialing. This includes all full-time faculty, part-time instructors, and Concurrent Enrollment (CE) Instructors regardless of location or modality.

ACC assigns instructors to teach based on course qualification requirements, not by an overall discipline/prefix expert basis. Each course within a discipline prefix may have different faculty minimum qualifications or tested experience options.

Having the minimum faculty qualifications in no way guarantees that an instructor, faculty member, or teacher will be hired or retained by ACC to teach in that area. Minimum faculty qualifications are only one of several criteria for hire or retention.

This faculty qualifications document lists all faculty minimum qualifications for each course taught at Arapahoe Community College.

This volume is a living document and can be updated by the Chief Academic Officer (Provost / Vice President of Instruction).

HLC POLICY

HLC ASSUMED PRACTICES RELATED TO FACULTY QUALIFICATIONS CRRT.B.10.020

The Higher Learning Commission (HLC) expects that accredited institutions will use credentials as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that equivalent experience also may be considered in determining faculty qualifications.

HLC Minimum for Determining Minimally Qualified Faculty

Faculty credentials refer to the degrees that faculty have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom. Common expectations for faculty credentials in higher education for general education courses include the following:

- Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield (related field) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. In terminal degree programs, faculty members possess the same level of degree.
- Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master's degree or higher in a discipline other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which they are teaching.
- Faculty teaching in career and technical education college-level certificate and occupational associate degree programs should possess the minimum threshold of education in the field or a combination of education, training, and occupational experience as defined by that specific program. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.

HLC Policy on Tested Experience as a Basis for Determining Minimally Qualified Faculty

Tested experience may substitute for an earned credential or portions thereof. HLC [Assumed Practice B.2](#) allows an institution to determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience from outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. HLC has clarified in the September 2017 guidelines that tested experience cannot be based on years of teaching experience.

An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. Tested experience qualifications should be established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences. Documented qualifications ensure consistency and transparency in hiring and human resources policies.

HLC Minimums are Only Minimums

It is not the intent of the Higher Learning Commission to prescribe how an institution chooses to meet these minimum assumed practices as long as they are, at a minimum, met. It is also not the intent of HLC to prevent an institution from establishing a higher threshold for hiring or retaining minimally qualified faculty. What is required is that an institution has established clear written minimum qualifications, processes, and procedures for determining and evaluating that all faculty and instructors meet the minimum qualifications that an institution has set for itself, and that the institution can demonstrate, through evidence, that it is following its own processes, procedures, policies, and guidelines.

PROCEDURE

Faculty and Instructor Qualifications

The qualifications discussed below are the minimum requirements to demonstrate academic preparation and content expertise in a discipline/program. Additional minimum and/or preferred qualifications may be listed in job announcements and utilized in the recruitment and selection of faculty/instructors.

General Education: Minimum qualifications include a master's degree or higher in the discipline or related subfield (as determined by the discipline/program) from an accredited college or university. If a faculty/instructor holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which he/she teaches. Some disciplines/programs may utilize tested experience as qualification in lieu of the master's degree.

Developmental (below 1000 level): Minimum qualifications include completion of a program of study from an accredited college or university in the discipline or subfield (as determined by hiring discipline/program) in which the faculty/instructor teaches, with coursework at least one level above that of the courses being taught or developed.

Career and Technical Education (CTE): Faculty and instructors teaching in CTE disciplines/programs must meet all [postsecondary credentialing criteria](#) as established by the Colorado Community College System. Minimum qualifications include an educational degree in the discipline or subfield from an accredited college or university and/or appropriate occupational experience and/or licensure. Additional special requirements may exist to meet program accreditation standards. Some disciplines/programs may utilize tested experience as qualification in lieu of the educational degree.

Process for Verifying Faculty and Instructor Qualifications

Qualifications are reviewed by faculty and administrators within Instruction who have the specific discipline/program knowledge and expertise to determine appropriate content area and courses to be taught by faculty or instructors.

The following steps are completed to document the review process.

1. Hiring authority, supervisor or Associate Dean of Concurrent Enrollment initiates qualification review and completes the [Faculty and Instructor Professional Qualifications](#) form located in (myACC-Employee-Employee Forms-Employment Documents), attaching all required review materials to the form along with justifications for the qualifications.
2. The form then routes to the School Dean for the respective Department/Program for review and approval. If needed, the Dean consults with the Department Chair/Director or program faculty to review qualifications.

3. The completed approved document is automatically forwarded to Human Resources where a copy is maintained in the faculty/instructor member's employment file. A copy is also routed to the Dean and initiating supervisor for their records.
4. If a new hire, a PAF is completed, and the qualifications form is attached as documentation of qualifications met for the position.

