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SELKIRK COLLEGE POLICY: 8000 (Former B4700)
REFERENCE: INSTRUCTOR QUALIFICATIONS
ADMINISTRATIVE RESPONSIBILITY: VICE PRESIDENT, ACADEMIC & STUDENT DEVELOPMENT

POLICY:

Selkirk College is committed to appointing the best possible instructors in all of its programs to ensure a high quality education for all students. The qualifications required for teaching in a program or discipline will be set by the Dean, in consultation with the appropriate School Chair or Department Head and, where appropriate, a Program Advisory Committee. Qualifications will be established independently of individual postings and may include any or all of the following: academic credentials appropriate for the discipline and the level of course being taught, trade or professional designation, teaching and/or industry-related experience. Other requirements may be added that would complement the instructional skill set already available in a department or program.

When determining instructor qualifications, the following will apply:

1. Instructor qualifications will normally include a requirement for teaching experience or completion of an appropriate instructional skills or teacher education program.
2. The qualifications required must always be higher than the course or program for which the instructor is being hired.
3. The qualifications required to teach a course will be the same regardless of the program or location where the course is taught.

In addition to the above, and attached to this policy, are general guidelines to be used as minimum requirements for setting instructor qualifications. Where appropriate, the Dean, in consultation with the Schools and Departments, may set qualifications at a higher level than provided for in these guidelines.

Where the guidelines are at variance with the provision of a collective agreement, the collective agreement will prevail.

GUIDELINES FOR DETERMINING INSTRUCTOR QUALIFICATIONS IN COURSES AND PROGRAMS

The following provides a guideline for the determination of instructor qualifications in various types of programs:

- 1.1 Instructors who teach trades courses will have completed the technical/apprenticeship training plus a minimum of five years of trade experience, some of which should be supervisory.
- 1.2 Instructors who teach vocational courses will have the appropriate level of post-secondary education /training and relevant work experience for their certificate programs.
- 1.3 Instructors who teach Adult Basic Education, Adult Special Education and English as a Second Language courses will have four years of post secondary education relevant to the discipline being delivered plus a teaching certificate or several years of relevant teaching experience.
- 1.4 Instructors who teach career/technical courses will have the appropriate educational preparation/professional designation/certification plus up to five years of related field experience, some of which should be supervisory, relevant to the diploma programs.

- 1.5 Instructors who teach university-level courses will hold a Master's degree in the discipline or related discipline in which they teach.
- 1.6 Instructors who teach ***service courses** will have qualifications similar to those for instructors from the department responsible for delivering the service course, and where feasible, academic and work experience in the program for which the service course is being provided.
- 1.7 Instructors who teach ****applied** courses will have an appropriate mix of academic qualification/certification and field experience relevant to the program.
- 1.8 Instructors who teach continuing education college courses will have an appropriate mix of academic qualification/certification and field experience relevant to the courses being delivered.

***Service courses** refers to departmental and/or program courses delivered by a department for students from other program areas. For instance, English 110 for Aviation and Psychology 100 for Human Services Programs are service courses. The curriculum is determined primarily by the department delivering the program.

****Applied courses** refers to departmental and/or program courses delivered by a department for students in a department or program area. The courses include both theory and practical applications from the program area. The courses may be delivered by either program area department members or members from other departments. For instance, RRS 162-4 Botany and Forestry Ecology is an applied course. The curriculum for applied courses is determined primarily by the program area for which the course is being delivered.

The responsibility for determining the appropriateness or need for service or applied courses as a component of a program rests with that program's department.

The source of delivery of service and applied courses does not alter the certification of the instructional bargaining units.

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