



Red Rocks Community College Instructional Services Procedure

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Reference:

- [Higher Learning Commission – Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices](http://www.hlcommission.org/Publications/determining-qualified-faculty.html) (www.hlcommission.org/Publications/determining-qualified-faculty.html)
- [BP 3-10 – Administration of Personnel](http://www.cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/) (www.cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/)
- [SP 3-10 – Employment Practices for Instructors](http://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-10-employment-practices-for-instructors/) (www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-10-employment-practices-for-instructors/)
- [RRPR 3-11 – Employment Practices for Instructors](http://www.rrcc.edu/human-resources/procedures/RRPR3-11) (www.rrcc.edu/human-resources/procedures/RRPR3-11)
- [Colorado Vocational Credentialing Initial Credentialing Qualifications](http://coloradostateplan.com/administrator/credentialing/credentialing-postsecondary-criteria/) (http://coloradostateplan.com/administrator/credentialing/credentialing-postsecondary-criteria/)

Purpose:

This procedure establishes guidelines for the determination and evaluation of faculty and instructor qualifications at Red Rocks Community College (RRCC). It applies to all regular faculty, limited faculty, adjunct instructors, as well as concurrent enrollment instructors.

Scope:

This procedure applies to RRCC faculty, adjunct instructors, and concurrent enrollment instructors who teach. The procedure also serves as a resource for RRCC employees involved in the hiring and/or qualifications review process.

Background:

Our college mission is to “provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.”

Fundamental to this mission is the responsibility of Instructional Services to employ fully qualified faculty and instructors to ensure expertise in discipline-specific teaching and learning, educational experiences that promote students’ academic success, and compliance with accreditation criteria.

This Procedure contains pertinent information affecting employees, current through the date of its issuance. To the extent that any provision of this Procedure is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Employees are expected to be familiar with and adhere to the BPs, SPs, as well as College directives, including but not limited to this Procedure.

Nothing in this Procedure is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term. The College reserves the right to modify, change, delete or add to this Procedure as it deems appropriate.

Definitions:

1. **Faculty** are Colorado Community College System (CCCS)/RRCC employees whose assignments are comprised of at least one-half of duties as a teacher, which may include but not be limited to, program coordination/development and related activities (refer to BP3-10).
 - a. **Regular Faculty**
 - i. Regular faculty may be full-time or part-time and are contracted on a provisional or non-provisional basis for at least one-half of a full-time equivalent workload. Regular faculty positions are funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a College, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who were hired to fill provisional or non-provisional positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have rights as defined in BP 3-20, Due Process for Faculty.

b. Limited Faculty

- i. Limited faculty may be full-time or part-time and hold contracts that are expressly limited so as to carry no expectancy of continued employment beyond the term of the contract, as determined by the College President. Limited faculty employment in state-funded positions shall not extend beyond three years. Limited faculty employment may be extended beyond three years only if the position is funded from other than State funds. State funds are defined in BP 3-20. Limited faculty are subject to the terms of their contract.
2. **Instructors** are hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any such appointment shall be for less than one academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. College presidents shall establish employment standards for instructors, including but not limited to, workload, hiring procedures, performance evaluation, personnel records and other related issues, consistent with system guidelines.
3. **Concurrent Enrollment Instructors** are employed by a school district or high school. They meet the required qualifications to teach college courses at a high school to students enrolled for dual high school and college credit.

General:

RRCC follows the guidelines set forth by the Higher Learning Commission's (HLC) Assumed Practice B.2., *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices, March 2016*. Relevant information quoted below.

Assumed Practice B. Teaching and Learning: Quality, Resources, and Support

B.2. Faculty Roles and Qualifications

- a. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in the discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit

hours in the discipline or subfield for which they teach.

- b. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

Faculty and Instructors Teaching Developmental Education Courses

Developmental education courses are those with course numbers below 100. Qualifications for faculty or instructors teaching developmental education courses include completion of a program of study from an accredited college or university in the discipline or subfield (as determined by the hiring discipline/program) in which the faculty/instructor teaches, with coursework at least one level above that of the courses being taught or developed.

See Appendix A for a specific list of qualifications for each discipline/program.

Career and Technical Education (CTE) Faculty and Instructors

Qualified faculty and instructors in CTE areas are experts in their subject matter and can communicate that subject to their students. They should hold a bachelor's degree in the field and/or an equivalent combination of education, training and tested experience (see below section for further definition of "tested experience").

