

**Miami Dade College – Office of Faculty Initiatives**  
**FAQs: MDC Faculty Credential Statements**

1. **Q. Does Miami Dade College have guidelines for faculty accreditation?**

A. Yes. All faculty teaching at the College must meet the credentialing criteria known as **Faculty Credential Statements (FCS)** for teaching courses (*credit transferable; credit transferable occupational; credit non-transferable developmental; credit non-transferable vocational*) in their assigned discipline(s). These statements are aligned with guidelines provided by the *Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Faculty Credentials Guidelines* [<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>], *Florida College System Guidelines on Transfer Agreements and Faculty Credentials and Qualifications* [<http://www.fldoe.org/core/fileparse.php/7525/urlt/tfcg.pdf>]; and any other relevant program-specific [e.g., Nursing; Health Sciences; Funeral Service Education; Paralegal Studies] state, national, regional accreditation agencies. The FCS are generated by the program/disciplines, approved by the Academic Leadership Council (ALC) and recorded in the **MDC Faculty Credential Statements Chart** maintained by the Office of Faculty Initiatives.

2. **Q. Where can I find the MDC Faculty Credential Statements?**

A. The **MDC Faculty Credential Statements Chart** (<http://www.mdc.edu/accreditation/faculty-credentials/>) includes minimum qualifications for instructional personnel by discipline for lower [*Associate degree; College Credit Certificate (CCC)/Occupational transferable credit; Career Technical Certificate (CTC)/Post-Secondary Adult Vocational (PSAV) non-transferable credit*]; and upper (Baccalaureate) division courses.

3. **Q. What is the process for the development and approval of Faculty Credential Statements?**

A. Please refer to the **MDC Guidelines for Development MDC Faculty Credential Statements** <http://www.mdc.edu/asa/documents/FacultyCredentialGuidelines.pdf>

4. **Q. What are the key factors for developing and maintaining Faculty Credential Statements?**

- MDC standards of teaching excellence; program/discipline curriculum and course competency needs; and Student Learning Outcomes;
- Program/Discipline FCS review cycle to ensure that FCS are apace with new and revised curriculum; and comply with accreditation agency standards and state-mandated changes;
- Clarity on academic qualifications and other credential requirements with some degree of flexibility albeit with rigor to ensure that the most qualified faculty are identified for teaching courses.
- Interdisciplinary review/consultation when course competencies include content from another discipline (e.g., Business Mathematics). In these cases, it is recommended that the discipline share the FCS with that discipline(s) to obtain feedback and respond to any questions/recommendations before presentation to the ALC.

5. **Q. Are there different standards for minimum faculty teaching requirements for upper and lower division (credit transferable) courses in the Faculty Credential Statements?**

A. No, but program/disciplines may require a credentialing standard above the minimum. All FCS for degree credit transferable courses (including undergraduate general education; associate degree; and baccalaureate) must meet the same minimum SACSCOC faculty accreditation standards [*Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)*] although there is the requirement that **30%** of the course hours in each major at the baccalaureate level are taught by faculty members holding an earned doctorate. FCS specify minimum requirements but, in this case, inclusion of the doctorate degree option may facilitate the College's compliance with this accreditation standard and facilitate the hiring

process by promoting the draw of doctorate-qualified applicants for faculty lines in the baccalaureate programs. For example:

| Discipline  | Status              | MDC Minimum Requirements   |
|---|---------------------|--|
| Early Childhood Education (ECE)<br>EEC, EEX, LAE, RED | Credit Transferable | <ul style="list-style-type: none"> <li>• Doctorate in Early Childhood Education or Director Curriculum and Instruction with a specialization in Early Childhood Education; or</li> <li>• Master's degree in Education plus 18 graduate semester hours in Early Childhood Education; and</li> <li>• State of Florida requirements for teacher preparation faculty must be met.</li> </ul> |

**6. Q. What is the format for Faculty Credential Statements?**

A. Faculty Credential Statements are listed in two charts (Associate and Baccalaureate) by *Discipline* with the *Credit Type/Status* and *MDC Minimum Requirements*. Please refer to the **Faculty Credentials Chart** (<http://www.mdc.edu/accreditation/faculty-credentials/>) and the following guidelines:

