

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Educational Policy

**Date of Meeting:** December 6, 2005

**Agenda Item:** Proposed Policy 3.32 College Faculty Credentialing to Include the Repeal of Policies 3.9 Licensure of Faculty Requiring a License and 4.3 Designation of Assigned Fields/Designated Assignments and Minimum Qualifications for Faculty (second reading)

- Proposed Policy Action       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:**

This item is a second reading policy document.

**Scheduled Presenter(s):**

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs (Deena Allen)

**Outline of Key Points/Policy Issues:**

The proposed policy merges the existing two system college credentialing policies into a single policy to guide the consistent development and implementation of minimum qualifications for college faculty.

**Background Information:**

The proposed policy is needed to eliminate duplicative and inconsistent policies that currently exist for college faculty under Policy 3.9 Licensure of Faculty Requiring a License and 4.3 Designation of Assigned Fields/Designated Assignments and Minimum Qualifications for Faculty. This proposed policy was developed with guidance from the Joint Committee on Credential Fields which is a MSCF contractually required committee of college faculty and college administrators. The development process has been complex, involving review of existing state and national policies, procedures and practices; it has required all parties to work diligently to incorporate best practices that will support quality instruction in the system. These proposed policy actions were sent out for review and comment on November 29, 2004, May 12, 2005 and again on August 24, 2005. Comments received have been reviewed and considered for inclusion in the proposed policy. The state level MSCF faculty association has been actively involved in the development process.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
ACTION ITEM**

Proposed Policy 3.32 College Faculty Credentialing to Include Repeal of Policies 3.9  
Licensure of Faculty Requiring a License and 4.3 Designation of Assigned Fields/Designated  
Assignments and Minimum Qualifications for Faculty

1 **INTRODUCTION**

2  
3 The attached documents describe proposed policy actions related to existing college faculty credentialing  
4 policies. Proposals submitted are:

- 5 1. the adoption of Policy 3.32 College Faculty Credentialing,  
6 2. the repeal of Policy 3.9 Licensure of Faculty Requiring a License,  
7 3. and the repeal of Policy 4.3 Designation of Assigned Fields/Designated Assignments and Minimum  
8 Qualifications for Faculty.  
9

10 **BACKGROUND**

11  
12 This policy is needed to eliminate duplicative and inconsistent policies, procedures, and operating guidelines  
13 that currently exist for college faculty credentialing. The proposed policy has been developed with guidance  
14 from the Joint Committee on Credential Fields which is an MSCF contractually required committee of college  
15 faculty and college administrators. The development process encompassing the proposed policy and related  
16 procedure has been complex, involving review of existing state and national policies, procedures, and practice;  
17 it has required all parties to work diligently to incorporate best practices into system procedures to support  
18 quality instruction in the system.  
19

20 **CONSULTATION**

21  
22 Consultation has occurred as follows:

- 23 • Review and comment requested on the proposed policy actions from faculty, students, administrators,  
24 staff, statewide student associations, statewide faculty associations and other employee association  
25 groups through system-wide constituent mailing – 11/29/04, 5/12/05, 8/24/05.  
26 • Extensive consultation, both formal and informal, has occurred with the MSCF and academic  
27 administrators over the past two years.  
28 • Reviewed at MSCF Meet and Confer - 5/09/05; 9/15/05.  
29 • Reviewed at IFO Meet and Confer – 11/18/05.  
30 • Reviewed with the Academic and Student Affairs Policy Council – 9/13/05; 11/15/05.  
31 • Reviewed with Leadership Council – 9/6/05; 10/11/05; Planned for review on 12/5/05.  
32

33 **RECOMMENDED COMMITTEE ACTION**

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35 The Educational Policy Committee recommends that the Board of Trustees adopt the following motion:  
36

37 **RECOMMENDED MOTION**

38  
39 The Board of Trustees approves the Proposed Policy 3.32 College Faculty Credentialing effective July 1, 2006  
40 and the repeal of Policies 3.9 Licensure of Faculty Requiring a License and the repeal of 4.3 Designation of  
41 Assigned Fields/Designated Assignments and Minimum Qualifications for Faculty effective July 1, 2006.