Qualified CTE faculty and instructors teaching will also meet the Colorado Vocational Credential Initial Credentialing Qualifications as established by the State Board for Community College and Occupational Education (SBCCOE).

See Appendix A for a specific list of qualifications for each discipline/program.

Tested Experience

According to HLC's Assumed Practice *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices* tested experience may substitute for an earned credential or portion thereof. RRCC can determine if a faculty or instructor is qualified based on experience equivalent to the degree it would otherwise require for a faculty position.

This tested experience should include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty or instructor will be teaching. This experience must be specific to the discipline / program and to the content of the courses the faculty or instructor is teaching.

Demonstration of tested experience can include:

Primary:

- Occupational experience (excludes teaching*)
- Skill sets – must be defined for the specific discipline/program/content area

Secondary:

- Certifications, licensure, and/or additional credentials
- Professional development – including but not limited to – conferences, workshops, non-credit or credit courses related to the discipline, mentoring or training
- Published works
- Presentations and publications for professional organizations and learned societies
- Awards

Documentation and evaluation methods of the tested experience can include:

- Resume/Curriculum Vitae (required of all faculty and instructors)
- Transcripts (required of all faculty and instructors)
- Portfolio – a collection of written, visual, audio, or multimedia items that demonstrate real-world expertise and proficiency in the discipline/field and content areas being taught
- Certifications, licensure, and/or additional credentials specific to the field and content area

*Teaching experience may only be considered as supplementary to other tested experience criteria. Tested experience for concurrent enrollment instructors is typically not based exclusively on years of teaching experience.

Process for Developing Tested Experience Criteria and Evaluation Methods

1. The Department Chair or Lead of the discipline/program determine specific tested experience criteria. Occupational experience and/or skill sets must be included as primary criteria. Disciplines/programs may add secondary categories as needed. Quality and quantity criteria must be established as well as clear definition of the tested experience, for example, if looking at skill sets, what are the specific skill sets?
2. The Department Chair or Lead of the discipline/program determine specific methods to evaluate the tested experience. Resume/curriculum vitae and transcripts are required for ALL faculty and instructor applicants. In addition, depending on the tested experience criteria, the discipline/program may need to incorporate one or more of the other documentation and evaluation methods from the list above. Describe specifically what is required, for example, type of documentation for certifications, licensure, or other credentials.
3. Once the Department Chair or Lead of the discipline/program determines the tested experience criteria and evaluation methods they will seek approval from the appropriate Dean of Instruction.
4. Once approval is received, the tested experience and evaluation information is sent by the Dean to the Vice President for Instruction who updates *Appendix A-Faculty and Instructor Qualifications by Discipline/Program*.

Procedure:

Faculty and Instructor Qualifications

1. Establishing faculty and instructor qualifications
 - a. Faculty and instructor required qualifications are established by faculty and administrators within Instructional Services who have the specific discipline/program knowledge and expertise to determine appropriate content area and courses to be taught by faculty or instructors. The faculty member is generally the Department Chair or Lead of the discipline.
 - b. The Executive Director of Human Resources ensures that the faculty and instructor qualifications stated in any job announcement/posting aligns with the qualifications listed in Appendix A of this procedure.

2. Reviewing faculty and instructor qualifications
 - a. Full-time faculty
 - i. In order to determine that a full-time faculty meets the required qualifications the candidates' resume/CV and transcripts are reviewed by all members of the hiring screening committee.
 1. The full-time faculty screening committee is composed of 5-7 members, predominantly faculty from the discipline, 1 faculty from outside the discipline, 2 ATP/Classified (this composition may vary based on the volunteer pool)
 - ii. The hiring screening committee completes their work and forwards candidates for final consideration to the hiring supervisor. The hiring supervisor completes a review of the candidates' materials and again evaluates the faculty qualifications. To document the qualifications review process, the hiring supervisor completes the *Faculty Qualifications Review (FQR)* form (Appendix B). The FQR ultimately resides in the hired employee's personnel file housed in the Human Resources office.

Note: Please see the Human Resources Operational Guideline (HROG) 3-100.1 for the hiring process and screening committee composition.

- b. Instructors
 - i. The Department Chair, Lead or department faculty designee will review the instructor candidate's materials and evaluate them for required qualifications.
 - ii. The Department Chair, Lead or department faculty designee will complete the *Faculty Qualifications Review (FQR)* form (Appendix B) on all candidates for final consideration.
 - iii. The signed FQR, along with supporting documentation, is forwarded to the respective Dean of Instruction for evaluation. Once reviewed the signed FQR is placed in the hired instructor's personnel file housed in

the Human Resources office.