- Use *clear* and *specific* language stating the minimum requirements for teaching courses including degrees; licenses and certifications. For example:

| Discipline | Status              | MDC Minimum Requirements  |
|------------|---------------------|---|
| Accounting | Credit Transferable | <ul style="list-style-type: none"> <li>• Master's degree in Accounting; or</li> <li>• Master's degree and 18 graduate semester hours in Accounting; or</li> <li>• Master's degree in Taxation and a valid CPA license.</li> </ul> |

- Avoid using general terms like "related" or "similar." Specify the acceptable disciplines/fields. Use "bullets" and "or" to separate each credentialing option in the statement. For example:

| Discipline                         | Status              | MDC Minimum Requirements   |
|------------------------------------|---------------------|--|
| Data Analytics-Business<br>GEB3522 | Credit Transferable | <ul style="list-style-type: none"> <li>• Doctorate in Business Administration, Human Resources, Management, Organizational Behavior or Supervision &amp; Administration; or</li> <li>• Master's degree in Business Administration, Human Resources, Management, Organizational Behavior or Supervision &amp; Administration; or</li> <li>• Master's degree and 18 graduate semester hours in one or any combination of the following fields: Business Administration, Human Resources, Management, Organizational Behavior or Supervision &amp; Administration.</li> </ul> |

- Include certification/licensure requirements immediately after the degree they are tied to. If the certification/licensure is required for all the degree options listed in the Faculty Credential Statement, it can be added once at the end of the statement. For example:

| Discipline                    | Status              | MDC Minimum Requirements  |
|-------------------------------|---------------------|---|
| Health Information Management | Credit Transferable | <ul style="list-style-type: none"> <li>• Master's degree in Health Information Management; or</li> <li>• Master's degree and 18 graduate semester hours in Information Management field (e.g. Health Information Technology, Health Services Administration, Health Informatics); and</li> <li>• Valid National certification from <i>American Health Information Management Association</i> in a Health Information Management field (e.g. Certified Coding</li> </ul> |

| Discipline | Status | MDC Minimum Requirements  |
|------------|--------|---|
|            |        | Specialist, Certified Coding Associate, Registered Health Information Technician, and Registered Health Information Administrator). |

**7. Q. Should Faculty Credential Statements include work experience?**

A. Only if the work experience is considered essential and appropriate in the amount specified for faculty teaching courses in professional or workforce-oriented programs. Therefore:

- If work experience is not considered essential for teaching requirements, then work experience requirements should not be included in the FCS.
- If work experience is “preferred” or “desirable,” it should be included in the *job posting only* as part of the minimum or preferred requirements for the position.
- If work experience is included in the FCS, but not required for all the degree options listed, then the specified work experience must be placed next to the degree option for which it is required. For example:

| Discipline   | Status              | MDC Minimum Requirements  |
|--|---------------------|---|
| Transportation & Logistics<br>GEB 4363,<br>MAN 3504,<br>3554, 3786,<br>4593, 4597,<br>4940, TRA<br>3034, 3132,<br>4234 | Credit Transferable | <ul style="list-style-type: none"> <li>• Doctorate in Business Administration, Human Resources, Management, Organizational Behavior or Supervision &amp; Administration and two (2) years of work experience in logistics/supply chain management; or</li> <li>• Master’s degree in Business Administration and two (2) years of work experience in logistics/supply chain management; or</li> <li>• Doctorate or Master’s degree in Industrial Engineering, Logistics or Supply Chain Management; or</li> <li>• Master’s degree and 18 graduate semester hours in one or any combination of the following fields: Industrial Engineering, Logistics or Supply Chain Management.</li> </ul> |

**8. Q. When should existing FCS be reviewed and/or revised?**

- As part of a systematic, continuous Program/Discipline FCS review cycle (including Advisory Committees) with appropriate documentation;
- The rationale for FCS revisions should include the reason for the proposed changes based on standard academic practice and on practice reflected in other MDC FCS (State-mandated? New program/course development? Revised competencies for existing courses?); Impact on currently credentialed faculty if they do not meet the revised FCS requirements (Plan for faculty communication and credential upgrade training opportunities with timeline for impacted faculty members).
- The process for new and revised FCS is available in the **MDC Guidelines for Development MDC Faculty Credential Statements** (<http://www.mdc.edu/asa/documents/FacultyCredentialGuidelines.pdf>)

**9. Q. Are faculty required to vote for approval of new or revised Faculty Credential Statements?**

A. No. A formal vote is not necessary, but it is important that the coordinating/supervising Faculty Dean have a sense of the consensus among the full-time discipline faculty. The Faculty Dean should keep the relevant chairs and full-time faculty informed as the FCS moves through the review and approval process.