Process for Verifying Changes to Faculty or Instructor Qualifications

Faculty, Instructors, and Concurrent Enrollment Instructors who earn additional credentials and become qualified to teach courses or content areas beyond the ones they were originally qualified for, must submit required documentation and have their qualifications reviewed. The review process follows the same guidelines as described above except there is no need to complete an additional PAF.

Evaluation Review Materials/Methods can include:

- Resume/Curriculum Vitae (required of all faculty and instructors).
- Transcripts (required of all faculty and instructors). Reviewers may use unofficial transcripts; however, official transcripts must be submitted by the faculty member or instructor to Human Resources as part of the onboarding process.
- Portfolio – a collection of written, visual, audio, or multimedia items that demonstrate real-world expertise and proficiency in the discipline/field and content areas being taught.
- Certifications, licensures, and/or additional credentials specific to the field and content area.

Tested Experience

In disciplines or programs where the degree level may not be the necessary or most significant qualification (ex. CTE programs) other factors can be considered. Disciplines or programs that have minimum degree requirements below the required level or choose to use other qualifications in lieu of a degree, must establish specific minimum thresholds of real-world experience and a system of evaluation. Relevance of tested experience must be to both the degree level and to the content area of the course(s) being taught. See Appendix B: Tested Experience for discipline specific tested experience processes.

Tested Experience must be specific to the discipline/program and to the content area(s) being taught and can include:

Primary:

- Occupational experience and/or skill sets – must be defined for the specific discipline/program/content area.
- Certifications, licensure, and/or additional credentials.

Secondary:

- Professional development – including but not limited to – conferences, workshops, non-credit or credit courses related to the discipline, mentoring or training.
- Published works.
- Presentations and publications for professional organizations and learned societies.
- Awards.

Process for Developing Tested Experience Criteria and Evaluation Methods

1. **Establish Criteria:** Discipline/program faculty members determine specific tested experience criteria. Occupational experience and/or skill sets must be included as primary criteria. Disciplines/programs may add secondary categories as needed. Quality and quantity criteria must be established as well as clear definition of the tested experience, for example, if looking at skill sets, what are the skill sets?
2. **Evaluation Method:** Discipline/program faculty members determine specific methods to evaluate the tested experience. Resume/curriculum vitae and transcripts are required for all faculty and instructor applicants. In addition, depending on the tested experience criteria, the discipline/program may need to incorporate one or more of the other Evaluation Methods from the list. Describe specifically what is required, for example, type of documentation for certifications, licensure, or other credentials.
3. **Dean Approval:** Once the faculty members determine the tested experience criteria and evaluation methods, a designated faculty member, department director, or chair seeks approval from the Dean.
4. **Forward to Provost / Vice President of Instruction:** Once approval is received, the tested experience and evaluation information is sent by the Dean to the Provost/VPI who updates the listed qualifications.

Career and Technical Education Credential Requirements

Under the State Board for Community Colleges and Occupational Education (SBCCOE) board rules governing credentialing, all [secondary](#) and [post-secondary](#) instructors who teach in a Colorado Community College System (CCCS) approved program must hold a valid credential. A credential ensures that the CTE program provides students with well qualified instructors possessing appropriate occupational and educational experience.

In addition to the minimum qualification requirements listed in this document, CTE instructors must have verified, paid or unpaid non-teaching occupational experience in the credential area as follows:

- Faculty/Instructors qualifying with a bachelor's degree or higher must document 2000 hours of verified, paid or unpaid non-teaching occupational experience in the credential area within the last 7 years.
- Faculty/Instructors qualifying with an associate degree or industry license, or certification must document 4000 hours of verified, paid or unpaid non-teaching occupational experience in the credential area within the last 7 years.

- Faculty/Instructor qualifying within the Health Sciences area must document 4000 hours of verified, paid or unpaid non-teaching occupational experience in the credential area within the last 5 years.
- Current teachers applying to teach CTE courses may include non-teaching occupational hours that are older than the 5- or 7-year requirement if they have the required degree (and license/certifications as listed) **AND** a minimum of 3 years full-time teaching experience in the discipline/program or 6 years part-time teaching experience in the discipline/program.

If an applicant does not have all the relevant occupational experience at the time of receiving their initial CTE credential, the applicant must have the appropriate degree or other qualifications in hand and the requirement for occupational experience must be met and documented by end of 3-year initial credential period. In this case, it will be noted on the CTE credential that the applicant will need to complete missing occupational hours during the initial credential period.