- c. Concurrent Enrollment Instructors
 - i. Concurrent enrollment instructors are expected to meet the same required qualifications as full-time faculty and instructors.
 - ii. The campus Concurrent Enrollment office will receive the concurrent enrollment applicant's resume/cv and transcripts for an initial review then forward these materials to the specific discipline/program Department Chair, Lead or department faculty designee.
 - iii. The Department Chair, Lead or department faculty designee will review the instructor candidate's materials and evaluate them for required qualifications. They will then complete the *Faculty Qualifications Review (FQR)* form (Appendix B) on all candidates for final consideration.
 - iv. The signed FQR, along with supporting documentation, is forwarded to the respective Dean of Instruction for evaluation. Once reviewed the signed FQR is placed in the hired instructor's personnel file housed in the Human Resources office.

3. Verifying changes to faculty or instructor qualifications
 - a. Faculty and instructors who earn additional credentials and become qualified to teach in other content areas or disciplines/programs beyond the ones they were hired for, must submit required documentation to the direct supervisor. The direct supervisor in collaboration with the Department Chair, Lead or department faculty designee reviews the documentation and if the qualifications are met, the direct supervisor completes the *Faculty Qualifications Review* form (Appendix B). The updated form should include both the new and previously approved disciplines/programs and/or courses. Once completed, the direct supervisor forwards the form and the supporting documentation to the second-level supervisor, who signs and forwards to the Human Resources office. The signed documents will reside in the employee's personnel file.

 - b. Concurrent enrollment instructors who earn additional credentials and become qualified to teach in other content areas or disciplines/programs beyond the ones they were approved for, must submit appropriate documentation to the Concurrent Enrollment Office. The Concurrent Enrollment Office forwards the documentation materials to the Department Chair, Lead or department faculty designee who reviews, and if the qualifications are met, completes the *Faculty Qualifications Review* form (Appendix B). The updated form should include both the new and previously approved disciplines/programs and/or courses. The signed FQR, along with supporting documentation, is forwarded to the respective Dean of Instruction for evaluation. Once reviewed the signed FQR is placed in the hired instructor's personnel file housed in the Human Resources office. The Concurrent Enrollment Office also maintains files for concurrent enrollment instructors.

