

COMMUNITY COLLEGE OF DENVER

Title: Addendum: Faculty and Instructor Guideline on Hiring Qualifications and Onboarding

Guideline #: INST-17A

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References: INST-17 Guideline

Approved By: Ruthanne Orihuela, Provost

Addendum

This addendum represents the work of the provost, dean, and chair in determining the minimum qualifications each applicant must possess before they can be evaluated to teach for Community College of Denver. It must be read in tandem with INST-17: Faculty and Instructor Guideline on Hiring Qualifications and Onboarding.

Accounting (ACC)

In order to teach all courses in the accounting prefix, faculty and instructors must hold either a master's in accounting or a master's in business administration with 18 credit hours in accounting. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Accounting Limited (ACC 101, 115, 125, 131, 132, 133, 135, 216, 226)

The accounting limited courses reflect CTE only (not general education transfer) level coursework. Faculty and instructors must hold a bachelor's in accounting and have a current professional accounting license. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

ACLS - Advanced Cardiovascular Life Support (HPR 120, 122)

Faculty or instructors who teach these courses must have a minimum of a bachelor's degree in a health care related field. Or, a bachelor's or master's degree in a non-health care related field with the addition of an associate's degree or certificate in a health care related field. They must also possess current ACLS certification. They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Advancing Academic Achievement (AAA)

AAA students learn transferable skills that lead to persistence and success in college and career. Student attainment of transferable skills depends on rigorous pedagogy and instructional design, mediated by instructors with a discreet skillset. This skillset developed primarily in graduate level education programs. Therefore, our credentialing requirements for all faculty and instructors are: education, curriculum and instruction, or other related fields, or bachelor's degree in education and master's in related field.

American Sign Language (ASL)

Any of the degrees listed under world languages, or a master's in Deaf Studies, in Deaf Education, Interpreting (ASL), MSSE for the Deaf, ASLTA Professional Level Certification (current), or a master's degree in a related field plus certification in ASL teaching or ASL interpreting.

Anthropology (ANT)

A master or doctorate in anthropology or any related sub-field in Anthropology (Forensic, Biological, Cultural, Archeology, Palentology, etc.) is required.

Architectural Technologies (AEC, CAD)

To teach both AEC and CAD prefixed courses within this discipline, faculty and instructors must be able to teach both vocational and transfer-level coursework. For that reason, they must hold a professional degree in architecture or a closely related field. Acceptable professional degrees in architecture include the five-year Bachelor of Architecture, the Master of Architecture, or the Ph.D. in Architecture. The department will also accept a current professional architectural license as evidence of coursework equivalent to the professional degree.

Examples of acceptable, closely-related degrees attained include: Civil Engineering, Mechanical Engineering, Architectural Engineering, Construction Management, Architectural History, Industrial Design, and Building Science.

For CAD-prefixed only courses, a bachelor or master's in Landscape Architecture, Urban Design, Urban Planning, or Interior Design are also acceptable for academic qualification.

In addition to the degree requirements stated above, the occupational experience requirement for Architectural Technology is a minimum of 2,000 hours of documented work experience in the field. When this experience is older than seven years prior to the date of application, at the discretion of the chair, if the applicant can demonstrate current architectural professional licensure in either the US or an acceptable international jurisdiction as a demonstration of ongoing currency in the profession. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

As degreed Architects, Interior Designers, Urban Designers and Planners, and Landscape Architects utilize digital design software technology in the course of professional practice, the degree and experience requirements as summarized above will serve as qualification to teach the following courses: CAD 115, CAD 101, CAD 102, CAD 217, CAD 219, CAD 224, CAD 225, CAD 227.

Art History (ART)

Please refer to Visual Arts.

Astronomy (AST)

Faculty and instructors teaching Astronomy must hold a Master's degree or higher in Physics or Astronomy or a related field OR Master's degree plus 18 graduate credit hours in Astronomy.

Biology (BIO)

Faculty and instructors who teach in the biology program must have a master's degree in the biological sciences such as basic sciences, anatomy and physiology, integrated physiology, kinesiology, biomedical sciences, or related fields; or a master's degree plus 18 graduate credit hours in biological sciences or related fields; or a M.D., D.O, P.A, D.V.M, D.D.S, or D.C.