When documenting occupational experience for Career and Technical Education (CTE) credentialing purposes, please note that teaching experience will not satisfy occupational hours (the only exception to this is in the field of Early Childhood Education). At least 50% of required occupational hours must come from specific work in industry (either paid or unpaid).

If needed, the remaining hours may be documented from additional industry-related work such as development of training materials or professional development in the industry for currency. If using Career and Technical Student Organization (CTSO) experience for the remaining occupational hours, the documentation must outline how these hours tie to industry experience, including the specific hours toward industry-related work.

More information about the CTE credentialing requirements and process can be found on the [Colorado CTE website](#). The information on the Colorado Department of Education website supersedes any information contained in this document with respect to CTE credentialing.

Qualification Exception Request

1. Refer to Appendix A: Qualifications for the degrees and occupational experience specified as required to be credentialed for the course(s) the instructor is asking to be permitted to teach for college credit.
2. For anything deviating from these, the Department Chair in consultation with the subject matter expert validates that the instructor's current education and documentation of occupational experience are sufficient alternatives to the qualifications (giving greater importance to the length and scope of experience in the field/industry).
3. Send a draft letter from the Department Chair to the Dean outlining the exceptions to be requested and asking for an approval to move forward.

4. With the Dean's approval, the Department Chair will forward the letter to the Provost / Vice President of Instruction for review and signature with a draft of the exception based on the information the subject matter expert provides as to why the instructor is qualified.
5. The Department Chair will then submit the faculty qualifications form along with the letter for formal approval.
6. For CTE exception request:
 - a. the Credentialing officers will send the exception request letter and complete application packet to the Board Designated Oversight Committee for Credentialing (BDOC) for review via cte@cccs.edu. This group will review the entire application as submitted including transcripts, occupational experience, and the exception letter.
 - b. The BDOC then submits their recommendation to CCCS for review and acceptance or modification of the application. If the exception is approved, the credentialing officer will be notified and issue the credential.

APPENDIX A: QUALIFICATIONS

The qualifications are maintained in the attached [Qualifications spreadsheet](#).

Course Prefix	Minimum Qualifications Required	Related degrees, Credential, and/or Occupational Experience	Other
Accounting (ACC)	<ul style="list-style-type: none"> • Bachelor's degree in accounting or related subfield, OR • Current CPA license 	Accounting, Tax Auditing, Taxation, Business Administration, Bookkeeping, Economics, Finance, Investing/Investments or related subfield	Must have a CTE Credential to teach.
Accounting (ACC) ACC 1021: Accounting Principles I ACC 1022: Accounting Principles II	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field and one of the following: 1) Bachelor's degree in accounting or related subfield, OR, 2) 18 credit hours in non-duplicative accounting coursework (undergraduate or graduate) OR, • Current CPA license 	Accounting, Tax Auditing, Taxation, Business Administration, Bookkeeping, Economics, Finance, Investing/Investments or related subfield	Must have a CTE Credential to teach.
Advancing Academic Achievement (AAA)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Education, Developmental Education, English as a Second Language, or Adult Education, or related subfield	
Advancing Academic Achievement (AAA) AAA 1001 College 101: The Student Experience	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any subject and completion of Inclusive by Design or EDU 2221 Effective Teaching; OR, • Three years (full-time equivalent) occupational experience in a higher education institution with direct student interaction and completion of Inclusive by Design or EDU 2221 Effective Teaching 	Student Affairs, Higher Education, College Personnel, or related subfield	
Anthropology (ANT)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Anthropology or related subfield	
Architectural Engineering (AEC)	<ul style="list-style-type: none"> • Bachelor's degree in related field; OR, • Current professional license in Architecture 	Architecture or related subfield	Must have a CTE Credential to teach.
Art (ART) History	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Art History or related subfield	