Appendix A – Faculty and Instructor Qualifications by Discipline/Program

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Accounting	ACC	<p><u>ACC 121 & ACC 122:</u> Master's degree in Accounting or any related field with 18 graduate hours in Accounting</p> <p>OR Bachelor's degree in Accounting or with an active professional certification, such as the CPA or CMA</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p> <p><u>All other ACC courses:</u> Bachelor's degree in Accounting</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Advancing Academic Achievement	AAA	<p>Bachelor's degree in Education or Education subfield/specialty, Psychology or Psychology subfield/specialty, Social Work, Sociology, English as a Second Language Education, Adult Education, or related field will qualify faculty/instructors to teach both AAA 109 and AAA 101</p> <p>OR Any faculty/instructor who is qualified to teach CCR is also qualified to teach both AAA 109 and AAA 101</p> <p>OR Master's degree plus 18 graduate credit hours in Education will qualify faculty/instructors to teach both AAA 109 and AAA 101</p> <p>The following will qualify faculty/instructors to teach AAA 101: Three years (full-time equivalent) occupational experience in a higher education institution with direct student interaction; AND EDU 260 Adult Learning and Teaching OR EDU 222 Effective Teaching AND 30 contact hours professional development/continuing education incorporating two or more of the following areas: advising, career counseling, academic achievement, student success, diversity and inclusion, coaching, information literacy, critical thinking</p> <p>The following will qualify faculty/instructors to teach AAA Gateway class (in development): Bachelor's degree in Criminal Justice, Psychology, Sociology, Social Work, or related field</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>OR Associate's degree AND One year (full-time equivalent) experience in coaching or peer mentoring/counseling</p> <p>OR Direct experience in a correctional institution or addiction treatment program AND Two years after completed sentence AND Completion of EDU 260 Adult Learning and Teaching or EDU 222 Effective Teaching within six months of hire</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Anthropology	ANT	<p>Master's degree in Anthropology</p> <p>OR Master's degree plus 18 graduate credit hours in Anthropology</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Architectural Engineering	AEC	<p>Bachelor's degree in Architecture or related field AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years;</p> <p>OR Current professional license in Architecture AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts, License</p>
Art History	ART	<p>Master's degree in Art or related field, with minimum 18 graduate credit hours in Art History</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Art - Studio	ART	<p>Master of Fine Art in discipline</p> <p>OR Master's degree with minimum 18 graduate credit hours in specific studio discipline</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Astronomy	AST	<p>Master's degree in Astronomy, Astrophysics, Planetary Sciences, Astrobiology, Physics, Aerospace Engineering, Cosmology, or related field.</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>OR Master's degree plus 18 graduate credit hours in one of fields listed above.</p> <p>AST 101/102/109/160 – Above qualifications OR Masters in Geology, Earth Science, or Meteorology.</p> <p>AST150 – Above qualifications OR Masters in Biology.</p> <p>AST155 – Above qualifications OR Masters in Anthropology.</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Automotive Custom & Collision	ACT, AUT	<p>Associate's degree in Automotive Technology, Auto Collision Technology or related degree</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>OR Minimum 5 years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught</p> <p>AND Current Pro Level II I-CAR Certification</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certifications</p>
Automotive Technology	ASE	<p>Associate's degree in Automotive Technology</p> <p>OR Minimum 5 years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught</p> <p>AND ASE Master Certification</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher),</p> <p>AND Current ASE 1-8 and G-1 certifications</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certifications</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Biology	BIO	Master's degree in Biology or related field (e.g., Microbiology, A&P, Ecology, Zoology, etc.) OR Master's degree plus 18 graduate credit hours in Biology or related field (e.g., Microbiology, A&P, Ecology, Zoology, etc.) Evaluation Methods: Resume/CV, Transcripts
Business	BUS, MAN, MAR, SBM	<u>BUS 115, BUS 216, BUS 217 & BUS 226:</u> Master's degree in related field with 18 graduate hours in Business / Management / Marketing / Small Business Management (specific content-area of course instruction), AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years <u>All other BUS Courses:</u> Bachelor's degree in Business / Management / Marketing / Small Business Management (specific content-area of course instruction) AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts
Carpentry	CAR	Associate's degree in Carpentry or related field OR Journeyman level = 4 years' experience in the Carpentry trade AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher), Evaluation Methods: Resume/CV, Transcripts, Certifications
Chemistry	CHE	Master's degree in Chemistry, Biochemistry, Geochemistry, Chemical Engineering, or related field. OR Master's degree plus 18 graduate credit hours in Chemistry. Evaluation Methods: Resume/CV, Transcripts
College Composition & Reading	CCR	Master's degree in English, Writing, Rhetoric and Composition, or relate field will qualify faculty/instructors to teach both CCR 092 and CCR 094, OR

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>MFA in Creative Writing will qualify faculty/instructors to teach both CCR 092 and CCR 094.</p> <p>OR</p> <p>Master's degree plus 18 graduate credit hours in English, Writing, Rhetoric and Composition, or relate field will qualify faculty/instructors to teach both CCR 092 and CCR 094,</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Communication	COM	<p>Master's degree in Communication, Speech Communication or related field</p> <p>OR</p> <p>Master's degree plus 18 graduate credit hours in Communication</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Computer Aided Drafting	CAD	<p>Associate's degree in Computer Aided Drafting</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Computer Technology	CIS, CNG, CSC, CWB	<p>Associate's (or higher) degree in Computer Science, Computer Information Systems, Information Technology, or related field</p> <p>OR</p> <p>5 years (full-time equivalent) non-teaching occupational hours within the last 7 years in the content area,</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher);</p> <p>AND</p> <p>Industry certification in the content area</p> <hr/> <p>All 300 and 400 Bachelor of Applied Science (BAS) courses faculty additionally must have: Master's degree in discipline</p> <p>OR</p> <p>Master's degree plus 18 graduate credit hours in discipline</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certification(s)</p>
Cosmetology	COS, EST, NAT	<p>Associate's degree in Cosmetology, Salon Management, or related field,</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>AND Current Colorado Cosmetology License, AND Current Colorado Cosmetology Instructor License, AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher);</p> <p>OR Certificates of completion of training programs in Cosmetology, Nail Technician, or Esthetician, AND Current Colorado Cosmetology License, AND Current Colorado Cosmetology Instructor License, AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts, Licenses, Certificates</p>
Criminal Justice	CRJ	<p>Master's degree in Criminal Justice, Criminology, or related field</p> <p>OR Master's degree plus 18 graduate credit hours in Political Science</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certification</p>
Dance	DAN	<p>Bachelor's degree in Dance</p> <p>OR Four years of professional experience with a dance company or teaching in a dance studio</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Early Childhood Education	ECE	<p>Master's degree in Early Childhood Education or related field</p> <p>OR Master's degree plus 18 graduate credit hours in Early Childhood Education;</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		Evaluation Methods: Resume/CV, Transcripts
Economics	ECO	Master's degree in Economics OR Master's degree plus 18 graduate credit hours in Economics Evaluation Methods: Resume/CV, Transcripts
Education	EDU	Master's degree in discipline OR Master's degree plus 18 graduate credit hours in discipline Evaluation Methods: Resume/CV, Transcripts
Electrical	EIC	Associate's degree in Electrical or related field OR Colorado or any other states Journeyman's License Electrical AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher) Evaluation Methods: Resume/CV, Transcripts, Certifications
Emergency Management Planning	EMP	Associate's degree in Emergency Management Planning, Fire Science Technology, Fire and Emergency Services, or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 paid non-teaching occupational hours within the last 7 years OR Must have attained national Industry License or certification in emergency management (Emergency Management, Emergency Ops Centers or Emergency Planning) AND 1 year (full-time equivalent) as a facilitator in emergency training including table-top and field exercises AND Has, or qualifies for, postsecondary CTE credential including 4000 paid non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Certifications
Emergency Medical Services	EMS	Associate's degree in Emergency Medical Services/Paramedicine, AND

