

Instructional Staff Roles

Full-time Faculty

The faculty member's primary responsibility is to teach assigned courses in accord with the schedule of classes and to follow the approved course description and/or outline and the syllabus established by the division faculty and administered by the division dean. The standard faculty teaching load at Collin County Community College District (Collin College) is between fifteen and eighteen instructional units, contingent upon the nature of the assignments. *Collin College expects its faculty to be actively involved in the evening and off-campus programs of the college. Other than teaching, faculty assignments include course development, academic advising, registration assignments, task force participation and other appropriate responsibilities. These activities may be scheduled between regular semesters within the flexible 170-day faculty schedule. *See *Compensation Section for computation of instructional units.*

Full-time faculty job descriptions are available through PATH at:

<https://jobs.ccccd.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1222202118123>.

Department Chair

The department chair is generally a full-time faculty member who has additional administrative responsibilities within an academic division. Job description:

Academic Deans

An academic dean is the administrator responsible for the total educational program offered through a division. In addition, this person is charged with providing academic and fiscal leadership for the division and with maintaining open communication with faculty and staff. The dean has direct responsibility to a vice president/provost with additional responsibilities for serving as a liaison with other division deans and directors in areas of mutual concern.

Job descriptions are available through PATH at:

<https://jobs.ccccd.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1222202118123>

Vice President/Provosts

The Vice President/Provosts have responsibility for supervising the assigned academic divisions and functional areas and for managing the operations and programs of the assigned campus.

Minimum Qualifications and Documentation Required for Teaching Faculty

Transfer Credit Courses

1. The minimum requirement for teaching transfer credit courses, is a master's degree from a regionally accredited institution. The official transcript must be sent directly from the granting institution to the Collin College Human Resources Office through regular U.S. Postal Service delivery or express mail and must reflect a major and/or 18 graduate semester hours in teaching field.
2. If course prefixes indicated on the transcript do not specifically match the teaching field, a notation must be made on the Faculty Credential Inventory Form to show relationship either by course title or through an attached course description from the institution.
3. An individual shall not teach without appropriate documentation and approvals by the appropriate vice president. See "Qualifications in Lieu of Minimum Educational Requirements" below.
4. Individuals teaching physical education activity courses shall have the minimum of a bachelor's degree in a related area, with appropriate certification, as needed (e.g. SCUBA, martial arts, etc.)
5. A lab assistant or instructional associate, i.e., a person who is not the instructor-of-record and who works under the direction of the course instructor (who actually assigns the grade), is not required to have a master's degree. A typical credential for such an assignment would be a bachelor's degree in the discipline.

Technical Non-Transfer Credit Courses

1. Associate's degree transcript from a regionally accredited institution indicating academic preparation in technical teaching field. Exceptional cases are considered on an individual basis when the faculty member does not have appropriate formal education, but has considerable work experience which is directly related and is presented in lieu of formal academic preparation. See "Qualifications in Lieu of Minimum Educational Requirements" below.
2. Work experience in the teaching field is strongly preferred and must be documented in application materials on file in the Human Resources Office.
3. Trade schools do not qualify as substitutes for regionally accredited institutions and may be considered only in exceptional cases.
4. In disciplines that require a professional and/or trade license or certificate, a copy of the current license is maintained in the employee's official personnel file. In the event it is impermissible by law to make a photocopy of the license, a Human Resources Office representative will visually review the original license and document the license number and its expiration date for the personnel file.

Developmental Education Courses

Bachelor's degree transcript from a regionally accredited institution in teaching field and either classroom experience in a field related to teaching assignment or graduate training in remedial education.

Full-time developmental education faculty generally teaches a partial load in credit-level courses, and therefore, must meet the minimum requirements for transfer credit courses as described above.

Qualifications in Lieu of Minimum Educational Requirements

In exceptional cases, full-time and associate faculty may have qualifications, which are based on extensive work experience and/or other significant credentials in lieu of formal educational preparation from a regionally accredited institution. Those faculty members must have an approved statement of qualifications (SOQ) form in their official personnel file. This is prepared by the appropriate chair/program director and approved by the appropriate academic dean and vice president/provost.