Business Administration (BUS)

Faculty and instructors who teach in the business administration program must have a master's degree in business administration or related master's degree, and at least 18 graduate credit hours in business administration. Required occupational hours can be accrued over ten (10) years prior to the date of application, at the discretion of the chair. There are specific licenses and certifications that can also be proven as a demonstration of ongoing currency in the profession. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). (Acceptable examples of closely related discipline topics include but are not limited to planning, regulation, and administrative services).

Business Technology (BTE 108)

Faculty and/or instructors teaching BTE 108 must hold at least an associate degree in business technology, office technology, accounting, finance, or information learning technologies. They must be highly competent in office management and productivity software and meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Cannabis Business

A bachelor's degree in business, management, accounting, business law, law, economics, finance, or closely related field with at least 2000 non-teaching occupational hours within the last 7 years in the cannabis industry.

Cannabis Science and Operations

Master's degree in Chemistry, Biological Sciences, Agricultural Sciences, or a related field and at least 2 years of industry experience in the cannabis industry.

Chemistry (CHE)

Any of the following master's degrees are appropriate: chemistry, biochemistry.

Communication (COM)

A master's or doctorate in communication or closely related discipline or sub-discipline is required. In instances when the degree or transcribed courses are labeled as a closely related discipline or sub-discipline of communication, the Department Chair is given discretion to determine their relevance to the required degree. (Acceptable examples of closely related degrees include but are not limited to human communication studies, intercultural communication, rhetorical communication, speech communication, mass communication, communication arts, etc.)

Computer Aided Design and Drafting (CAD 101, 102, 240, 244, 246, 255, 259, 280, 289)

Faculty and instructors who teach in these courses must be able to teach both vocational and transfer-level coursework. They must hold a bachelor of Engineering, Industrial Design, or closely related field that employs the identified range of digital applications.

In lieu of a bachelor's degree in one of these fields, a related industry certificate or occupational experience of at least 4,000 hours of documented work in the field is acceptable. These occupational hours may be considered as an equivalent for the educational credentials identified above provided they have been accrued over a period no more distant than seven years prior to the date of application.

In certain cases where the occupational experience is older than 7 years from the date of application, the relevant occupational experience may be ascertained through specific evaluation of occupational experience quality, currency, and relevance by the supervising chair, including when the degree was issued, and if nationally recognized certifications remain current.

Computer Information Systems (CIS, CNG)

Computer Information Systems (CIS, CNG) Faculty and instructors who teach in the CIS discipline should have a master's of science in Computer Information Systems, Management Information Systems, Information Technology, or Computer Science. Technology-oriented engineering and applied disciplines are also acceptable. These include, but are not limited to, degrees in Computer Engineering, Electrical Engineering, Software Engineering, Systems Engineering, Health Information Systems, Health Informatics, and information Assurance, or

other computer-oriented security degree. A candidate may have a Master's of Business with a minimum of 18 credit hours in technology at a master's level and have 4,000 actual hours work experience in the field. They must also be able to obtain industry certification to teach selected classes as deemed necessary by the department chair. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Computer Science (CSC)

Faculty and instructors who teach in the CS discipline must have a Master of Science in Computer Science, Computer Information Systems, or Information Technology. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

CPR - Cardiopulmonary Resuscitation (HPR 102, 103)

Faculty or instructors who teach these courses must have a minimum of a bachelor's degree in a health care related field. Or, a bachelor's or master's degree in a non-health care related field with the addition of an associate's degree or certificate in a health care related field. They must also possess current CPR certification and BLS instructor license (or equivalent). They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Criminal Justice (CRJ, PSM)

Any of the following master's degrees are appropriate: criminal justice, forensic science. A juris doctorate in the law is also appropriate. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). The institutional knowledge of a former criminal justice professional does not change substantially over a period of 15 years of relevant experience, and therefore tested occupational experience is permitted over that time period, as long as the applicant has been involved in teaching, working as a volunteer, reserve, mentor, or some other related field, during the previous 15 years.

Dental Hygiene (DEH)

Clinical faculty or instructors must hold a license to practice dental hygiene or dentistry in good standing in the state of Colorado and a minimum B.A.S or B.S. degree in dental hygiene or higher, or a Doctor of Dental Surgery (D.D.S.), or Doctor of Dental Medicine (D.M.D.) or higher to teach a dental hygiene clinic course. Faculty or instructors teaching didactically must possess one of the following: a B.A.S, B.S. in dental hygiene or higher, a D.D.S, D.M.D or a B.S. or higher in a basic science (nutrition, chemistry, pharmacology, anatomy, physiology, etc.) and demonstrate continued expertise or training in which they are a subject matter expert for their field. [CTE Credentialing Guidelines \(INST – 10\)](#).