Art (ART) Studio	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field; OR, • Master's degree in any field plus tested experience (see appendix B) 	Fine Art in specific studio art discipline/medium, or related subfield	
Astronomy (AST)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Astronomy, Astrophysics, Planetary Sciences, Astrobiology, Physics, Aerospace Engineering, Archeoastronomy, Cosmology, or related subfield	
Automotive Technology (ASE, ELT)	<ul style="list-style-type: none"> • Associate's degree in related field and current ASE 1-8 and G-1 certifications; OR, • Tested experience (See appendix B) 	Automotive Technology or related subfield	Must have a CTE Credential to teach.
Biology (BIO) BIO 1004, 2101, 2102, 2103, and 2116	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DVM, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Biological Sciences, Biochemistry, Anatomy and/or Physiology, Integrated Physiology, Veterinary Science, Exercise Science, Kinesiology, Neurobiology, Genetics, Immunology, Forensic Science, or similar degree (at discretion of department)	
Biology (BIO) BIO 1111, 1003, 1005, 1015, 1016	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DVM, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Biological Sciences, Environmental Sciences, Zoology, Evolution, Ecology, Developmental Ecology/Evolution, Biochemistry, Wildlife Biology, Molecular Biology, Entomology, Paleobiology, Anatomy and Physiology, Integrated Physiology, Cellular Biology, Veterinary Science, Exercise Science, Kinesiology, Neurobiology, Microbiology, Virology, Bacteriology, Mycology, Genetics, Botany, Immunology, Forensic Science, or similar degree (at discretion of department)	
Biology (BIO) BIO 1112	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DVM, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Biological Sciences, Environmental Sciences, Zoology, Evolution, Ecology, Developmental Ecology/Evolution, Biochemistry, Wildlife Biology, Molecular Biology, Entomology, Paleobiology, Integrated Physiology, Bacteriology, Mycology, Genetics, Botany, or similar degree (at discretion of department)	

Biology (BIO) BIO 2104	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DVM, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Biological Sciences, Biochemistry, Pharmacy, Molecular Biology, Paleobiology, Anatomy and Physiology, Integrated Physiology, Cellular Biology, Veterinary Science, Microbiology, Virology, Bacteriology, Mycology, Genetics, Immunology, Forensic Science, or similar degree (at discretion of department)	
Business (BUS, ENP, FIN, INV, MAN, MAR)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field and Bachelor's degree in Business or related content-area field 	Business, Business Management, Leadership, Marketing, Organizational Behavior, Organizational Development, Human Resources, Public Policy, Public Administration, Accounting, Finance, or related subfield	Must have a CTE Credential to teach.
Chemistry (CHE)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Chemistry, Biochemistry, Chemical Engineering, or related subfield	
Commercial Photography (PHO)	<ul style="list-style-type: none"> • Associate's degree in related field 	Commercial Photography or related subfield	Must have a CTE Credential to teach.
Communication (COM)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Communication or related subfield	
Computer Aided Drafting (CAD)	<ul style="list-style-type: none"> • Associate's degree in related field 	Computer Aided Drafting or related subfield	Must have a CTE Credential to teach.
Computer Networking (CNG)	<ul style="list-style-type: none"> • Associate's degree in related field; OR, • Associate's degree in plus 18 credit hours (undergraduate or graduate) in related field; OR, • Bachelor's degree in any field with 18 credit hours of coursework that demonstrates knowledge and utilization of computer-based technology and relevant applications 	Computer Networking or related subfield	Must have a CTE Credential to teach.
Computer Networking (CNG) CNG 2060, 2061, 2062, 2063	<ul style="list-style-type: none"> • In addition to above CNG requirements, must have current CCNA or higher certification and NetAcad Instructor Training Certificate; OR, • 5 years (full-time equivalent) non-teaching occupational hours within the last 7 years in the content area and current industry certification in the content area 		Must have a CTE Credential to teach.

Computer Technology (BTE, CIS, CSC, CWB)	<ul style="list-style-type: none"> • Associate's degree in related field; OR, • Associate's degree in plus 18 credit hours (undergraduate or graduate) in related field; OR, • Bachelor's degree in any field with 18 credit hours of coursework that demonstrates knowledge and utilization of computer-based technology and relevant applications 	Computer Science, Computer Information Systems, or related subfield	Must have a CTE Credential to teach.
Construction Management (AEC)	<ul style="list-style-type: none"> • Bachelor's degree in related field, a current professional license in Construction 	Construction Management or related subfield	Must have a CTE Credential to teach.
Cosmetology (COS, EST, NAT)	<ul style="list-style-type: none"> • Associate's degree in related field and Current Colorado Cosmetology License, Current Colorado Cosmetology Instructor License; OR, • Certificates of completion of training programs in Cosmetology, Nail Technician, or Esthetician, and Current Colorado Cosmetology License, Current Colorado Cosmetology Instructor License 	Cosmetology, Salon Management, Nail Technician, Esthetician, or related subfield	Must have a CTE Credential to teach.
Criminal Justice (CRJ)	<ul style="list-style-type: none"> • Bachelor's degree in related field 	Criminal Justice, Criminology, Forensic Anthropology, Forensic Psychology, Juris Doctorate, Political Science, Sociology, Social Science, Public Administration, Public Affairs, or related subfield	Must have a CTE Credential to teach.
Criminal Justice (CRJ) CRJ 1010: Introduction to Criminal Justice	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Criminal Justice, Criminology, Forensic Anthropology, Forensic Psychology, Juris Doctorate, Political Science, Sociology, Social Science, Public Administration, Public Affairs, or related subfield	
Early Childhood Education (ECE)	<ul style="list-style-type: none"> • Bachelor's degree in related field 	Early Childhood Education or related subfield	Must have a CTE Credential to teach.
Economics (ECO)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Economics, Finance or related subfield	
Education (EDU)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Education or related subfield	
Emergency Medical Services (EMS)	<ul style="list-style-type: none"> • Associate's degree in related field (or relevant current industry license or certification) and a current state certification or ability to obtain state certification as a Paramedic within 6 months of initial appointment. <p>NOTE: EMS Director must have Master's degree in Education or related field AND have current Paramedic, ACLS instructor, and PALS instructor certifications</p>	Education, related Healthcare, Paramedics, or related subfield	Must have a CTE Credential to teach.

