

FACULTY JOB SPECIFICATIONS

DEFINITION OF TERMS FOR ALL FACULTY

The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

Agreement	Agreement Between The Guam Community College Faculty Union Local 6476 AFT/ AFL-CIO & The Board of Trustees, Guam Community College for Faculty.
High School Diploma	A traditional or adult high school diploma received from an accredited or recognized U.S. high school or equivalent including but not limited to home school or foreign high school with equivalent programs of instruction and comparable standards, or a diploma received from an equivalent high school diploma testing service (e.g. General Education Development testing program or "GED [®] ", HiSET [®] , or other high school equivalency diploma) *
Industry Certification/License	The College continues to recognize the importance and value of industry certification/license and is continuously developing and updating processes for recognition of industry-specific certification credentials/licenses.
Journeyworker Certificate	A Certificate of Completion issued or recognized by the U.S. Department of Labor.
Associate's Degree	An Associate Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Bachelor's Degree	A Bachelor's Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Master's Degree	A Master's Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Doctorate Degree	A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Credit Hour	One unit of credit issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*

	HR will accept credit hours listed on transcripts from accredited institutions.
Continuing Education Units (CEUs)	Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training.
Employment	Refer to Article XVII - Faculty Classification.
Teaching Experience	Refer to Article XVII - Faculty Classification.
Field of Study or Related Area	Refer to Article XVII - Faculty Classification.
Career and Technical Education (CTE) Programs	Organized educational programs which are directly related to the preparation of individuals for paid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.
CTE Methods Courses	Career and Technical Education (CTE)/Vocational Instructional Methods Courses which prepare instructors to teach skills for careers in the workplace.
Distance Education	The formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.
Teaching Online Certificate	A certificate accepted by the College which enables faculty to demonstrate knowledge mastery of online teaching. Areas of competency include instructional technologies, instructional design, pedagogy, andragogy, assessment, etc.
Academic Personnel	Academic personnel are defined as faculty and administrators (17GCA Chapter 31, subsection 31106).

*For additional information, please refer to the GCC HR Standard Operating Procedures Determining Acceptance of Educational Diplomas, Degrees, or Certificates.

NATURE OF WORK FOR INSTRUCTIONAL FACULTY

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments includes the duties and responsibilities described in the job specifications for each instructional faculty rank. Faculty are responsible for implementing the College curriculum within the limits of the resources provided.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective instructional methods. The following examples are representative of the quality standards the College seeks to achieve, in keeping with ACCJC eligibility requirements and standards:

Student Affairs

- Participates in academic advising as stipulated in the Academic Advisor Handbook.
- Inputs record of advisement into the institution's adopted platform.
- Advises and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services, as necessary.
- Promotes student leadership skills.
- Assists students in attaining their academic and career goals.
- Assists students with job placement and/or transfer to a postsecondary institution.
- Participates in commencement to recognize student success and completion.

Leadership

- Initiates, develops, and organizes projects which significantly contribute to the interest of the College.
- Supervises work-study students.
- Collaborates with administrators and staff.
- Mentors other faculty.
- Serves on committees.
- Chairs committees.
- Assists colleagues in identifying and resolving campus concerns.
- Serves as department chairperson.
- Develops new programs and services.
- Writes program agreements and reports.

Assessment, Curriculum and Other Activities

- Participates in the College's assessment process.
- Participates in institutional program review.
- Uses assessment results to improve teaching and learning.
- Participates in the accreditation process.
- Develops and updates program and course guides.
- Reviews and provides input for the catalog and other College publications.
- Participates in the development or updating of the department's strategic programmatic plan.
- Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
- Participates in College-related research.
- Participates in the promotions of College programs and recruitment of students.
- Coordinates with external agencies, advisory committees, apprenticeship, and Work Experience Programs.
- Develops and teaches courses through continuing education.

Professional Development

- Participates in faculty development activities.
- Attends conferences, workshops, webinars, and seminars.
- Presents at conferences, workshops, webinars, and seminars.
- Completes instructional methods courses or CTE methods courses.
- Completes courses or acquires certificates, certifications, and degrees.
- Maintains currency in the field (i.e., application of research and work experience to instructional activities).