Dietary Nutrition (DIT 121)

Medical nutrition therapy must be taught by a registered dietitian nutritionist (RD or RDN). They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Dietary Nutrition (DIT 123, 180, 181, 182)

Faculty or instructors must be a certified dietary manager, certified food protection professional (CDM, CFPP), registered dietitian nutritionist, DIT program director, or a professional educator with a background in nutrition, healthcare, culinary, and/or foodservice. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Early Childhood Education (ECE)

A master or doctorate in early childhood education or closely related discipline or sub-discipline is required. In instances when the degree or transcript courses are labeled as a closely related discipline or sub-discipline of early childhood education, the Department Chair will verify at least 18 graduate credits in the related discipline or sub-discipline. Examples of closely related degrees include: master's in child development, early childhood education, human development, curriculum and instruction, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education.

Economic (ECO)

Faculty or instructors who teach economics must have a master's degree in economics or a master's in business administration with 18 graduate credits in economics or a master's in related field with 18 graduate credits in economics.

EKG/ECG – Electrocardiogram Technician (HPR 190, 191 200, 201)

Faculty or instructors who teach these courses must be a licensed registered nurse, emergency medical technician, medical assistant, practical nurse, paramedic, physician's assistant, nurse practitioner, medical doctor, or doctor of osteopathic medicine who holds the EKG/ECG certification. They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Education (EDU)

A master's or doctorate in Education, Curriculum and Instruction or closely related field is required.

Engineering (EGG)

Faculty or instructors who teach engineering must have a master's degree in engineering, chemistry, computer science, computer information systems, information technology, mathematics, or physics; or a master's degree in a related field with 18 graduate credit hours in engineering, chemistry, computer science, computer information systems, information technology, mathematics, or physics; or a master's degree with a bachelor's degree in engineering as well as 18 graduate credit hours in engineering, chemistry, computer science, computer information systems, information technology, mathematics, or physics.

Engineering Graphics and Mechanical Design (EGT)

All candidates must meet College credentialing guidelines [CTE Credentialing Guidelines \(INST – 10\)](#). The required occupational hours may be within the past 20 years provided that the individual has stayed active and current in the industry through instruction.

Additionally, faculty and/or instructors in the Engineering Graphics and Mechanical Design must meet one of the following requirements:

- Five (5) years of verifiable experience in industrial, mechanical, or a related field of design work. Including work with geometric dimensioning and tolerancing and computer aided design software.
- Any of the following degrees: AAS in CAD, mechanical drafting, mechanical engineering, BA or BS in industrial design, mechanical engineering.

English and Literature (ENG, CCR, LIT)

English, as an academic discipline, includes a historically diverse set of related subjects, all of which have, at their core, the study of reading, writing, analyzing and interpreting text. Thus, English departments and English majors at both the undergraduate and graduate level may include the study of literature, humanities, composition and rhetoric, technical writing, linguistics, journalism, and creative writing to name some of the common variations within the discipline, all offered under the auspices of an English program. In some cases, degrees are labeled under a sub-field (e.g., literature, linguistics, journalism); in other cases they fall under the general label of English. In many cases, an English graduate degree may be made up of a wide range of course work among the above mentioned sub-fields. Some courses are transcribed under a broad sub-field (e.g., literature, journalism), but they may also be transcribed under a general prefix indicating English (e.g., ENG, ENGL, etc.). All of these fields are considered a part of the broader English discipline. Thus, when reviewing academic credentials for teaching in CCR, ENG, LIT, HUM, or JOU* at CCD, a graduate degree (M.A. or M.F.A.) in any of these fields may be considered as satisfying the HLC requirement that instructors “possess an academic degree relevant to what they are teaching” or “hold a master’s degree or higher in the discipline.” In other words, faculty/instructors holding any of these degrees are generally qualified to teach courses in the aforementioned CCD prefixes. This is consistent with the conventions of the academic field of English. Because a degree in English or any of these related fields may contain an eclectic mix of coursework related to the broader field of English studies, the department chair must make the final determination of appropriate course assignments for which the faculty/instructors member is best qualified. In making such specific course assignment determinations, the chair should consider relevant graduate course work, ongoing professional development, and teaching experience.