Emergency Medical Services (EMS) 3000 & 4000 level courses	<ul style="list-style-type: none"> • Master's degree in related field (or relevant current industry license or certification) and a current state certification or ability to obtain state certification as a Paramedic within 6 months of initial appointment 	Education, related Healthcare, Paramedics, or related subfield	Must have a CTE Credential to teach.
Emergency Service Administration (ESA)	<ul style="list-style-type: none"> • Master's degree in related field, OR, • Master's degree in any field and minimum 5 years (full-time equivalent) non-teaching occupational experience in the content area(s) being taught 	Emergency Service Administration (Homeland Security, Criminal Justice, Fire Science, Medical Service, Emergency Management, Law Enforcement, Public Safety, Wildland Safety, or a related subfield.	
Engineering (EGG)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Engineering	
Engineering (EGG) EGG 2012, 2020, 2030	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Mechanical or Civil Engineering	
Engineering (EGG) EGG 2041, 2042	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Mechanical or Civil Engineering	
English (ENG)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	English, Writing, Rhetoric and Composition, Fine Arts (Writing), Linguistics or related subfield	
English (ENG) ENG 0092	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	English, Writing, Rhetoric and Composition, Education, Developmental Education, English as a Second Language Education, Adult Education or related subfield	
Entrepreneurship (ENP)	<ul style="list-style-type: none"> • Bachelor's degree in Business or related content-area field 	Entrepreneurship, Business, Business Management, Leadership, Marketing, Organizational Behavior, Organizational Development, Human Resources, Public Policy, Public Administration, Accounting, Finance, or related subfield	Must have a CTE Credential to teach.
Environmental Science (ENV) ENV 1010	<ul style="list-style-type: none"> • Master's degree in Environmental Science or related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Biogeography, ecology, environmental geology or physical geography	
Environmental Science (ENV) ENV 1111	<ul style="list-style-type: none"> • Master's degree in Environmental Science, Geography or Geology, or related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Environmental geology or physical geography	

Geography (GEO) GEO 1005, 1006	<ul style="list-style-type: none"> • Master's degree in Geography or related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Urban geography, political geography, human geography, cultural geography, regional geography, physical geography or related subfield	
Geography (GEO) GEO 1011, 1012	<ul style="list-style-type: none"> • Master's degree in Geography or related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Geomorphology, physical geography, biogeography, or climatology	
Geology (GEY) GEY 1111, 1112	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Geology, geological engineering, geochemistry, petrology, paleontology, physical geography or related subfield	
Health Information Technology (HIT)	<ul style="list-style-type: none"> • Bachelor's degree in related field <p>NOTE: Program Chair requires bachelor's degree for accreditation.</p> <p>All faculty/instructors must have a credential in their assigned teaching area i.e. Coding Faculty must hold an AHIMA/AAPC credential in coding.</p>	Health Information Technology, Health Information Management	Must have a CTE Credential to teach.
Health Professions (HPR)	<ul style="list-style-type: none"> • Associate's degree in related field 	Psychology, Counseling, Sociology, Social Work, Divinity, Healthcare discipline with direct patient-care emphasis, Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Mortuary Science, Nursing, Nurse Aide, Physical Therapist Assistant, Kinesiology, Exercise Science, Nutrition, Nursing or Nurse Aide, Nursing, Nurse Aide, Physical Therapist Assistant, or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1008 Law & Ethics for Health Professionals	<ul style="list-style-type: none"> • Meets the qualification requirements for Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Nursing, Nurse Aide, or Physical Therapist Assistant; OR, • Bachelor's degree in related field 	Healthcare field	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1010 Dietary Nutrition	<ul style="list-style-type: none"> • Meets the qualification requirements for Nursing or Nurse Aide; OR, • Bachelor's degree in related field 	Nutrition or related subfield	Must have a CTE Credential to teach.

