

4.4.6 Instructors' Diploma Equivalency

Preamble:

- A.1 In order to ensure that instructors are up-to-date in instructional processes and professional skills, completion of the Provincial (British Columbia) Instructors' Diploma Program, the Native Adult Instructor Diploma Program or equivalent is highly recommended for all instructors.
- A.2 For the purpose of adjudicating equivalency to the Provincial Instructors' Diploma or the Native Adult Instructor Diploma, the College may consider those Adult or Secondary School level education/instruction degrees or diplomas which consist of all the following components relative to adult/post-secondary instruction:
- (a) **Curriculum design** - enables the instructor to plan and develop curriculum materials at the program, course and lesson levels.
 - (b) **Elements of instruction** - provides the instructor with skills and opportunities to deliver and manage instruction;
 - (c) **Use and design of instructional media;**
 - (d) **Evaluation of learning and instruction** - enables the instructor to develop evaluation instruments which measure various student learning outcomes, and introduces the instructor to techniques which evaluate the effectiveness of /his/her own instructional techniques and programs;
 - (e) **Supervised major assignment or practicum** which integrates and consolidates the skills and knowledge acquired in A.2 (a, b, c, d) (above).

Procedures:

- B.1 The Dean of Instruction & Articulation will adjudge whether an instructor has the equivalent of a Provincial Instructors' Diploma or the Native Adult Instructor Diploma.
- B.2 It is up to the instructor to request the adjudication in writing and provide the Dean of Instruction & Articulation with a copy of the appropriate degree/diploma transcript and any other relevant information, e.g., course descriptions.

- B.3 The Dean of Instruction & Articulation will base his/her adjudication primarily on the basis of the instructor having successfully undertaken and completed all the components stated in A.2 (a, b, c, d, e) above in a format/environment pertinent to adult/post-secondary instruction. Other factors which may be taken into consideration are currency, institution, program duration, etc.
- B.4 The Dean of Instruction & Articulation will reply to the employee stating his/her adjudication in writing (with rationale if negative), and a copy of the instructor's request, transcript, relevant information. The Dean of Instruction & Articulation's adjudication will be placed in the personnel file.

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Manager Approval:	<i>Original signed by Marilyn Petersen</i>	Title: Dean of Instruction	Date: <i>January 2010</i>
College Approval:	<i>Original signed by Nick Rubidge</i>	Title: President/CEO	Date: <i>January 2010</i>