

Action Plan for Compliance:

The District will continue its efforts to hire only faculty with the required academic background. Faculty member(s) with skills in workforce areas where advanced degrees are not offered will continue to be considered on a rare exceptional basis, as will faculty member(s) with documented specialized skills and/or certifications, but only after the District has been unsuccessful in identifying individual(s) who hold the required academic degrees, following a good-faith effort to advertise the position(s) within the relevant labor market.

Comprehensive documentation of the exceptional and compelling case for consideration of exemplary experience in lieu of complete education will be reviewed for each individual. This documentation will include a detailed resume, thorough reference checks, relevant transcripts, and a review of the individual's professional work (e.g. artists, musicians, etc.) Associate faculty members hired based on exceptional experience are approved for only one semester. Re-employment may only be approved upon receipt of new justification that a good faith effort to identify an individual with the required academic background has been unsuccessful.

Further, using the Commission on College's guidelines for providing justification for faculty without the required credentials in computer science, information technology, accounting, and emerging disciplines, CCCCDC will broaden its review of student outcomes data each semester to incorporate a District-wide comparison and its analysis of overall outcomes in courses taught by faculty hired on an exception basis as compared to the performance of students in courses taught by all other faculty (e.g., those meeting the traditional academic requirements.)

To demonstrate the District's commitment to these principles, a report ([Reference 5](#)) will be presented by the academic deans to their peers in an Academic Deans meeting at the beginning of each semester detailing a) the efforts made to identify a faculty member with the appropriate academic qualifications, and b) a thorough review of the exceptional experience and credentials that formed the basis for the decision to employ the part-time faculty member on an exceptional basis. The Vice Presidents will then present a status report regarding faculty credentials at the Leadership Team meeting each September and February.

At the end of each semester, the academic deans will prepare and forward to the appropriate Vice President a report detailing a comparison of student outcomes in classes taught by the faculty member(s) with exceptional experience compared to faculty members with traditional qualifications. Based on the findings of these comparisons, steps will be taken to refine the standards used by the academic deans in considering any exceptions in future semesters.

These processes will improve both accountability and consistency: to limit the numbers of exceptions requested and heighten the standards for considering such requests throughout the District.

Timetable for Compliance:

The District commits to be in compliance with its action plan not later than the beginning of the 2004-2005 academic year.

September 14, 2004	Each academic dean will present the first report regarding faculty credentials for their respective division to the Academic Deans.
September 27, 2004	The Vice Presidents will present these status reports to the Leadership Team.
October 1, 2004	The Vice Presidents' reports will be submitted to SACS to document the first component of the District's action plan for meeting this compliance standard.
February 8, 2005	The academic deans will present the Spring semester reports. This presentation will also include a report on the initial analysis of the fall student outcomes data as well as recommendations for any changes to the district's faculty hiring and credential review processes.
February 21, 2005	The Vice Presidents will present the status report and their recommendations to the Leadership Team for review and consideration.
March 10, 2005	The Vice Presidents' reports and documentation of related decisions/actions taken by the Leadership Team will be submitted to SACS.