Health Professions (HPR) Additional qualifications for HPR 1011 CPR for Professionals	<ul style="list-style-type: none"> American Heart Association Instructor certification 		Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1017 Anatomical Kinesiology	<ul style="list-style-type: none"> Meets the qualification requirements for Physical Therapist Assistant; OR, Bachelor's degree in related field 	Kinesiology, Exercise Science or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1020 Phlebotomy, HPR 1080 Internship	<ul style="list-style-type: none"> Associate's degree in related field, and Current RN, MLT (with Phlebotomy), or Phlebotomy certification; OR, Five years (full-time equivalent) non-teaching occupational experience in Phlebotomy, 2 of those years must be within the last 5 years, and Current RN, MLT (with Phlebotomy), or Phlebotomy certification 	Phlebotomy, Healthcare Discipline or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1038, 1145, 1178, 1040 Medical Terminology	<ul style="list-style-type: none"> Meets the qualification requirements for Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Mortuary Science, Nursing, Nurse Aide, Certified Ophthalmic, or Physical Therapist Assistant, OR, Bachelor's degree in related field 	Healthcare field	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1050 Basic EKG	<ul style="list-style-type: none"> Meets the qualification requirements for Emergency Medical Services, OR, Meets the qualification requirements for Nursing with a cardiac background 		Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1058 Role of Death and Bereavement in Society	<ul style="list-style-type: none"> Associate's degree from an American Board of Funeral Service Education (ABFSE) accredited mortuary science program and a bachelor's degree in any field and have passed BOTH the Arts and Sciences Sections of the National Board Exam 		
History (HIS)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	History or related subfield	
Humanities (HUM)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Humanities, English/Literature, Art History, Film Studies, Theater, or related subfield.	
Health and Wellness Education (HWE) 1050, 1060, 1062, 2060, 2064	<ul style="list-style-type: none"> Master's degree in related field; AND/OR, Master's degree in any field AND Registered Dietician-Nutritionist (RDN), Registered Dietitian 	Kinesiology, Health Sciences, Exercise Science, Exercise Physiology, Human Physiology, Sports Sciences, Nutritional Sciences, Human Nutrition, Health and Wellness Education, Health Public Education	Must have a CTE Credential to teach.

Health and Wellness Education (HWE) 1004, 1017, 1018, 1019, 1061, 1065, 1068, 2061, 2062, 2063	<ul style="list-style-type: none"> • Master's degree in related field; AND/OR, • Master's degree in any field AND ACSM-EP, CEP, and/or RCEP, and/or NSCA, CSCS certifications 	Kinesiology, Health Sciences, Exercise Science, Exercise Physiology, Human Physiology, Sports Sciences,	Must have a CTE Credential to teach.
Interior Design (IND)	<ul style="list-style-type: none"> • Associate's degree in related field, OR, • Associate's degree in related field AND one of the following certifications: - NCIDQ - CKBD - AIA 	Interior Design, NCIDQ, CKBD, AIA, or related subfield	Must have a CTE Credential to teach.
Journalism (JOU)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	
Journalism (JOU)	<ul style="list-style-type: none"> • Masters degree in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	
Journalism (JOU) JOU 2025: New Media	<ul style="list-style-type: none"> • Bachelor's degree in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	Must have a CTE Credential to teach.

Law Enforcement (LEA)	<p>Academic Instructors:</p> <ul style="list-style-type: none"> • Degree in a field related to the content area being taught, or POST certification and specialized training in the content area being taught, AND • Minimum 5 years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught, AND <p>Skills Instructors:</p> <ul style="list-style-type: none"> • Training and certification qualifications established by POST (Rule 23) as either assistant or full skills instructor 	Law Enforcement	Must have a CTE Credential to teach.
Literature (LIT)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	English with a Literature concentration or related subfield	
Mathematics (MAT)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field <p>See Appendix C: Mathematics (MAT) qualifications matrix</p>	Mathematics or related subfield	
Medical Assisting Program / Medical Office Technology (MAP/MOT)	<ul style="list-style-type: none"> • Associate's degree in related field and Current industry-recognized credential/certification such as CMA, RMA, NCMA, or CCMA; OR, • Five years (full-time equivalent) non-teaching occupational experience in Medical Assisting, 2 of those years must be in clinical general practice and 2 of those years must be within the last 5 years and Current industry-recognized credential/certification such as CMA, RMA, NCMA, CCMA, or LPN 	Medical Assisting or Science (with content area-specific coursework), CMA, RMA, NCMA, CCMA, or LPN	Must have a CTE Credential to teach.
Medical Lab Technology (MLT)	<ul style="list-style-type: none"> • Bachelor's degree in any field, AND • Current MT or MLS certification (ASCP) <p>NOTE: MLT Program Chair must have all of the above AND Master's degree</p>	Medical Lab Technology or related subfield	Must have a CTE Credential to teach.
Meteorology (MET)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Meteorology, atmospheric science, climatology or physical geography, or related subfield	