Community Service

- Is involved in community service in the faculty's area of expertise or as it relates to the institution.
- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.
- Advises and assists agencies.
- Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

Teaching Responsibilities

- Uses many different tools to assess how students learn, as well as what students know, and uses this information to help all students advance from where they are to where they need to be.
- Engages students in active learning – debating; discussing; researching; writing; evaluating; experimenting; and constructing models, papers, and products, in addition to listening to and reading information, watching demonstrations, and practicing skills.
- Makes their expectations for high-quality work clear and provides models of student work that meet those expectations.
- Provides feedback that helps students improve as they revise their work towards those expectations.
- Designs and manages a well-functioning, respectful classroom that allows students to work productively.
- Collaborates with other teachers and administrators to create a seamless curriculum and a supportive environment throughout the school.
- Provides instruction utilizing various teaching methods, support media and other materials to supplement presentations.
- Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.
- Participates in the assessment of instructional effectiveness.
- Develops, reviews, modifies, and uses instructional materials and methods for students with learning difficulties.
- Utilizes student evaluation results for instructional improvement.
- Integrates course content with other disciplines.
- Utilizes effective teaching/learning processes and outcomes in courses and programs.
- Prepares course syllabi.
- Demonstrates currency in content knowledge in the field as reflected in course syllabi and instruction.
- Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.

DUTIES AND RESPONSIBILITIES FOR INSTRUCTIONAL FACULTY RANKS

EMERGENCY INSTRUCTOR

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time to meet the emergency needs of the College.

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Emergency Instructor. Some activities may overlap in more than one (1) area.

Under close supervision by the Dean and regular consultation with the Department Chair:

1. Conducts courses of instruction:
 - Follows syllabus and lesson plans.
 - Provides effective instruction.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Assigns grades and maintains course and student records.
2. Maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
3. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Prepares requests for books and equipment.
4. Is accessible for student consultation:
 - Maintains office hours for postsecondary classes.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR EMERGENCY INSTRUCTOR

1. An Associate's degree in the field of study or related area;
OR
2. A high school diploma, plus professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field, with a minimum of six (6) years of employment, four (4) of which must be in the field of study or related area;
OR
3. A high school diploma, with a minimum of ten (10) years of employment in the field of study or related area.

ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Assistant Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe and submits work orders, as needed.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Prepares schedules.
 - Maintains inventory of assigned books and equipment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Prepares requests for books and equipment.
 - Participates in department assessment.
 - Reviews and revises curriculum.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Maintains advisement notes using institutionally adopted/approved methods.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT INSTRUCTOR

An Associate's degree (or higher). A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);OR
 - b) Six (6) credit hours in CTE methods (relevant certifications may apply);OR
 - c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. An Associate's degree in the field of study or related area; a professional certification or license from a recognized organization in the field; four (4) years of employment in the field of study or related area;
PLUS (a), (b), or (c) below:

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- a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

- b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

- c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

- 3. *A high school diploma; professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field; six (6) years of employment in the field of study or related area. PLUS (a), (b), or (c) below:

- a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

- b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

- c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*As a condition of employment, a degree must be completed within three years upon hiring. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

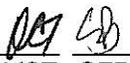
1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Participates in department assessment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Reviews and revises curriculum.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR INSTRUCTOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; AND (a), (b), or (c) below:
 - (a) Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area;
 - OR

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(b) Six (6) credit hours beyond the Bachelor's degree in a related area and three (3) years of employment in the field of study or related area;

OR

(c) Six (6) years of employment in the field of study;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

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ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Assistant Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

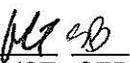
1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; four (4) years of employment in the field of study or related area with two (2) years of which must have

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been at the Instructor level or equivalent (e.g., postsecondary adjunct, AP courses, and/or adult learners, and must be equivalent to full-time employment);

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; two (2) years at the Instructor level or equivalent;

AND (a) or (b) below:

(a) Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area;

OR

(b) Twelve (12) credit hours in the field of study or related area, and six (6) years of employment in the field of study or related area;

PLUS (i), (ii), or (iii) below (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

4. *An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; and three (3) years at the Instructor level or equivalent;

PLUS (a), (b), or (c) below (Note: This requirement may be fulfilled within the degree.):

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*FOR ADVANCEMENT ONLY: The Bachelor's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Associate Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

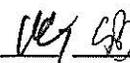
1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSOCIATE PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; three (3) years experience at the Assistant Professor level.
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's degree; six (6) years of employment in the field of study or related area with four (4) years of which must have been at the Assistant Professor level;

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PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. *A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; thirty-six (36) credit hours of coursework at the upper division or graduate level in field of study or related area, of which eighteen (18) credit hours must be at the graduate level; twelve (12) years of employment in the field of study or related area four (4) years of which must have been at the Assistant Professor level;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods.