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

Second Reading

**BOARD POLICY**

Chapter 3. EDUCATIONAL POLICIES

Section 32. COLLEGE FACULTY CREDENTIALING

1 **3.32 College Faculty Credentialing**

2  
3 **Part 1. Purpose.** The purpose of this policy is to assure that qualified individuals perform  
4 faculty work in the Minnesota colleges through system-established faculty minimum  
5 qualifications. Credential fields will replace assigned fields and license fields upon completion  
6 of the conversion process specified in Procedure 3.32.1. Recognizing that full conversion of  
7 assigned fields and license fields to credential fields must occur field by field, each assigned field  
8 or license field shall remain in effect only until replaced by a corresponding credential field.  
9

10 **Part 2. Definitions.**

11  
12 **Subpart A. College faculty or college faculty member.** College faculty or college faculty  
13 member means individuals teaching credit-based courses and counselors and librarians at  
14 system community, technical, and combined community and technical colleges.  
15

16 **Subpart B. College faculty credentialing.** College faculty credentialing means the process  
17 for evaluating an individual's education and experience in accordance with system-  
18 established minimum qualifications for individuals teaching credit-based courses and for  
19 counselors and librarians.  
20

21 **Subpart C. Fields.** Fields refers to assigned fields, license fields, and credential fields.  
22

- 23 1. **Assigned field.** Assigned field means a defined area of knowledge and skill that is  
24 specifically related to a program, service, or academic discipline and for which  
25 system-established minimum qualifications exist. The assigned field is associated  
26 with faculty positions formerly governed by the Minnesota Community College  
27 Faculty Association bargaining agreement.  
28 2. **License field.** License field means a defined area of knowledge and skill that is  
29 specifically related to a program, service, or academic discipline and for which  
30 system-established minimum qualifications exist. The license field is associated with  
31 faculty positions formerly governed by the United Technical College Educators  
32 bargaining agreement.  
33 3. **Credential field.** Credential field means a defined area of knowledge and skill that is  
34 specifically related to a program, service, or academic discipline, and for which  
35 system-established minimum qualifications are created under this policy and related  
36 system procedures.  
37

1 **Subpart D. Minimum qualifications.** Minimum qualifications mean system-established  
2 minimum requirements used to evaluate the credentials of an individual considered for  
3 college faculty work. The minimum qualifications shall include educational requirements  
4 and teaching and learning competency requirements; they may also include related  
5 occupational experience, state and/or national industry licensure/certification, and other  
6 requirements as appropriate for each assigned field, license field, or credential field.  
7

8 **Part 3. Applicability.**

9 This policy applies to faculty at community, technical, and combined community and technical  
10 colleges and to other individuals assigned to perform faculty work. An individual offered  
11 employment as a college faculty member or any individual assigned to perform faculty work  
12 shall meet system-established faculty minimum qualifications for the appropriate field except as  
13 provided for in Procedure 3.32.1. An individual credentialed under this policy and related  
14 procedures shall be deemed to satisfy the licensure requirement pursuant to Minnesota Statutes  
15 section 136F.49, as applicable.

16  
17 **Part 4. Transition to Credential Fields.** Each assigned field and license field shall be  
18 reviewed and converted to a credential field. An existing assigned field and license field with its  
19 corresponding minimum qualifications shall be maintained until a credential field is established  
20 in its place. New assigned fields and license fields shall not be established.  
21

22 **Part 5. Authority to Credential College Faculty.** The chancellor shall develop and implement  
23 system procedures to credential college faculty and to assure compliance with this policy.

*Date of Adoption:*

*Date of Implementation: 7/1/06*

Second Reading

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
***ACTION ITEM***

Proposed Repeal of Policy 3.9 Licensure of Faculty Requiring a License

1 **3.9 Licensure of Faculty Requiring a License**

2  
3 **Part 1. Definitions.**

4  
5 *Licensure*: A process for determining that the individual meets the minimum qualifications required for a  
6 license; the condition of being licensed

7  
8 *Licensor*: The Board of Trustees is the legally authorized organization having the authority to conduct  
9 licensure processes and grant or deny permission to be employed in a license field, as set forth in  
10 [Minnesota State Statutes 136F.49](#).

11  
12 *License*: A document indicating that the individual meets the minimum qualifications for a license field  
13 and is authorized to be employed in that license field.

14  
15 *License Field*: A defined area of knowledge and skill which is specifically related to a program, service,  
16 or academic discipline.

17  
18 *Minimum Qualifications*: The requirements an individual must meet to qualify for a license field.  
19 Minimum qualifications are specific to each license field and may include educational, occupational,  
20 professional and/or other requirements.

21  
22 *System Administration*: The MnSCU system office academic and student affairs administrative staff.