From the HLC Guidelines: “The focus ... is on the courses being taught and the appropriateness of the faculty/instructor qualifications with reference to such courses. The underlying issue is whether a degree in the field or a focus in the specialization held by a

faculty/instructor member appropriately matches, in accordance with the conventions of the academic field, the courses the faculty/instructor member would teach.”

Example: A faculty/instructor member holds an M.A. in “English” with course work that includes linguistics, rhetoric and composition, modern literature, humanities, and creative non-fiction writing. There are more than 18 credit hours combined across all of these areas, most transcribed with an ENGL prefix. However, there are not 18 total credits in any one of these sub-fields. The candidate is generally qualified to teach in the prefixes of CCR, ENG, LIT, HUM and JOU. The faculty/instructor member would be eligible to teach CCR and ENG composition courses, and might, at the chair’s discretion, be assigned to teach such courses as Intro to Literature, Survey of Humanities, a creative writing course in Creative Non-Fiction, or a Journalism course in Feature & Magazine Writing (a variant of creative non-fiction).

- These prefixes cross over four different departments/chairs. Each may have additional considerations in determining faculty/instructors credentials for specific courses. Humanities may also consider faculty/instructors with backgrounds outside of English to be equally acceptable, English may prefer candidates with MFA’s to teach creative writing courses. These guidelines describe how a candidate with a degree in English or related fields may be eligible to teach in any of these prefixes.

English as a Second Language (ESL)

The credentialing requirements for ESL faculty/instructors are as follows:

- The applicant must have at least a bachelor’s degree.
- The degree of the applicant must be in a field related to the English Language. Examples of accepted majors include English, English Literature, Linguistics, Humanities, Liberal Arts, Composition and Rhetoric, Education, ESL, TESOL, TEFL, and other related fields.

Entrepreneurship (ENP)

Faculty or instructors who teach in entrepreneurship program must have a master’s in business, management, marketing or a related field with 18 graduate credits hours in one or more related field(s). Perspective faculty/instructors must also have three years’ experience or equivalent of business ownership, running their own business. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Environmental Science (ENV)

Faculty and instructors who teach in the environmental science program must have a master’s degree in environmental sciences or related fields: ecology, soil sciences, hydrology, earth sciences, or environmental engineering; or a master’s degree plus 18 graduate credit hours in environmental science or a related field.

Ethnic Studies (ETH)

Faculty and instructors who teach ethnic studies must have a doctorate or master's degree in ethnic studies or 18 graduate credits in: sociology/anthropology/psychology of race & ethnicity (or equivalent); African-American studies (or equivalent); Chicano/Chicana/Latino/Latina/Latinx studies (or equivalent); critical race theory (or equivalent); and Asian-American studies (or equivalent) Polynesian studies, Indigenous studies, North American Indian studies, women and gender studies, queer studies (or equivalent).

Fabrication Welding (WEL, MAC 252)

All candidates must meet College credentialing guidelines [CTE Credentialing Guidelines \(INST – 10\)](#). The required occupational hours may be within the past 20 years provided that the individual has stayed active and current in the industry through instruction. Must currently possess AWS certifications or be able to attain AWS certifications within a timeframe specified upon hire.

Faculty and instructors in the fabrication welding department must meet one of the following requirements:

- Five (5) years of verifiable hands-on experience in the fabrication welding industry, to include but not limited to: GMAW, SMAW, FCAW, GTAW, pipe, and/or sheet metal fabrication.
- Have an associate's degree in welding, mechanical engineering, education* or business* (related to manufacturing).

Geography (GEO)

Any of the following degrees are appropriate: master or doctorate in geography or geodetic science.

Geology (GEY)

Faculty and instructors teaching geology must hold a master's degree in geology or a related field: geophysics or earth science; or a master's degree plus 18 graduate credit hours in geology or a related field.

