

**Social Security
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

**Faculty Eligibility
Requirements**

All faculty members shall have specific competence in the fields in which they teach. The following guidelines shall apply:

1. Faculty teaching courses at the associate degree level in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics, or courses that are components of associate degree programs designed for college transfer or from which substantial numbers of students transfer to senior institutions, shall have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Exceptional cases shall be justified by the vice president of instruction on an individual basis.
2. Faculty teaching courses in areas that are components of associate degree programs not usually leading to college transfer shall possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree shall be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty teaching both transfer and nontransfer courses in these areas. Exceptional cases shall be justified by the vice president of instruction on an individual basis.
3. Nondegree diploma or certificate occupational courses may be taught by faculty members with some college or specialized training but with an emphasis in the fields in which they teach. Applicants shall be required to furnish documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.
4. Faculty members who teach in developmental programs shall hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a

discipline related to their assignment or graduate training in developmental/remedial education.

5. The College District shall employ, where possible, faculty members whose highest earned degree presented as the credential qualifying the faculty members to teach at the institution is from a regionally accredited institution. If a faculty member's highest earned degree is from a nonregionally accredited institution within the United States or an institution outside the United States, the faculty member shall present official transcripts showing appropriate academic preparation.
6. Part-time faculty shall meet the same requirements for professional experiential and scholarly preparation as their full-time counterparts teaching in the same disciplines.

**English Language
Competency**

Each faculty member teaching college credit courses shall complete a statement affirming that he or she is proficient in oral and written communication in English. Information regarding the faculty member's country of origin and academic preparation shall be used to verify the signed statement.

A faculty member teaching college credit courses, who indicates that English is not his or her primary language or who fails to specify a primary language, shall be administered the Test of Spoken English (TSE). Employment in a position that involves teaching college credit courses is contingent upon the faculty member achieving a TSE score of 220 out of a possible 300.

Faculty shall have three chances to achieve the required TSE score. Any faculty member who has failed the TSE for the third time shall no longer be employed by the College District.