



## ADMINISTRATIVE REGULATION AND

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Title: Faculty Course Credentialing

Code: CC1206

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Policy Reference: E0104, Faculty Course Credentialing; WI Administrative Code TCS3

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To ensure a faculty member in good standing meets the course level certification requirements as defined in Policy E0104, they must complete the Course Credential Verification process. The selected individual should be a faculty member in 'Good Standing' who must be able to indicate how their occupational and educational background qualifies them to teach the course per the current Course Outcome Summary (COS). The Course Outcome Summary (COS) form identifies how faculty members in good standing can qualify how their relevant occupational background and education exceeds the course requirements to teach the course. Faculty must complete the Course Credential Verification form documenting competencies that meet the Course Outcome Summary (COS) of the course. This requirement may be waived if a non-program level credential identifying qualifications for teaching specific supporting courses has already been established, or if the course is at the 500 level. Supporting documents, such as verification of employment, official transcripts, and applicable licensure, must also be received in order to supplement the Course Credential Verification Form.

Individuals must be able to document how their experience qualifies them to teach a minimum of 70% of the current course competencies. The Course Credential Verification Form must be signed by the selected course instructor, Faculty Lead, Pathway Dean or Instructional Supervisor (Director, etc.), and the MATC Credentialing department to indicate that the form and subsequent documents have been accepted. Note, in circumstances where the course in question supports a program from which the course is not directly released, faculty leads representing both programs should review the assignment as the faculty leads from both programs may need to review the assignment. A plan to support and develop the faculty member to be able to teach any undocumented competencies should be identified, as needed, to ensure quality instruction and faculty development to attain experience in those areas as needed.

Faculty that meet at least 70% and less than 100% of the competencies, will be required to complete the Ongoing Course Credential Form requiring that they work toward further development of at least one competency per academic year should they teach the course for a longer period of time than one academic semester. Faculty may consider a broad range of professional development, work experience, training, coursework, and coaching to help to ensure best teaching methods and competency skills. Additionally, faculty may be required to work toward additional competency development should course competencies be changed, or courses and/or programs consolidated.

Those teaching 500-level Apprenticeship courses who have not completed a registered apprenticeship in the subject matter are subsequent to additional course approval processes. The apprenticeship advisory committee/Ad Hoc Governing Committee may



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Title: RELOCATION ASSISTANCE ALLOWANCE	Code: CC2100
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work with the Apprenticeship administrator to determine the minimum and any preferred qualifications for faculty to teach a single 500 level Apprenticeship course. Note, this may not always require that the faculty has completed a registered Apprenticeship in another field, though it is highly encouraged. Qualifications should be documented on a standard Course Certification form. Faculty selected to teach the course must meet the minimum standards identified for the course to be considered credentialed as verified by the Credentialing department. The active 500 Level Course Certification forms will be reviewed at the same time as the credentials are reviewed for the program, or sooner as needed should the course content or instructional needs change.

Course level certification is not meant to increase a current instructor's pool of future courses to teach, and it is not designed as an option to replace educational requirements indicated in credentialing standards. An assignment must be readily available for the course to be added to any individual's record. Course level certifications are limited to two (2) courses per individual per program at a given time, unless written approval from the Dean of the pathway is received. Courses taught under the course credentialing rules should not exceed 25% of the program in any given semester, which should be verified by the department lead faculty as assignments are made (calculated as program credits being taught in the semester divided by total credits in the program).

Individuals teaching in an emergency capacity or who are not employed directly by MATC may not be required to complete Faculty Quality Assurance System requirements. MATC faculty hired in emergency capacity who continue more than one semester must go through standard hiring policies procedures and meet all minimum program credentialing requirements and can no longer be classified as emergency hire.

Office of Responsibility: Human Resources - Credentialing  
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