Health and Wellness (HWE and DEH 202)

Any of the following degrees are appropriate: Applicants who have a master's degree or higher in a field related to the credential area, or who hold adequate technical preparation (18 semester hours of related coursework) for the pathway, or possession of a valid/current state or national industry license or certification. Faculty or instructors in this area can also teach DEH 202 Dental Nutrition. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). A significant part of the nutrition & health and wellness profession(s) relates to educating. Professionals in the field may work on developing, designing, implementing, and teaching nutrition & health and wellness products, services and programs. Direct patient care is only one aspect of this profession. Thus credentialing can be

demonstrated using a combination of education, licensure/certification, training, paid or non-paid occupational related, and teaching experience. Current occupational experience can be demonstrated by a current license/industry certificate and can be used to demonstrate currency in the field if tested occupational experience is older than 7 years. Applicants who have been continuously teaching in the field since they left work within the discipline are held to be current in the field.

Health Informatics (HCI)

Master's degree in Health Information Management, Health Informatics, Health Information Systems, Health Care Administration, Health Data Science, or a related field. OR Master's degree in Cyber Security, Computer Networking, Computer Information Systems, Computer Science, or a related field and at least three years of industry experience in health informatics, health information technology, informatics, biomedical informatics, clinical epidemiology, public health, healthcare administration, and/or health data science, or related fields – OR - Combination of credentials covering both technology and healthcare, with at least one credential being a graduate-level degree. Technology degrees can be in Cyber Security, Computer Networking, Computer Information Systems, Computer Science, or a related major. Healthcare degrees can be in Public Health, Health Sciences, Healthcare Administration, or a degree in a clinical profession or Master's degree and industry certification in healthcare information technology such as RHIA, RHIT, CAHIMS, CPHIMS, CHDA, CCA/CCS/CCS-P, etc.)

Health Professionals General (HPR 100, 101, 104, 105, 106, 108, 111, 117, 119, 123, 124, 137, 139, 140, 142, 146, 178, 207, 208, 217, 263, 269)

Faculty or instructors who teach these courses must have a minimum of a bachelor's degree in a health care related field. Or, a bachelor's or master's degree in a non-health care related field with the addition of an associate's degree or certificate in a health care related field. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

History (HIS)

Any of the following degrees are appropriate: master's or doctorate in history, military history.

Human Services (HSE)

Faculty and instructors teaching in Human Services (HSE) should have one of the qualifications below.

- Option one - licensure as a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or a Licensed Marriage and Family Therapist (LMFT). Typically, faculty/instructors have a master's in social work or psychology, but any program of study that permits this licensure is appropriate.
- Option two - In lieu of licensure, faculty and instructors will be considered with a related master's degree (e.g. family relations, occupational therapy, gerontology, community

health, human services) and occupational experience equivalent to licensure as determined by the chair.

Additionally, all candidates must meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Humanities (HUM)

The discipline of humanities is, by definition, interdisciplinary. It introduces students to the creative disciplines that human beings have used to create meaning in their lives, both personally and collectively. It therefore explores the intersection of art, literature, religion, philosophy, music and history.

Given its interdisciplinary nature, the degrees appropriate to teach this discipline are:

- Master of Arts—Humanities, English, History, Art History, Philosophy
- Master of Fine Arts
- Master of Divinity

Because a degree in English or any of these related fields may contain an eclectic mix of coursework related to the broader field of the discipline, the department chair must make the final determination of appropriate course assignments for which the faculty/instructor member is best qualified. In making such specific course assignment determinations, the chair should consider relevant graduate course work—especially 18 graduate credits in one of these disciplines, ongoing professional development, and teaching experience.

Journalism (JOU)

A master's or doctorate in journalism or closely related discipline or sub-discipline is required. In instances when the degree or transcript courses are labeled as a closely related discipline or sub-discipline of journalism, the Department Chair is given discretion to determine their relevance to the required degree. (Acceptable examples of closely related degrees include but are not limited to media studies, mass communication, multimedia journalism, sports media, international media, broadcasting, public relations, etc.)

Literature (LIT)

The qualifications are the same as for English. Please refer to that language.

Machining Technology (MAC and MTE)

All candidates must meet College credentialing guidelines [CTE Credentialing Guidelines \(INST – 10\)](#). The required occupational hours may be within the past 20 years provided that the individual has stayed active and current in the industry through instruction.