Process for Documenting Credentials

1. For associate faculty, the appropriate chair has initial responsibility to verify credentials according to the above-noted requirements. Final responsibility for hiring and ensuring appropriate documentation of credentials rests with the academic dean.
2. For full-time faculty, Human Resources use noted requirements from the approved position description and job vacancy notice as a screening tool before distributing qualified applications to be considered for open positions.
3. Collin College only accepts official transcripts sent via U.S. mail or equivalent directly from the issuing institution to the Collin College Human Resources Office. These transcripts must be received on or before the first day of employment (but not later than thirty days after employment has begun) as well as appropriate certificates, licenses, and other credentials which document qualifications to teach. If appropriate documentation of credentials is not received within the first 30 days of employment, payroll checks may be withheld pending receipt of required documentation and/or termination of employment with Collin College.

Official transcripts, which are written in a foreign language, must be translated into English and evaluated to ensure equivalency to minimum college and SACS hiring requirements. A fee (to be determined annually by the Human Resources Office) is charged to the new employee to cover the college's cost of obtaining a valid translation and evaluation of the transcript. Efforts will be made to ensure that evaluations are performed by individual(s) familiar with the educational program from the country in which the degree or college credit was obtained.

In rare occasions, official transcripts from foreign countries are extremely expensive or are totally unavailable. In those cases, a notarized photocopy of the individual's official

transcript is acceptable documentation, subject to the translation and evaluation fee described above. Written verification of the degree/credit may be requested from the issuing institution.

Transcripts that are not from regionally accredited institutions, including foreign transcripts that are written in English, are forwarded to the chair for review. A "Statement of Qualifications" form must be returned with the transcript to the Human Resources Office which indicates whether the faculty member meets college and SACS criteria, the faculty member is approved based on exceptional experience/ education, or does not meet college and/or SACS criteria and will not continue to teach in future semesters until qualifications are met.

4. In addition to official transcripts and other employment documents, Collin College may require documentation from the new employee such as course descriptions or college catalogs to ensure that the faculty member is qualified to teach in accordance with college and accreditation guidelines.
5. Falsification, misrepresentation or omission of credentials, transcripts or other employment information requested or submitted to the college shall be grounds for termination of employment.

Program for Oral English Proficiency for Instructional Personnel

Collin County Community College affirms that all academic credit courses (with the exception of foreign languages) will be clearly taught in the English language

Program for Compliance

1. Each full-time professor, associate faculty member, instructional associate, tutor and lab assistant with responsibility for teaching courses for academic credit must complete an affidavit identifying his or her primary language. The affidavit form is available in the Human Resources Offices at each campus.
2. Each faculty member whose primary language is not English will be required to take the "SPEAK" test. In general, SPEAK can be considered to be an institutional form of the "Test of Spoken English" of Educational Testing Service, and can be used by an institution to assess the oral proficiency of people whose primary language is not English. The faculty member will set up an appointment with the director of testing and assessment to complete this assessment.

A score of 200 will be considered to indicate an adequate level of proficiency and no course work will be required. If the faculty member receives a score below 200, he/she must take ESL courses until the SPEAK test is passed.

ESL Level I:

An intensive 10-week session designed to expand the non-native speaker's competency in second language acquisition. This level is designed to improve conversation skills, listening, comprehension, oral reporting and discussion techniques. (CEU:3)

ESL Level II:

An intensive 10-week session designed to expand the non-native speaker's competency in second language acquisition. This level focuses on academic, professional and social listening/oral skills. (CEU:3)

The faculty member will continue to participate in the course or courses until he or she achieves a satisfactory score on the SPEAK test. If an employee drops or refuses to enroll in the course or does not re-mediate the deficiency, future contracts of employment will not be issued until the individual is able to satisfactorily pass the competency test.

The employee must pay the fee for the required courses.

The completed affidavit should be forwarded to the Human Resources Office within the first semester of employment. This policy was established to maintain compliance with state law HB638 and does not infringe upon college equal opportunity policies or affect initial hiring decisions.