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>Has, or qualifies for, postsecondary CTE credential including 4000 paid non-teaching occupational hours within the last 5 years, AND Current state certification as EMT or Paramedic</p> <p>EMS Director must have Master's degree in Education or related field AND have current Paramedic, ACLS instructor, and PALS instructor certifications</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certification(s)</p>
Engineering Graphics Technology	EGT	<p>Bachelor's degree in Engineering or Architectural Design AND Has, or qualifies for, postsecondary CTE credential including 2000 occupational hours (these hours can be engineering or architectural design teaching hours) within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Engineering	EGG	<p>Master's degree in Engineering</p> <p>OR Master's degree plus 18 graduate credit hours in Engineering or Physics</p> <p>OR Bachelor's degree in Engineering plus 10,000 engineering occupational hours within the last 10 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
English	ENG	<p>Master's degree in English, Writing, Rhetoric and Composition, or related field</p> <p>OR MFA in Creative Writing</p> <p>OR Master's degree plus 18 graduate credit hours in English, Writing, or Rhetoric and Composition</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Environmental Science	ENV	<p>Master's degree in Environmental Science, Geology, Environmental Engineering, Hydrology, Geochemistry, Ecology, or related field.</p> <p>OR Master's degree plus 18 graduate credit hours in Environmental</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		Science or related coursework (e.g., Geology, Environmental Engineering, Hydrology, Geochemistry, Ecology etc.) Evaluation Methods: Resume/CV, Transcripts
Film & Video Technology	FVT	Bachelor's degree in Communications, Film, TV or comparable arts program (i.e. Theatre, Music) OR Four years of professional experience in film, video, or TV AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Portfolio
Fine Woodworking	FIW	Bachelor's degree in Construction Management or related field AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years; OR Bachelor's degree AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, and Portfolio
Fire Science Technology	FST	Associate's degree in Fire Science/Fire Protection/Fire Administration, Emergency Management, Fire Investigation or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 paid non-teaching occupational hours within the last 7 years OR Must have attained National Industry License or certification in the appropriate occupational area. Ex: FFI FFII, EMT-B with IV Certification, Haz Mat, Driver/Operator Certification AND 1 year (full-time equivalent) as a facilitator of fire skills training AND Has, or qualifies for, postsecondary CTE credential including 4000 paid non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Certification

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Geography	GEO	Master's degree in Geography OR Master's degree plus 18 graduate credit hours in Geography Evaluation Methods: Resume/CV, Transcripts
Geographical Information Systems	GIS	Master's degree plus 18 graduate credits hours in a related discipline OR Bachelor's degree AND 2000 verified occupational/industry hours within the last 7 years. OR Associates degree in a related field AND 4000 verified occupational/industry hours within the last 7 years. Related discipline, Credential, and/or Occupational Experience in: Geospatial Science, Natural Sciences, Biology, Geology, Geomorphology, Physics, Geography, Anthropology, History, Landscape Architecture, or Mathematics Evaluation Methods: Resume/CV, Transcripts, Certification
Geology	GEY NRE	Master's degree in Geology/Geological Sciences, Geophysics, Earth Science, Geochemistry, Geological Engineering, Paleontology, or related field. OR Master's degree plus 18 graduate credit hours in Geology/Geological Sciences or related field (e.g. Geophysics, Earth Science, Geochemistry, Geological Engineering, Paleontology, etc.) Oceanography (GEY 215/NRE 251) – Master's degree in Oceanography, Marine Science, Geology, or related field OR Master's degree plus 18 graduate credit hours in one of those fields. Evaluation Methods: Resume/CV, Transcripts
Health & Wellness	HWE	Bachelor's degree in a HealthCare discipline or related field AND