*FOR ADVANCEMENT ONLY: The Master's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Provides leadership and assistance to colleagues in becoming more effective teachers.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Participates in the promotions of College programs and recruitment of students.
 - Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Participates in relevant professional development activities.
 - Provides leadership in professional development projects.
 - May publish books or articles relevant to their field.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree, with at least eighteen (18) credit hours in the field of study or related area; eight (8) years of employment in the field of study or related area with four (4) years of which must have been at the Associate Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

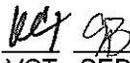
- (b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

- (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

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2. A Master's degree, with at least eighteen (18) credit hours in the field of study or related area; thirty (30) credit hours of related college credits after the granting of the Master's degree, to include fifteen (15) credit hours at the graduate level; eight (8) years of employment in the field of study or related area, of which five (5) years must have been at the Associate Professor level; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
- (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
- OR
- (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
- OR
- (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

NATURE OF WORK FOR NON-INSTRUCTIONAL FACULTY

Non-instructional faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments include the duties and responsibilities described in the job specifications for each non-instructional faculty rank. Faculty are responsible for implementing the College curriculum within the limits of the resources provided.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective non-instructional methods. The following examples are representative of the quality standards the College seeks to achieve, in keeping with ACCJC eligibility requirements and standards:

Student Affairs

- Participates in academic advising as stipulated in the Academic Advisor Handbook.
- Inputs record of advisement into the institution's adopted platform.
- Advises and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services as necessary.
- Promotes student leadership skills.
- Assists students in attaining their academic and career goals.
- Assists students with job placement and/or transfer to a postsecondary institution.
- Participates in commencement to recognize student success and completion.

Leadership

- Initiates, develops, and organizes projects which significantly contribute to the interest of the College.
- Supervises work-study students.
- Collaborates with administrators and staff.
- Mentors other faculty.
- Serves on committees.
- Chairs committees.
- Assists colleagues in identifying and resolving campus concerns.
- Serves as department chairperson.
- Develops new programs and services.
- Writes program agreements and reports.

Assessment, Curriculum and Other Activities

- Participates in the College's assessment process.
- Participates in institutional program review.
- Uses assessment results to improve teaching and learning.
- Participates in the accreditation process.
- Develops and updates program and course guides.
- Reviews and provides input for the catalog and other College publications.
- Participates in the development or updating of the department's strategic plan.
- Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
- Participates in College-related research.
- Participates in the promotions of College programs and recruitment of students.
- Coordinates with external agencies, advisory committees, apprenticeship, and Work Experience Programs.
- Develops and teaches courses through continuing education.

Professional Development

- Participates in faculty development activities.
- Attends conferences, workshops, webinars, and seminars.
- Presents at conferences, workshops, webinars, and seminars.
- Completes instructional methods courses or CTE methods courses.
- Completes courses or acquires certificates, certifications, and degrees.
- Maintains currency in the field (i.e. application of research and work experience to non-instructional activities).

Community Service

- Is involved in community service in the faculty's area of expertise or as it relates to the institution.
- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.
- Advises and assists agencies.
- Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

ILLUSTRATIVE EXAMPLES OF WORK FOR SPECIFIC NON-INSTRUCTIONAL FACULTY

STUDENT SUCCESS COORDINATOR

Recruitment and Academic Planning

- Coordinates resources for on-campus recruitment activities for prospective students.
- Works with other College departments to acquire resources for high school recruitment activities.
- Works with Assessment, Institutional Effectiveness & Research (AIER) and departments to identify and provide recommendations to address course sequencing issues in program documents to ensure students complete their programs of study (Associates/Certificates) in a timely manner.
- Monitors early warning or other information gathering protocols to observe students' academic progress; communicates with academic advisors, and supports departments to implement collaborative efforts toward student success.