**10. Q. Are the FCS approved by the Campus and College-wide College Academic and Student Services Council (CASSC)?**

A. No. The FCS are approved only by the *Academic Leadership Council* (ALC). However, the FCS are included in the *Executive Summary* for new programs (including new/revised courses) prepared by the *Office of Academic Programs*. The *Executive Summary* is reviewed and approved by both CASSC groups. Therefore, presenters of new or existing programs and disciplines with new and/or revised courses should be prepared to address and respond to questions regarding faculty credentialing requirements at CASSC meetings.

- 11. Q. What is the role of faculty in the Academic Leadership Council presentation protocol for Faculty Credential Statements?**
- *Coordinating/Supervising Faculty Dean*: Requests ALC agenda item for FCS presentation; Invites *Program Director/Lead Discipline Chair Convener* and *Lead Program/Discipline Faculty Convener* to ALC presentation.
  - *Program Director/Lead Discipline Chair Convener*: Introduces *Lead Program/Discipline Faculty Convener* and supports faculty member's FCS presentation/Q&A.
  - *Lead Program/Discipline Faculty Convener*: Delivers FCS presentation (including rationale; summary of new FCS or revised FCS; Impact on faculty no longer eligible to teach courses covered by revised FCS); facilitates Q&A.
- 12. Q. What is the date of implementation for new/revised Faculty Credential Statements?**
- A. Upon ALC approval, the FCS is in effect and must be applied to any full-time or adjunct faculty employed for the major term immediately following ALC approval. The coordinating/supervising Faculty Dean should inform the relevant Chair Discipline Convener and all Faculty Deans should inform the relevant discipline Chairs and Associate Deans.
- 13. Q. When are new/revised statements published in the MDC Faculty Credential Statements Chart?**
- A. Upon ALC approval, the coordinating/supervising Faculty Dean will send the approved statement with a request for posting to the Associate Provost of Faculty Initiatives, who will arrange for the FCS to be entered in the *MDC Faculty Credentials Chart*.
- 14. Q. Is there any other process that requires documentation of Faculty Credential Statements?**
- A. Yes. The *Florida Department of Education* (Division of Career and Adult Education - Career and Technical Education Programs) *New Program Request Form: College Credit* required to obtain approval for new degree/college credit certificate programs includes a *Faculty Credentials and Qualifications* section. The College's faculty requirements (Faculty Credential Statements) for teaching any new course [not in the *Florida Statewide Course Numbering System (SCNS)*] or revised SCNS courses as part of the new degree or certificate program are included in this section. The *New Program Request Form* is included in the *Miami Dade College Executive Summary* prepared and processed through the *Office of Academic Programs* and maintained in the CurricUNET system.
- 15. Q. Is there a process for exceptions to the Faculty Credential Statements?**
- A. Yes. The College has ***Guidelines for Requesting Exception to the Miami Dade College Faculty Credentialing Statements*** <http://www.mdc.edu/asa/documents/FAC-credentials-ExceptionGuidelines2.docx.pdf>. The process requires a portfolio with documentation and approval by the College Provost. Exceptions may be considered if:
- Program/discipline provides justification for the exception with information including the length of time involved in conducting the search for the faculty member and recruitment practices used to attract qualified candidates (e.g., position postings; announcement in academic publications; attendance at conferences and job fairs; networking with professional organizations and institutions of higher education);
  - Prospective faculty member's academic preparation varies from the traditional credentialing criteria, but the applicant possesses relevant qualifications to the teaching assignment and contributes to effective teaching and student learning outcomes;
  - Portfolios for faculty members with credentials below the master's level should include transcripts of all post-secondary education; certifications and licensures in field; workshops and seminars in field, research and publications in field; experience as practitioners in field; letters from former employers and clients attesting to their capacity;
  - Congruence of the exception with the guidelines provided by the Florida College System; and

- Chairperson/Program Director has consulted and obtained approval from the Faculty Dean for pursuing the exception prior to initiating this process.