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts, License</p>
Health Related Professions	HPR	<p>Bachelor's degree in a HealthCare discipline or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts, License or Certification</p>
Heating and Ventilation	HVA	<p>Associate's degree in Heating, Air Conditioning and Ventilation or related field</p> <p>OR Journeyman level = 4 years' experience in the Heating, Air Conditioning and Ventilation trade</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certifications</p>
History	HIS	<p>Master's degree in History</p> <p>OR Master's degree plus 18 graduate credit hours in History</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Holistic Health	HHP	<p>Bachelor's degree in a HealthCare discipline or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts, License</p>
Humanities	HUM	<p>Master's degree in Humanities, Anthropology, Art History, English, Ethnic Studies, Film Studies, Gender Studies, History, Philosophy, Literature (English or other language), Theater, or Women's Studies</p> <p>OR Master's degree plus 18 graduate credit hours in any combination of Humanities, Anthropology, Art History, English, Ethnic Studies, Film Studies, Gender Studies, History, Philosophy, Literature (English or other language), Theater, or Women's Studies</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Journalism	JOU	<p>Bachelor's degree in Journalism, Mass Media, Mass Communications, or related field</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p> <p>OR</p> <p>Bachelor's degree in any field,</p> <p>AND</p> <p>Minimum 5 years (full-time equivalent) non-teaching occupational experience in the content area(s) being taught,</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Law Enforcement	LEA	<p>Academic Instructors:</p> <p>Five years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Skills Instructors:</p> <p>Training and certification qualifications established by POST (Rule 23) as either assistant or full skills instructor</p> <p>AND</p> <p>Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certification & Training</p>
Literature	LIT	<p>Master's degree in English, Writing, Rhetoric and Composition, or related field</p> <p>OR</p> <p>MFA in Creative Writing</p> <p>OR</p> <p>Master's degree plus 18 graduate credit hours in English, Writing, or Rhetoric and Composition</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Math	MAT	<p>A Master's degree with 18 graduate credit hours in Mathematics or Applied Mathematics courses</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>*MAT 120, 121, 135: A Master's degree with 18 graduate credit hours in Mathematics, Applied Mathematics, or a related discipline such as Math Education, Physics, Engineering, or Statistics.</p> <p>*MAT 050, 055, 092, 107: A Bachelor's degree in Mathematics, Applied Mathematics, or a related discipline such as Math Education, Physics, Engineering, or Statistics.</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Medical Assisting Program/Medical Office Technology	MAP/MOT	<p>Bachelor's degree in Nursing or Science or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years AAMA or AMT certification</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Meteorology	MET	<p>Master's degree in Meteorology or Atmospheric Science or related field.</p> <p>OR Master's degree plus 18 graduate credit hours in Meteorology or Atmospheric Science or related field.</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Multimedia Graphic Design	MGD	<p>Bachelor's Degree in Multimedia Graphic Design or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Music	MUS (General Education)	<p>Master's degree in Music</p> <p>OR Master's plus 18 graduate credit hours in Music</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Music	MUS (Private/Group Lessons and Ensembles)	<p>Master's degree in Music;</p> <p>OR Bachelor's degree in Music AND 2000 hours of professional music experience. Professional music experience includes, but is not limited to, stage</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		<p>performance, recording, sound checks, rehearsals, individual rehearsal preparation, composition, arranging, music production, instrument maintenance/repair, and music-related business activities;</p> <p>OR Associate’s degree in Music</p> <p>AND 4000 hours professional music experience. Professional music experience includes, but is not limited to, stage performance, recording, sound checks, rehearsals, individual rehearsal preparation, composition, arranging, music production, instrument maintenance/repair, and music-related business activities;</p> <p>OR Degree in any field</p> <p>AND 10,000 hours professional music experience. Professional music experience includes, but is not limited to, stage performance, recording, sound checks, rehearsals, individual rehearsal preparation, composition, arranging, music production, instrument maintenance/repair, and music-related business activities</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Music	MUS (Audio Technology)	<p>Bachelor's degree in Music or related discipline - Audio Technology, Recording</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
Nurse Aide	NUA	<p>Current RN or LPN License in the state of Colorado</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years</p> <p>AND 1 year experience caring for chronically ill and/or caring for elderly</p> <p>NUA Program Chair must have all of the above</p> <p>AND 1 year experience at a long-term care facility</p> <p>Evaluation Methods: Resume/CV, Transcripts, License</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Nursing	NUR	Master's of Science in Nursing AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years AND Current unencumbered RN license in the state of Colorado Evaluation Methods: Resume/CV, Transcripts, License
Outdoor	OUT	Bachelor's Degree in related field AND Current Wilderness First Responder AND Current certifications for course disciplines taught (AMGA, PSIA-AASI, IMBA, etc) AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Certifications, Wilderness Experience Log
Park Ranger Technology	PRA	Bachelor's Degree in related field AND Current Wilderness First Aid or greater AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts
Philosophy	PHI	Master's degree in Philosophy, Religious Studies, or any area within Philosophy or Religious Studies OR Master's degree plus 18 graduate credit hours in Philosophy, Religious Studies, or any area within Philosophy or Religious Studies Evaluation Methods: Resume/CV, Transcripts
Photography	PHO	Bachelor's degree in Photography or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher) OR Bachelor's degree in any field AND 5 years (full-time equivalent) non-teaching occupational