Retention

- Works with departments in supporting retention/completion programs.
- As part of an early alert system, provides student stop-out data to department chairs every fall/spring semester.

Transition/Completion

- Coordinates the transition of secondary students (i.e., Dual Credit Articulated Programs of Study (DCAPS) to postsecondary and the transition of postsecondary students to four (4) year institutions and/or employment.
- Works with AIER and departments to identify and provide completion and employment data.

WORK EXPERIENCE COORDINATOR

IS AN ACADEMIC PERSONNEL WITH THE HIRING/PLACEMENT PREFERENCES GIVEN TO FACULTY

- Provides opportunities for high school students to participate in an organized, monitored, and evaluated Work Experience Program related to their program of study.
- Recruits students to participate in the Work Experience Program.
- Meets with employers to inform and discuss the Work Experience Program and students' needs and progress.
- Reviews and processes applications for students interested in the Work Experience Program.
- Develops and coordinates learning/training sites for Work Experience students with employer and instructor input.
- Monitors, counsels, and advises Work Experience students at the training site.
- Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.
- Provides feedback on assignments, projects and evaluations concerning the Work Experience Program.
- Assigns grades to Work Experience students and submits to appropriate GDOE personnel for input into students' records.
- Meets with industry/government, and community organizations such as: Guam Hotel & Restaurant Association, Guam Contractors Association, Department of Labor, Agency for Human Resource Development and others to establish training and capacity building initiatives, and to coordinate activities for student Work Experience.
- Develops Training Agreements, Training Plans, and Memoranda of Agreements to facilitate training opportunities.

- Assists students with their resumes and interviewing skills.
- Promotes the Work Experience Program to the employers via community outreach including social media posts.
- Ensures that students' Work Experience responsibilities are aligned with CTE program curriculum.
- Ensures quality work experiences for students by assisting employers in developing positions which are related to CTE program curriculum.

SCHOOL HEALTH COUNSELOR

- Provides first aid and nursing interventions for health emergencies, illnesses and injuries that occur on-campus.
- Educates and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Develops and revises Health Services Center's policies, procedures, and standing orders
- Maintains communication with the medical director, as necessary, on the health operations of the Center.
- Coordinates utilization of existing health resources to provide appropriate care of clients and makes necessary referrals to parents (for minor clients), school personnel and community health resources for intervention, remediation, and follow through.
- Coordinates health screening programs of students in accordance with public law and school policy, and provides follow-up services when indicated. This includes conducting health clearances for school enrollment.
- Serves as a resource to employees and students on health issues. This includes serving as a health liaison among school, home, and the community and providing health instruction.
- Coordinates health audit, prepares and submits statistical reports to the Tuberculosis and Immunization Programs of the Department of Public Health and Social Services as required.

LIBRARIAN

- Provides reference services to students, employees, and community users.
- Provides GCC Learning Resource Center (LRC) orientation and bibliographic instruction to individuals and classes.
- Serves as faculty liaison for collection development.
- Collaborates with other librarians in collection development.
- Develops information literacy curriculum units for subject areas, general education requirements, and career and technical programs.
- Coordinates library displays and publicizes library programs.
- Collaborates in maintaining and developing the library website.
- Serves as database manager for the automated library system including the administration, cataloging, circulation, Online Public Access Catalog (OPAC), and library portal modules.
- Catalogs and classifies print and non-print materials using the automated library system.
- Manages the circulation services of LRC.

CAREER COUNSELOR

Postsecondary

- Provides counselor intervention services to students.
- Provides pre-enrollment counseling to students.
- Provides individual and group career counseling to current and prospective students.

ILLUSTRATIVE EXAMPLES OF WORK FOR SPECIFIC NON-INSTRUCTIONAL FACULTY Initials: *DLT* *SB*

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- Provides educational planning strategies to students.
- Provides limited preventive and developmental personal counseling.
- Participates in department planning sessions to review, evaluate, and develop services and activities.
- Coordinates student college testing programs.
- Coordinates a multiple intervention process to ensure the educational, personal, and social developmental needs and concerns of the students are addressed.
- Coordinates student referrals to appropriate professionals, programs, and/or services in the community.
- Coordinates college career development and guidance events (i.e., needs assessment-based workshops and presentations, career fairs).
- Participates in outreach programs related to career development, guidance, and recruitment.