Additionally, faculty and instructors in the machining technology department must meet one of the following requirements:

- Five (5) years of verifiable hands-on experience in the machining industry, to include but not limited to manual machining, CNC (Computerized Numerically Controller) machining, quality control, CAM (Computer Aided Manufacturing) programming, etc.
- Have an associate's degree in a related manufacturing pathway from a regionally accredited school within the state of Colorado.

Management, Business (MAN)

Faculty and instructors who teach in the business management program must have a master's degree in business management or a related master's degree, and at least 18 graduate credit hours in business management. Required occupational hours can be accrued over ten (10) years prior to the date of application, at the discretion of the chair. There are also specific licenses and certifications that can also be proven as a demonstration of ongoing currency in the profession. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). (Acceptable examples of closely related discipline topics include but are not limited to corporate/general management, human resources management, and operations management).

Marketing, Business (MAR)

Faculty and instructors who teach in the marketing program must have a master's degree in marketing or related master's degree, and at least 18 graduate credit hours in marketing. Required occupational hours can be accrued over ten (10) years prior to the date of application, at the discretion of the chair. There are also specific licenses and certifications that can also be proven as a demonstration of ongoing currency in the profession. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). (Acceptable examples of closely related discipline topics include but are not limited to marketing communications, marketing research, data analysis, social media, merchandising, sales).

Math (MAT)

Any of the following master's degrees are appropriate: for transfer level courses- master or doctorate in math, or a related field with 18 graduate credits hours in courses with a MAT designation or content; for developmental level courses– bachelor's or higher in math, with a master's in a related field.

Medical Assisting (MAP, MOT)

“Faculty or instructors who teach in the program must have an associate degree in medical assisting or in an allied health discipline with understanding of the medical assisting scope of practice. They must also have a current industry recognized credential/certification including CMA, RMA, NCMA, CCMA, or CMAA. Current occupational experience can be demonstrated by a current license/industry certificate and can be used to demonstrate currency in the field if tested occupational experience is older than 5 years.

Multi-media Graphic Design (MGD)

Any of the following degrees (certificate, Associate of Applied Science, Bachelor's, or Master's) with a graphic design, digital design, digital media concentration, communication design, marketing design, advertising design, media design, technology arts and media are appropriate to teach. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Multi-media Graphic Design Service Learning (MGD 194 and MGD 294)

MGD 194 and MGD 294 are service learning courses. Students enrolled in these courses demonstrate and apply knowledge and skills they have acquired through other coursework. For that reason, instructors teaching these courses do not require a specific degree or educational experience. Rather, instructors teaching these course must demonstrate a strong graphic design skillset and knowledge of the graphic design workplace through at least ten years of occupational experience in the discipline. Additionally, instructors in this course must be currently working in the field to demonstrate knowledge of current technologies and methods. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Music (MUS)

The Performing Arts Department requires music instructors to have a Master's Degree in Music or a Master's Degree with at least 18 graduate credits in Music, Recording Arts, or closely related field in the discipline from a regionally accredited program.

CTE Music (MUS161, 162, 163, 164, 167, 265, 284)

Additionally, applicants without a terminal Master's degree in the field who can meet the criteria laid out in [CTE Credentialing Guidelines \(INST – 10\)](#) – having at least 2,000 hours of documentable experience, expertise, talent and ability in the field with a B.A. degree or (4,000 hours of experience without a B.A.), can be approved to teach specific courses applicable to their area of specialization.

Demonstrated expertise, ability, and talent is validated through publications, artistic contributions to collaborative work, and performances that have earned both critical and national public acclaim.

Nurse Aide (NUA and HPR 127, 128, 129)

Nurse aide faculty and instructors must direct student learning and assess student progress in achieving the requirements of the program in the appropriate learning domains. Nurse aide faculty and instructors must be current and competent in the State of Colorado Nurse Aide Core Curriculum objectives included in their assigned teaching, as evidenced by education and experience, and have instruction in educational theory and techniques.

The primary instructor for a UA prefixed course shall: hold an active unencumbered professional nursing license or an active unencumbered practical nursing license. Have at least one (1) year of nursing experience in caring for the elderly and or the chronically ill of any age. Have completed a course in teaching adults (e.g., Train the Trainer) or have documented experience in teaching adults or have one (1) year experience in managing nurse aides.