Mortuary Science (MOR)	<ul style="list-style-type: none"> • Associate's degree from an American Board of Funeral Service Education (ABFSE) accredited mortuary science program and a bachelor's degree in any field and have passed BOTH the Arts and Sciences Sections of the National Board Exam <p>NOTE: Full-time faculty & program chair must have a master's degree from any field and a an active/current funeral director and embalmer license from any state</p>	Mortuary Science or related subfield	Must have a CTE Credential to teach.
Multimedia Graphic Design (MGD)	<ul style="list-style-type: none"> • Associate's degree in related field 	Multimedia Graphic Design or related subfield	Must have a CTE Credential to teach.
Music - Audio Technology (MUS)	<ul style="list-style-type: none"> • Bachelor's degree in related field 	Music, Audio Technology, Recording or related subfield	Must have a CTE Credential to teach.
Music - General Education (MUS)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Music - General Education or related subfield	
Music - Private Group Lessons and Ensembles (MUS)	<ul style="list-style-type: none"> • Associate's degree in related field, OR, • Degree in any field AND minimum 10,000 hours professional music experience (Professional music experience includes, but is not limited to: stage performance, recording, sound checks, rehearsals, individual rehearsal preparation, composition, arranging, music production, instrument maintenance/repair, and music-related business activities) 	Music – Private Group Lessons and Ensembles or related subfield	Must have a CTE Credential to teach.
Nurse Aide (NUA)	<ul style="list-style-type: none"> • Associate or Bachelor's degree in nursing • Current RN or LPN License (must have held license for at least one year). <p>Additional Colorado Board of Nursing requirements:</p> <ul style="list-style-type: none"> • One year experience caring for chronically ill and/or caring for elderly, AND • has one of the following: <ol style="list-style-type: none"> 1. completed a course in teaching adults, 2. documented experience in teaching adults 3. one year experience managing nurse aides <p>NOTE: NUA program coordinator (State Board of Nursing title) must have RN license plus the rest of the above AND 1 year experience at a long-term care facility (this is in addition to the 1-year experience listed above)</p>	Nurse Aide	Must have a CTE Credential to teach.

Nursing (NUR)	<ul style="list-style-type: none"> • Faculty: Masters in related field, and current unencumbered RN license • Part-time Clinical Instructors: Bachelor of Science in related field, and current unencumbered RN license 	Nursing	Must have a CTE Credential to teach.
Ophthalmic Technician (OPT)	<ul style="list-style-type: none"> • Associate's degree in related field and Certified Ophthalmic Technician, Ophthalmologist or Optometrist (OD) in good standing 	Ophthalmic Technician or related subfield	Must have a CTE Credential to teach.
Paralegal (PAR)	<ul style="list-style-type: none"> • Bachelor's degree in related field and demonstrated knowledge of the utilization of paralegals to include experience working with or as a paralegal; OR, • Bachelor's degree in any field, and Paralegal certificate with a minimum of 18 credit hours in Paralegal coursework, and demonstrated knowledge of the utilization of paralegals to include experience working with or as a paralegal <p>NOTE: Paralegal Program Chair must have Juris Doctor degree</p>	Paralegal or related subfield	Must have a CTE Credential to teach.
Public Health (PBH)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Public Health, Epidemeology, Biostatistics, or related subfield	
Philosophy (PHI)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Philosophy, Religious Studies, Classics, or related subfield	
Philosophy (PHI) PHI 1013, 2013	Same as Philosophy (PHI) with at least one graduate level course in logic	Philosophy, Religious Studies, Classics, mathematics, computer science, or related subfield	
Physical Education (PED)	<ul style="list-style-type: none"> • Bachelor's degree in related field, and one-year (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency; OR, • Bachelor's degree in any field, and three years (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency; OR, • Associate's degree in any field, and five years (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency 	Physical Education, Exercise Science, or related subfield	