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		experience in the content area(s) being taught, AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts
Physical Education	PED	Bachelor's Degree in related field AND Current CPR and First Aid AND Current certifications for course disciplines taught Evaluation Methods: Resume/CV, Transcripts, Certifications, Wilderness Experience Log
Physician Assistant	PAS	Master's degree in Physician Assistant, Ph.D., or M.D. AND PA certification: NCCPA or MD/DO Board Certification AND 4,000 hours work experience OR Master's degree in HealthCare discipline Evaluation Methods: Resume/CV, Transcripts, License
Physics	PHY	Master's degree in Physics OR Master's degree plus 18 graduate credit hours in Physics or Engineering with a focus in Physics. Evaluation Methods: Resume/CV, Transcripts
Plumbing	PLU	Associate's degree in Plumbing or related field OR Colorado or any other states Journeyman's License in Plumbing AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher) Evaluation Methods: Resume/CV, Transcripts, Certifications
Political Science	POS	Master's degree in Political Science OR Master's degree plus 18 graduate credit hours in Political Science Evaluation Methods: Resume/CV, Transcripts

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Power Vehicle Technology	PVT	Associate's degree in Power Vehicle Technology, Automotive Technology, or related field OR Five years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher) Evaluation Methods: Resume/CV, Transcripts, Certification & Training
Precision Machining (Advanced Manufacturing Technology)	MAC	Associate's degree in Precision Machining, Advanced Manufacturing Technology, or related degree OR Five years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor's or higher) Evaluation Methods: Resume/CV, Transcripts, Certification & Training
Psychology	PSY	Master's degree in Psychology or in an APA recognized subfield/specialty in professional psychology OR Master's degree plus 18 graduate credit hours in Psychology Evaluation Methods: Resume/CV, Transcripts
Radiology Technology	RTE (Director)	Master's degree in Radiology Technology or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years AND ARRT Registered Technologist in Radiography RT(R) Evaluation Methods: Resume/CV, Transcripts, Certification
Radiology Technology	RTE (Clinical Coordinator)	Bachelor's degree in Radiology Technology AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years AND ARRT Registered Technologist in Radiography RT(R)

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		Evaluation Methods: Resume/CV, Transcripts, Certification
Radiology Technology	RTE (Adjuncts)	Associates of Applied Science degree in Radiology Technology AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years AND ARRT Registered Technologist in Radiography RT(R) Evaluation Methods: Resume/CV, Transcripts, Certification
Real Estate	REE	Bachelor's degree in Real Estate or related field AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years; OR Current professional license or experience in Real Estate field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, License
Recreation	REC	Bachelor's Degree in related field AND Current Wilderness First Responder AND Current certifications for course disciplines taught (AMGA, PSIA-AASI, IMBA, etc) AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Certifications, Wilderness Experience Log
Science	SCI	Master's degree in a physical or life science or related field OR Master's degree plus 18 graduate credit hours in physical or life sciences. Evaluation Methods: Resume/CV, Transcripts
Sociology	SOC	Master's degree in Sociology OR Master's degree plus 18 graduate credit hours in Sociology