Instructors from ancillary disciplines shall: have a minimum of one (1) year of current experience in the field. Where applicable, hold an active unencumbered license, registration, authority or certification in their field. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Outdoor Emergency Care (HPR 125, 126)

Faculty or instructors who teach these courses must hold a health care license or certificate and hold an outdoor emergency certification. They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Paralegal (PAR)

Any of the following degrees are appropriate: a juris doctorate in the Law, LL.M., or a master's in business administration or public policy administration. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Pediatric Advanced Life Support (HPR 130, 131, 132)

Faculty or instructors who teach these courses must hold a current healthcare license or certificate and demonstrate extensive training in pediatric advanced life support. They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Philosophy (PHI)

The discipline of philosophy explores crucial questions of meaning, purpose, ethics and beauty. Given its abstract and intricate nature, the degrees appropriate to teach this discipline are: Master of Arts in Philosophy, Religion Master of Divinity. Because of the long standing historical interconnections between theology and philosophy, credentials in the study of religion are appropriate for philosophy courses, especially, but not limited to courses in the philosophy of religion and comparative religion. Finally, the department chair must make the determination of appropriate course assignments for which the faculty member or instructor is best qualified. In making such specific course assignment determinations, the chair should consider relevant graduate course work – with 18 hours in related disciplines, ongoing professional development, and teaching experience.

Phlebotomy (HPR 112, 113, 180, 215)

Faculty or instructors who teach these courses must hold an associate degree in a healthcare discipline, and be a Certified Phlebotomist (RPT, PT, or MLT), or Registered Medical Assistant (RMA) with verified experiences in performing phlebotomist duties, or Certified Medical Assistant (CMA) with verified experiences in performing phlebotomist duties or, Registered

Nurse with verified experiences in performing phlebotomist duties. Faculty and instructors that possess listed certification and phlebotomy experience but do not have an associate's degree can provide proof of current occupational experience in phlebotomy within the current past five years. Current occupational experience can be demonstrated by a current license/industry certificate and can be used to demonstrate currency in the field if tested occupational experience is older than 5 years.

Physics (PHY)

Faculty and instructors teaching physics must hold a master's degree or higher in physics, Engineering, or a related field, with at least 18 graduate credits in physics.

Political Science (POS)

A master or doctorate in political science, government studies, peace and conflict studies, international relations, international development, or public administration, or a juris doctorate is required.

Practical Nursing (NUR 101, 102, 103, 104, 105, 110, 111, 113, 114, 115, 116, 170, 171, 172, 173, and all courses within advanced cardiovascular life support, cardiopulmonary resuscitation, electrocardiogram technician, pediatric advanced life support, nurse aide, phlebotomy, and health professionals)

Practical Nursing faculty and instructors must be current and competent in the State of Colorado Practical Nursing Curriculum objectives included in their assigned teaching, as evidenced by education and experience, and have instruction in educational theory and techniques.

- An active unencumbered license to practice as a registered nurse in Colorado.
- Two years of full-time, or equivalent, professional nursing clinical experience.
- They must additionally meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#). The teaching of nursing additionally requires carefully delineated requirements as follows.
- A minimum of a bachelor's degree in nursing from a Nursing Education Program with national nursing accreditation is required to teach the lecture (LEC) or clinical (CLI) components of any of the courses listed above.
- A minimum of any of these degrees: MSN (master of science in nursing), RN (registered nurse), BSN (bachelor of science in nursing), ADN (associate degree in nursing), or LPN (licensed practical nursing) is required to teach the laboratory (LAB) section of these courses only: NUR 103, NUR 105, NUR 113, NUR 114

Psychology (PSY)

Any of the following degrees are appropriate: master or doctorate in psychology, counseling, clinical mental health. A master's in counseling or clinical mental health must indicate at least 18 semester credits with a psychology course prefix or content.

Public Health

Faculty/Instructors teaching public health must hold a minimum of a master's in public health or a related field; or a master's degree plus 18 graduate credit hours in public health or related fields.

Radiologic Technology (RTE)

Fulltime Faculty: must possess a bachelor's degree with documentation of 4000 hours of clinical experience in the professional discipline. They must possess a current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.

Adjunct Faculty and Clinical Instructors: must possess an Associate's degree in Radiologic Technology or equivalent at a minimum, and documentation of 4000 hours of clinical experience in the professional discipline. They must possess a current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Science (SCI)

Faculty and instructors who teach science (SCI) courses must have a master's degree in a physical or life science field or a master's degree with 18 graduate credit hours of physical or life sciences. As these courses are taught within educational programs, a master's degree in education with a concentration in physical or life sciences is also appropriate.

