

Title of Policy	Faculty Qualifications Framework
Policy Number	6.3.1
Category	6 - Instruction and Support
Approval Body	Board of Governors with Advice from EdCo
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Deans
Approval/Effective Date	November 2022
Proposed Date of Review	November 2027

CONTEXT AND PURPOSE

This policy will guide College of the Rockies in the appointment of faculty with the appropriate credentials and experience commensurate with the academic and professional standards of their programs, courses and/or services including articulation and accreditation requirements. Highly qualified faculty are critical to the success of students and success and credibility of the College.

This policy meets the Education Council's legislated responsibility under the College & Institute Act: 23(1) - An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters (i) policies on faculty member qualifications.

SCOPE

This policy applies to all faculty members at College of the Rockies with the exception of instructors in Continuing Education/Contract Training/General Interest.

The Collective Agreement between the Board of Governors of College of the Rockies and the College of the Rockies Faculty Association contains provisions that have relevance to the selection of faculty. If there is a conflict between this policy and the collective agreement, the collective agreement language will prevail.

DEFINITIONS

Faculty: All regular, term, and auxiliary instructors as defined in the Collective Agreement.

Qualifications: Qualities or accomplishments that makes someone suitable for a particular job or activity.

POLICY STATEMENTS

A. Principles

- A. 1 The College is committed to the continuous assurance of program quality and the success of its students.
- A. 2 The credibility of the College's programs/courses require faculty who are appropriately qualified:
 - a. Faculty members have the appropriate balance of three essential qualifications: employment experience, academic and/or professional/industry credentials, and a commitment to teaching excellence.
 - b. Faculty qualifications will vary in accordance with the academic and professional expectations appropriate to the College's diverse programs, courses and/or service responsibilities.
 - c. Faculty qualifications meet external expectations where there are accreditation, articulation, and provincial/national approval bodies.
- A. 3 Academic department search committees are best situated to advise on the specific balance of faculty qualifications required and to exercise judgement in accordance with the intent and spirit of this policy.
- A. 4 In order to ensure that instructional faculty are up-to-date in instructional processes and professional skills, completion of the B.C. Provincial Instructors' Diploma Program (PIDP), Native Adult Instructor Diploma (NAID), or equivalent is highly recommended for all instructors, and is required for all regular instructors, in accordance with COTR - CORFA Collective Agreement.
- A. 5 For the purpose of adjudicating equivalency to the PIDP or NAID, 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, in accordance with COTR - CORFA Collective Agreement:
 - 1. curriculum design
 - 2. instructional skills and techniques
 - 3. learning theory
 - 4. adult education theory
 - 5. evaluating students
 - 6. evaluating the effectiveness of instruction

B. Program-level Qualifications

- B. 1 All faculty, regardless of program or discipline, should have a demonstrated mastery of professional collegiality and subject area expertise.
- B. 2 Instructional faculty must demonstrate a commitment to learner-centered instruction by continually learning instructional skills and competencies that meet the needs of learners.

- B. 3 Instructional faculty teaching trades programs must meet the specific requirements of the specific trade or technical studies discipline. As a minimum: trade qualification in the designated trade, or recognized industry qualification in non-designated trades and other occupations; five years' experience as a journey-person or equivalent; previous supervisory or teaching experience; and skills and experience to instruct the curriculum. This includes programs leading to external agency certification, for example the Industry Training Authority (ITA), Interprovincial Red Seal, Trades Qualification (TQ), and Transport Canada, among others.
- B. 4 Instructional faculty teaching in programs not designed for transfer to a degree including technology, health, adult upgrading, English language, and social services programs will hold a bachelor's degree or equivalent in the subject discipline with appropriate employment experience, certifications, and demonstrated competencies in the teaching discipline.
- B. 5 Instructional faculty teaching courses designed to transfer to a degree from certificate, diploma, associate degree, or degree programs will hold a master's degree or Ph.D. in the subject discipline or a closely related area. Current certification or professional designation as well as membership in a professional body may also be a requirement. Other qualifications may be accepted as appropriate in specific areas; see Procedures.

C. Duties and Responsibilities

C. 1 Faculty

All faculty (instructional and non-instructional) must provide accurate details of their qualifications and a copy of their formal credentials to the College upon hire, which will be stored on their personnel file.

When qualifications change, all faculty must submit an updated curriculum vitae and copy of credentials as required, to their Dean or Manager, who will forward a copy to the Human Resources department for the faculty member's personnel file.

Instructional faculty will complete the PIDP/NAID as required and respecting the terms of the Collective Agreement or make a written request to the hiring Dean/Director for recognition of equivalent training and provide transcripts or other relevant information for review by the Dean/Director.

C. 2 Departments

Departments are responsible for active participation on search committees which perform an advisory role to the Dean/Director. Departments will consult this policy, in concert with Article 6.1 of the Collective Agreement, and apply its spirit and intent in all new selection or hiring recommendations.

C. 3 Administrators

Deans/Directors are responsible for ensuring that search committees are aware and comply with this policy. Deans/Directors receive feedback, advice, and recommendations from the search committee, make the final hiring decision, and maintain responsibility for all department selection processes.

The hiring Dean/Director will determine whether an instructor has the equivalent of the PIDP/NAID qualification and will base their adjudication primarily on the instructor having successfully undertaken and completed all the components stated in A.4 (a, b, c, d, e) above in a format/environment pertinent to adult/postsecondary instruction. Other factors which may be taken into consideration are currency, institution, program duration, etc. The decision will be provided to the instructor in writing with a copy placed in the personnel file.

C. 4 VP Academic and Applied Research

The VP Academic and Applied Research in conjunction with other relevant departments and bodies is responsible for keeping this policy current and in compliance with the province's College and Institute Act, and other legislation or external accreditations deemed appropriate.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[College and Institute Act](#)

[CORFA Collective Agreements](#)

[6.3.1 Faculty Qualifications Framework - Procedures](#)