# RRPR 3 - 291 Faculty and Instructor Qualifications

Red Rocks Community College

Series 3 – College Personnel

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Effective: November 2, 2018, March 10, 2025

References: [BP 3-10](https://cccs.edu/about/governance/policies-procedures/bp-3-10-administration-of-personnel/) – Administration of Personnel, [SP 3-10b](https://cccs.edu/about/governance/policies-procedures/sp-3-10b-employment-practices-for-instructors/) – Employment Practices for Instructors, [RRPR 3-10](https://www.rrcc.edu/human-resources/policies-and-procedures) Instructional Workload & Employment Practices, [Career and Technical Education (CTE) Authorization General Information](https://www.cde.state.co.us/cdeprof/cte_generalinfo), [Higher Learning Commission](https://www.hlcommission.org/learning-center/news/publications/#guidelines)

Approved:

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## PURPOSE

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 (CCCS) 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 Chancellor, respectively. Employees are expected to be familiar with and adhere to the BPs, SPs, and 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.

## SCOPE

This procedure applies to RRCC faculty, instructors, exempt administrators, professional and technical (APT), and classified staff, 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.

## PROCEDURE

RRCC follows the guidelines set forth by the Higher Learning Commission (HLC) for determining qualifications to teach as published by HLC. Concurrent enrollment instructors are expected to meet the same required qualifications as full-time faculty and instructors.

### Establishing Qualifications to Teach

Faculty, typically the chair or lead of the discipline, who have specific discipline/program knowledge and expertise, and the Dean identify the required education, certification, and experience, as applicable, that an individual must have in order to be qualified to teach within each discipline. The divisional Vice President has final review/approval of published qualifications to teach, documented in the RRCC Faculty & Instructor Qualifications Guide.

The RRCC Faculty & Instructor Qualifications Guide will be reviewed for updates at a minimum of every three years. Updates to the guide may occur on an as needed basis.

### Evaluation & Documentation Methods

Concurrent enrollment instructors must submit appropriate documentation to the Concurrent Enrollment Office, who will work with the department chair, lead, faculty, or dean as applicable, to complete the Faculty Qualifications Form. This form will be routed for approval signatures and once finalized, retained within the Concurrent Enrollment Office.

In order to determine if a faculty, instructor, or exempt APT or classified meets the required qualifications to teach, the hiring supervisor and/or dean, as applicable, will evaluate the individual’s resume/CV and transcripts, and document by using the Faculty Qualifications Form. This form will be routed for approval signatures and once finalized, retained within the employee’s personnel file housed within the Office of Human Resources.

The RRCC Faculty & Instructor Qualifications Guide will include the necessary steps related to evaluation and documentation methods. For individuals who earn additional credentials and become qualified to teach in other content areas or disciplines/programs beyond what’s documented and approved will need to be evaluated by using the same steps.