23  
24 *Authorized Administrator*: An administrator at a MnSCU college or a Minnesota vocational technical  
25 entity outside the MnSCU system who has been authorized to sign faculty applications for licensure.

26  
27 **Part 2. Applicability.**

28  
29 **Subpart A.** This policy applies to licensure for MnSCU college faculty assigned to the United Technical  
30 College Educators bargaining unit and vocational technical instructors employed outside the Minnesota  
31 State Colleges and Universities System in Minnesota entities which require a license for a vocational  
32 technical teaching position, as set forth in [Minnesota State Statute 136F.49](#).

33  
34 **Subpart B.** To be eligible for an initial license, an individual shall be currently employed in or have an  
35 offer of employment for, a faculty position in that license field at a MnSCU college or at a Minnesota  
36 vocational technical entity outside the MnSCU system and meet the minimum qualifications for that  
37 license field.

38  
39 **Subpart C.** A faculty member may seek an additional license if the faculty member has employment or  
40 an offer of employment in that license field at a MnSCU college or at a Minnesota vocational technical  
41 entity outside the MnSCU system and meets the minimum qualifications for that license field.

1 **Part 3. Authority to Identify, Establish, and Modify License Fields and Minimum Qualifications.**

2  
3 **Subpart A.** The system administration shall establish license fields for which faculty are required to hold  
4 a license issued by the system administration as a condition of employment.

5  
6 **Subpart B.** The system administration shall establish minimum qualifications for specified license fields.

7  
8 **Subpart C.** The system administration shall conduct periodic reviews of existing license fields and  
9 minimum qualifications.

10  
11 **Subpart D.** Based on results of reviews, the system administration shall add, change, maintain, or delete  
12 license fields and minimum qualifications.

13  
14 **Part 4. Licensure Oversight Committee.**

15  
16 **Subpart A.** The system administration shall establish a licensure oversight committee. The committee  
17 shall review and advise system administration on changes in licensure policy and procedures related to  
18 license fields and minimum qualifications.

19  
20 **Subpart B.** The chancellor shall appoint eight members to the oversight committee: four (4) academic  
21 administrators and four (4) faculty members recommended by UTCE. Representatives from institutions  
22 granting baccalaureate and higher degrees may serve as non-voting members of the oversight committee.  
23 The oversight committee may consult with additional individuals as needed.

24  
25 **Subpart C.** The membership terms of the oversight committee shall be for three (3) years on a staggered  
26 basis.

27  
28 **Subpart D.** The recommendations of the oversight committee shall be advisory to the system  
29 administration.

30  
31 **Part 5. Processes for Creation and Modification of License Fields and Minimum Qualifications.**

32  
33 **Subpart A.** The system administration shall provide advance notification to college administrators,  
34 UTCE leadership, and other appropriate parties prior to the establishment, deletion, or change of license  
35 fields and minimum qualifications.

36  
37 **Subpart B.** The system administration shall establish license field task forces to review and provide  
38 recommendations on specific license fields and minimum qualifications.

39  
40 **Subpart C.** Membership on license field task forces shall be appointed by the system administration:  
41 three academic administrators, three representatives from industry, and three faculty members  
42 recommended by UTCE. The license field task forces may request the appointment of additional  
43 representatives as needed.

44  
45 **Subpart D.** The license field task forces may consult with additional representatives as needed.

46  
47 **Subpart E.** The recommendations of the license field task forces shall be reported to the licensure  
48 oversight committee.

49 **Part 6. Authority to Identify, Establish, and Modify Procedures Regarding License Fields and**  
50 **Minimum Qualifications.**

1 **Subpart A.** The chancellor shall promulgate system procedures and guidelines regarding license fields,  
2 minimum qualifications, and the licensure process.

3  
4 **Subpart B.** The system administration shall maintain the list of license fields and minimum  
5 qualifications.

6  
7 **Subpart C.** The system administration may establish a fee for the licensure application process and/or for  
8 the committee review process.

9  
10 **Part 7. Licensure Status.**

11  
12 **Subpart A.** A license shall be issued by the system administration upon receipt of a completed  
13 application and determination by the system administration that the applicant meets minimum  
14 qualifications for the requested license field. If a processing error results in the issuance of a license to an  
15 individual who does not meet the minimum qualifications for the license field(s), the license is not valid.

16  
17 **Subpart B.** Inactive licensure status shall be granted to a faculty member on layoff or an approved unpaid  
18 leave of absence.