Physical Therapist Assistant (PTA)	<ul style="list-style-type: none"> • Associate's degree in related field and a Bachelor's degree in any field, and current PT license or PTA certification in the State of Colorado 	Physical Therapist or related subfield	Must have a CTE Credential to teach.
Physics (PHY)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Physics, Engineering, or Astrophysics or related field	
Political Science (PSC)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Political Science or related subfield	
Psychology (PSY)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Psychology or related subfield	
Robotics and Automation Technology (EIC, ELT, IMA, MTE, PRO)	Associate's degree in related field	Electronics Technology, Electrical Engineering, Electrical Engineering Technology, Mechanical Engineering, Mechanical Engineering Technology, Industrial Engineering, Industrial Engineering Technology, Industrial Arts	Must have a CTE Credential to teach.
Science (SCI)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Physical science, life science, science education, or related subfield	
Sociology (SOC)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Sociology or related subfield	
Theater (THE)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Theatre, English Literature, or related subfield	
World Languages (ARA, JPN, RUS)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field; OR, • Bachelor's degree in any field from a U.S. accredited higher education institution; OR, • Bachelor's degree in any field from a higher education institution outside of the U.S., and TOEFL score of 22 and above for reading and listening, and 24 and above for speaking and writing and native speaker of the target language 	Target language, Linguistics, or Education (content-area specific) or related subfield	

World Languages (ASL, FRE, GER, SPA)

- Master's degree in related field; **OR**,
- Master's degree plus 18 graduate credit hours in related field

NOTE: must be native/near-native speaker of target language

Target language, Linguistics, or Education (content-area specific) or related subfield

APPENDIX B: TESTED EXPERIENCE

Art – Studio (ART)

- Master’s degree in any field plus experience in the specific studio art discipline/medium that meets all of the following exhibition and portfolio criteria:
 - Exhibition record includes a minimum of 3 shows per year for each of the past 5 consecutive years.
 - Exhibition record consists of juried, professionally vetted, or peer-reviewed shows in galleries, museums, or centers for the arts.
 - Exhibition works are in the specific studio art discipline/medium.
 - Portfolio displays an advanced, professional level of technical proficiency in the specific studio art discipline/medium.
 - Portfolio is comprised of conceptually and visually related art works created during the past 5 consecutive years in the specific studio art discipline/medium.
 - Artist statement accompanying the portfolio contextualizes his/her current works within a conceptual framework that demonstrates understanding of contemporary practices in the specific studio art discipline/medium.

Automotive Technology (ASE)

- Tested experience may be used in place of the associate degree in Automotive Technology through one of the following options:
 - **Option 1:** Holds the highest level of technician certification given by one or more manufacturers (e.g., [GM World Class Technician](#), [Honda Master Technician](#), [Audi Expert-Level Technician](#), Chrysler Master Technician)
 - **Option 2:** The applicant must complete and pass a series of practical assessments. These competencies are chosen directly from the ASE Education Foundation task lists that all accredited colleges must follow to retain their level of certification. Applicants will need to score 80% or higher for each test they take to qualify to teach within that skill area. ASE is divided into eight areas. A1 Engine Repair, A2 Automatic Transmission/Transaxle, A3 Manual Transmission and Driveline, A4 Steering and Suspension, A5 Brakes, A6 Electrical, A7 Heating, Ventilation and Air Conditioning, and A8 Engine Performance.

APPENDIX C: MATHEMATICS (MAT) QUALIFICATIONS MATRIX

The qualification matrix is maintained in the attached [Qualifications spreadsheet](#).

	Developmental Mathematics & Support	Career & Technical Mathematics		Integrated Mathematics	Quantitative Pathway Transfer Mathematics	Calculus Pathway Transfer Mathematics		
Courses (Condensed)	200, 250, 300, 341	1120, 1140	1150, 1160	1220, 1230	1240, 1260	1320, 1340, 1400, 1420, 1440, 2075, 2410	2420	2430, 2431, 2520, 2540, 2560, 2561, 2562
Master's degree in Mathematics or related field	X	X	X	X	X	X	X	X
Master's degree + 18 graduate credit hours in Mathematics	X	X	X	X	X	X	X	X
Master's degree and one of the following: Completion of Actuarial Exams 1 and 2 OR Successful completion of AP Statistics Training and at least 4 years' experience teaching AP Statistics	X	X			X			
Master's degree and one of the following: Successful completion of AP Calculus Training and at least 4 years' experience teaching AP Calculus OR Successful completion of IB <u>Standard Level</u> Training with certificate in the last 5 years and at least 4 years of teaching the IB <u>Standard Level</u> course	X	X	X			X		
Master's degree + successful completion IB Math at <u>Higher Level</u> Training with certificate in the last 5 years and at least 4 years of teaching the IB Math at <u>Higher Level</u> course	X	X	X			X	X	
Bachelor's degree in Mathematics or related field and 18 graduate credits in Education, Curriculum Development or related discipline	X	X	X	X				
Bachelor's degree in Mathematics or related field	X	X	X	X				