

**Northern New Mexico College  
HUMAN RESOURCES POLICY**

<b>Subject:</b>	Part-time Faculty Credentials
<b>File Reference:</b>	3.17
<b>Date Approved By Board of Regents:</b>	April 21, 1999
<b>Replaces Policy Approved On:</b>	

**Purpose:**

**Policy:** The Credentials Committee included Al Alire, Dorothy Duran, Anthony Sena, Ramona Gonzales, Elizabeth Sanchez, Virginia Griego, Larry Tafoya, Lorenzo Gonzales, Tim Crone, Margaret Franke, Jerry Friedman, and Priscilla Trujillo as Chair.

The Committee started its task by reviewing and summarizing the recommendations received from all the sub-committees and creating the attached summary charts. The Committee then gathered information on credential standards from NCA, area community colleges, regional community colleges, and selected community colleges listed on the internet. Two meetings were devoted to discussing findings and formulating a recommendation to the President and Board of Regents for approval as follows:

Classify all courses taught at Northern into the following four categories: Academic, Technical, Vocational, and Developmental.

ACADEMIC courses are those which are transferable to a four-year institution as part of a baccalaureate degree.

TECHNICAL courses are those which lead to an associate or a baccalaureate degree and are employment oriented. They are technical in content and involve specific skills in mathematics, the sciences, and/or in the operation of equipment.

VOCATIONAL courses are those which lead to licensure, entrepreneurship, entry level craft, and/or employment.

DEVELOPMENTAL courses are those which develop fundamental skills and concepts to prepare students for college level courses.

Academic requirements to teach in the four areas are:

ACADEMIC courses--Instructors teaching those courses shall possess a master's degree in the discipline or closely related area or 18 upper division and/or graduate semester hours in the discipline.

TECHNICAL courses--Instructors teaching those courses shall possess a bachelor's degree in the discipline or closely related area.

VOCATIONAL courses--Instructors teaching those courses shall possess licensure and five- (5) years' experience in the trade.

DEVELOPMENTAL courses--Instructors teaching those courses shall possess a bachelor's degree in the academic areas of reading, English, math, elementary education, secondary education, ESL, Teaching English to Speakers of Other Languages (TESOL), or other closely related areas.

EXCEPTION--When an instructor does not possess the required qualifications for the category, but clearly is qualified by virtue of experience and/or training, the required qualifications may be waived as documented and recommended by the Department Chairperson. All faculty hired under this provision will be encouraged to attain the required qualifications.

All course work and/or degrees earned in meeting the qualifications must have been earned from a nationally recognized and accredited institution of higher education. Official transcripts and a current resume are required.

4/21/99 - The Dean of Instruction and the Executive Vice President will approve exceptions before an individual is hired.

**Procedures:**

**Appendices:**

**Cross Reference:**

# NORTHERN NEW MEXICO COMMUNITY COLLEGE

## EMPLOYEE PHYSICAL FITNESS CONTRACT

This contract is to signify an agreement between \_\_\_\_\_ and NNMCC to allow the employees to engage in physical fitness activities during work hours.

I agree to abide by the following schedule for the \_\_\_\_\_ semester beginning on \_\_\_\_\_ and ending \_\_\_\_\_ and understand that missed fitness periods may not be accumulated or used for any personal business.

Day	Time	Activity	Location
-----	------	----------	----------

---

I further agree to notify my immediate supervisor should this schedule be altered, modified or should I cease the activity(ies) indicated above. I further agree to provide my supervisor and the Wellness Program Coordinator with a copy of the approved statement.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Comments: \_\_\_\_\_

---