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
		Evaluation Methods: Resume/CV, Transcripts
Social Work	SWK	Master's degree in Social Work, Psychology or in an APA recognized subfield/specialty in professional psychology OR Master's degree plus 18 graduate credit hours in Psychology Evaluation Methods: Resume/CV, Transcripts
Theater	THE	Bachelor's degree in Theatre or comparable arts program (i.e. Music, Communications) OR 4 years professional experience in theatre performance or technology AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, Portfolio
Theater	THE (General Education)	Master's degree in Theater or English Literature OR Master's degree plus 18 graduate credit hours in Theater or English Literature Evaluation Methods: Resume/CV, Transcripts
Water Quality Management Technology	WQM	Associate of Applied Science (AAS), WQM 100 – 200 level courses. Bachelor's degree in Water Quality, Chemistry, Biology, Natural Resources, Environmental Science, Public Health, Geology, Water Engineering or related field AND Has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years; OR Associate's degree in Water Quality, Chemistry, Biology, Natural Resources, Environmental Science, Public Health, Geology, Water Engineering or related field AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years Evaluation Methods: Resume/CV, Transcripts, License

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
Water Quality Management	WQM	<p>Bachelor of Applied Science, WQM 300 – 400 level courses. Master’s degree in Water Quality or one of several related degrees (e.g., Natural Resources, Hydrology, Environmental Science, Biology, Chemistry, Geology, Public Health, Water Law etc.)</p> <p>OR Bachelor degree in Engineering</p> <p>AND professional engineering license</p> <p>AND Four years of occupational experience in a water quality related field</p> <p>OR a Master’s degree in a subject not listed above and over 5 years work experience matching the course objectives.</p> <p>WQM 327/427: Above qualifications OR a Master’s degree in Business or Public Administration</p> <p>WQM 455: Above qualifications OR a Master’s degree in Geography or Urban Planning</p> <p>WQM 465: Above qualifications OR a Master’s degree in Toxicology</p> <p>WQM 428: Above qualifications OR a Master’s degree in Math</p> <p>Evaluation Methods: Resume/CV, Transcripts, License</p>
Welding	WEL	<p>Associate’s degree in Welding</p> <p>OR Five years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught</p> <p>AND Certifications in AWS Welding OR AWS Certified Welding Inspector</p> <p>AND Has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years (2000 hours if at Bachelor’s or higher)</p> <p>Evaluation Methods: Resume/CV, Transcripts, Certification & Training</p>

Discipline/Program	RRCC Prefix	Minimum Qualification Requirements & Qualification Evaluation Methods**
World Languages	FRE, GER, SPA	<p>Master's degree in target language, Linguistics, or Education AND Native/near-native speaker of target language;</p> <p>OR Master's degree plus 18 graduate credit hours in target language AND Native/near-native speaker of target language</p> <p>Evaluation Methods: Resume/CV, Transcripts</p>
World Languages	ARA, JPN, RUS, ASL	<p>Bachelor's degree in any field from a U.S. accredited higher education institution</p> <p>OR Bachelor's degree in any field from a higher education institution outside of the U.S.</p> <p>AND TOEFL score of 22 and above for reading and listening, and 24 and above for speaking and writing;</p> <p>AND All of the following:</p> <ul style="list-style-type: none"> • Native speaker of the target language • Experience utilizing the target language in professional non-teaching occupational settings (2000 hours minimum) • Teaching or training experience (45 hours minimum) <p>Evaluation Methods: Resume/CV, Transcripts</p>

****Degrees must be from accredited colleges or universities. Human Resources verifies the accreditation status.**

Appendix B – Faculty Qualifications Review form



Faculty Qualifications Review

Date: _____

Name: _____

S #: _____

Select One: Faculty Instructor Concurrent Enrollment Instructor

Select One: New Revised

CTE Eligible: Yes No

The faculty/instructor meets the required qualifications for which discipline / program?

In the space below, copy/paste the required qualifications from the discipline/program listed in Appendix A of the *Faculty Instructor Qualifications* procedure RRPR 3-291.

In the space below, list the specific degree and/or course work the faculty/instructor has that meet the required qualifications. Or, if tested experience is used as the required qualification, list the specific qualifications.

The following methods were used to evaluate the qualifications. Check ALL that apply.

- Resume / CV
- Transcripts
- Certifications, licenses and/or other credentials
- Portfolio (if checked, describe the artifacts in the portfolio that support the required qualifications)

Check One:

- The faculty/instructor is qualified to teach all courses in the discipline/program
- The faculty/instructor is limited to the following courses (list prefix, course number, and course title): _____

Signatures:

Supervisor (or designee): _____ Date: _____

Second-Level Supervisor: _____ Date: _____