Sociology including SOC 102 with First Year Experience (SOC)

A master or doctorate degree in Sociology or these closely related disciplines: Social Work, Women's Studies, Ethnic Studies, Social Sciences, Social Policy, and Anthropology. A master's in Education would be acceptable for SOC 102 only.

Studio Arts (ART)

Please refer to the description for Visual Arts.

Surgical Technology (STE)

Faculty and instructors must be graduates of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency and possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA). They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Theatre (THE)

The Performing Arts Department requires theatre instructors to have a terminal Master of Fine Arts in Theatre Arts, Technical Theatre, Theatrical Design, Technology, & Management, Playwriting, or closely related field in the discipline from a regionally accredited program. A M.A. or M.F.A. degree in English, Literature, or Creative Writing is not sufficient without additional documentable experience.

Technical Theatre (THE 104, 151, 152, 200, 216, 221, 226, 241, 250)

An Associate or Bachelor's of Fine Arts in Theatre Arts, Technical Theatre, Theatrical Design, Technology, & Management, Playwriting, or closely related field in the discipline from either a regionally accredited program or a program that has accreditation through NAST (National Association of Schools of Theatre). They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Veterinary Technology (VET)

Faculty and/or instructors must be a Certified (CVT), Registered (RVT) or Licensed (LVT) and possess a bachelor's in a related field. They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Veterinary Assistant (VET 101, 102, 103, 104, 109, 114, 117, 120, 183)

Faculty and/or instructors must be a Certified (CVT), Registered (RVT) or Licensed (LVT). They must also meet the criteria laid out in: [CTE Credentialing Guidelines \(INST – 10\)](#).

Visual Arts (ART)

The Visual Arts department requires a Master of Fine Arts in Studio Arts, Creative Arts, Visual Arts and similar programs of study with coursework in the medium expected to teach. Those holding a Master of Fine Arts are also qualified to teach Art Appreciation. The Visual Arts department requires a Master of Arts in Art History to teach survey of art history courses. Those holding a Master of Arts in Art History are also qualified to teach Art Appreciation. Applicants with a master's degree in an unrelated field who demonstrate at least five years of expertise, ability, and talent in the visual arts field are qualified to teach studio art courses in the medium of their practice. Demonstrated expertise, ability, and talent is validated through publications or artistic works that have earned critical and national public acclaim.

Women's Studies (WST)

The discipline of women's studies is multidisciplinary and intersectional. It provides students with the critical analysis skills needed to examine gender as a social and cultural construct, its intersections with other forms of identity, the social status and contributions of women throughout history, and how gender relates to power. It considers and critiques norms of gender, race, class, sexuality, religion, age and forms of social inequality. Theory and methods

are a key component of the discipline, as they provide the framework for approaching a critical analysis of gender, and other forms of social identity, in society.

This discipline therefore sits at an intersection of history, sociology, anthropology, psychology, popular culture, literary criticism, philosophy, political science, and identities studies, including Chicano, Africana, American, European, and Native American studies.

Given its interdisciplinary nature, the master's degrees appropriate to teach this discipline are:

- Women's Studies
- Gender Studies
- Sociology
- Anthropology
- Psychology
- English, Literature, Folklore, Mythology
- Political Science
- Other related fields or combinations of 18 graduate credit hours addressing the areas of study of women's studies

Because degrees in any of these related fields may contain an eclectic mix of coursework related to the broader field of the discipline, the department chair must make the final determination of appropriate course assignments for which the faculty member or instructor is best qualified. In making such specific course assignment determinations, the chair should consider relevant graduate course work – especially 18 graduate credits in one of these disciplines, ongoing professional development, and teaching experience.

World Languages (CHI, SPA, FRE)

Any of the following degrees are appropriate: M.A. or higher in the language of instruction (i.e. to teach Spanish, M.A. in Spanish), M.A. or higher in foreign* languages with emphasis in language of instruction, M.A. or higher in foreign* language teaching or pedagogy with emphasis in language of instruction, M.A. or higher in bilingual education with emphasis in language of instruction.

- Some degrees may list “modern” or “world” in lieu of “foreign” languages as industry vocabulary changes.