19  
20 **Subpart C.** If requested by the authorized administrator, a previously held license(s) shall be reissued to a  
21 retired faculty member if the individual retired from their faculty position within two (2) years prior to the  
22 request and has an offer of employment in the license field(s).

23  
24 **Subpart D.** All licensure ceases upon an individual's termination of employment except as provided in  
25 Subparts B. and C.

26  
27 **Subpart E.** No license shall be required or granted to an individual offered employment to teach no more  
28 than three (3) semester credits or two (2) courses [not to exceed a total of three (3) semester credits] per  
29 academic year and/or during the entire summer session. It shall be the responsibility of the authorized  
30 administrator to determine that the individual meets the appropriate qualifications to teach the course(s)  
31 and to assure that these limits are not exceeded.

32  
33 **Subpart F.** The Board shall consider action on an individual's license within 45 days of receipt of an  
34 investigative report and/or recommendations from the Attorney General's office pursuant to [Minnesota](#)  
35 [State Statute 122A.20, subdivision 2](#). An individual's license may be suspended or revoked pursuant to  
36 [Minnesota State Statute 122A.20, subdivision 2](#). An individual whose license has been revoked pursuant  
37 to this subpart may not apply for subsequent licensure until five (5) years from the date of termination.

38  
39 **Part 8. Accountability.**

40 College presidents are responsible for establishing and maintaining processes to assure compliance with  
41 the licensure policy, procedures and guidelines. The system administration may conduct periodic reviews  
42 to assure compliance.

*Date of Implementation: 7/01/95*

*Date of Adoption: 5/16/95*

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

**ACTION ITEM**

*Second Reading*

Proposed Repeal of Policy 4.3 Designation of Assigned Fields/Designated Assignments and Minimum Qualifications for Faculty

1 **4.3 Designation of Assigned Fields/Designated Assignments and Minimum Qualifications for**  
2 **Faculty**

3  
4 **Part 1. Certification**

5  
6 **Subpart A.** The college president or designee shall certify the assigned field/designated assignment of an  
7 instructor, counselor, or librarian at the time of initial employment. That assigned field/designated  
8 assignment must correspond to the faculty member's major assignment. An additional assigned  
9 field/designated assignment may be approved by the chancellor or designee when the faculty member  
10 meets the criteria defined in Article 18, Section 2 of the Employment Contract between the State of  
11 Minnesota/Minnesota State Colleges and Universities Board of Trustees and the Minnesota Community  
12 College Faculty Association.

13  
14 **Subpart B.** Part time and/or temporary employees who become unlimited will be evaluated for an  
15 assigned field designation, effective at the time of their unlimited appointment.

16  
17 **Subpart C.** Where career programs list a bachelor's degree as minimum qualifications, a master's degree  
18 with a major in the assigned field or with 23 graduate credits in the assigned field will be an acceptable  
19 alternate.

20  
21 **Part 2. Authority to Identify, Establish, and Modify Existing Fields, Designated Assignments, and**  
22 **Minimum Qualifications.**

23  
24 **Subpart A.** A Joint Committee on Assigned Fields and Designated Assignments shall be established in  
25 accordance with the Employment Contract between the State of Minnesota/Minnesota State Colleges and  
26 Universities Board of Trustees and the Minnesota Community College Faculty Association, Article 18  
27 Appointments and Assigned Fields, Section 2, Subdivision 2.

28  
29 **Subpart B.** Membership shall consist of three faculty members, including the faculty chair, appointed by  
30 MCCFA and three administrators, including an administrator chair, appointed by the chancellor.

31  
32 **Subpart C.** The Joint Committee shall periodically conduct reviews of existing assigned  
33 fields/designated assignments and minimum qualifications.

34  
35 **Subpart D.** The Joint Committee co-chairs will make recommendations for modifying existing assigned  
36 fields and creating new assigned fields to the chancellor or designee for final determination.

37  
38 **Subpart E.** The composite list of assigned fields/designated assignments and minimum qualifications  
39 will be modified as appropriate.

1 ~~**Subpart F.** The composite list of assigned fields/designated assignments and minimum qualifications will~~  
2 ~~be maintained by Minnesota State Colleges and Universities System Office Personnel and may be located~~  
3 ~~as an Appendix of the Employment Contract between the State of Minnesota/Minnesota State Colleges~~  
4 ~~and Universities Board of Trustees and the Minnesota Community College Faculty Association.~~

~~*Date of Implementation: 5/15/96*~~

~~*Date of Adoption: 5/15/9*~~