Secondary

- Assists with appropriate placement and retention of students in secondary Career and Technical Education (CTE) programs.
- Provides counselor intervention services to students relative to secondary CTE programs.
- Utilizes the secondary student information system for the purpose of student scheduling and reporting.
- Provides data and reports key findings, as appropriate and requested.
- Conducts activities that promote college and career readiness.
- Coordinates elective fairs/promotional activities and conducts recruitment presentations for prospective secondary CTE students.
- Provides career counseling and advisement services to CTE students.
- Provides secondary CTE students with limited supportive counseling, making referrals to GDOE, GCC, and community resources, as appropriate.
- Coordinates with other GCC secondary faculty on enrollment, student concerns, data collection, activity, and event planning.
- Collaborates with GDOE counselors to recruit, place and retain students, using the secondary student information system, as appropriate.
- Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program student needs.
- Provides assistance to GCC and community resources in their efforts to serve secondary CTE students.
- Participates in department planning sessions to review, evaluate, and develop services and activities.

(b) Six (6) credit hours beyond the Bachelor's degree in a related area and three (3) years of employment in the field of study or related area;

OR

(c) Six (6) years of employment in the field of study;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

DUTIES AND RESPONSIBILITIES FOR NON-INSTRUCTIONAL FACULTY RANKS

NON-INSTRUCTIONAL INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
2. Supports institutional activities at the unit level:
 - Participates in department meetings at the unit level.
 - Maintains inventory of assigned resources and equipment.
 - Requests for resources and equipment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - May review and revise curriculum.
 - Participates in institutional assessment activities.
 - Participates in the promotions of College programs, recruitment of students, and/or other College activities.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
 - May advise assigned students.
 - Is accessible for student consultation.
 - Maintains office hours.
 - May advise student activities or organizations.
 - Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL INSTRUCTOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; AND (a), (b), or (c) below:
 - (a) Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area;OR

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Assistant Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

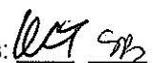
1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
Maintains a high standard of work performance.
2. Supports institutional activities at the unit level:
Participates in department meetings at the unit level.
Maintains inventory of assigned resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
Assumes a leadership role in department assessment and program evaluation.
Participates in the promotions of College programs, recruitment of students, and/or other College activities.
May review, write or revise curriculum documents.
Participates in institutional assessment activities.
Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
May advise assigned students.
Is accessible for student consultation.
Maintains office hours.
May advise student activities or organizations.
Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
Completes courses necessary for advancement.
Participates in relevant professional development activities.
Participates in the College's mentoring program during their first two (2) years of employment with the College.
May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; four (4) years of employment in the field of study or related area with two (2) years of which must have been at the Instructor level or equivalent;

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

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PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; two (2) years at the Instructor level or equivalent;

AND (a) or (b) below:

(a) Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area;

OR

(b) Twelve (12) credit hours in the field of study or related area, and six (6) years of employment in the field of study or related area;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

4. *An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; and three (3) years at the Instructor level or equivalent;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*FOR ADVANCEMENT ONLY: The Bachelor's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Associate Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
Maintains a high standard of work performance.
2. Supports institutional activities at the unit level:
Participates in department meetings at the unit level.
Maintains inventory of assigned resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
Assumes a leadership role in department assessment and program evaluation.
Participates in the promotions of College programs, recruitment of students, and or other College activities.
May review, write, or revise curriculum documents.
Participates in institutional assessment activities.
Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
May advise assigned students.
Is accessible for student consultation.
Maintains office hours.
May advise student activities or organizations.
Maintains advisement notes using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
Completes courses necessary for advancement.
Participates in relevant professional development activities.
May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; three (3) years experience at the Assistant Professor level.
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
OR
(b) Six (6) credit hours in CTE methods (relevant certifications may apply);
OR
(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's degree; six (6) years of employment in the field of study or related area with four (4) years of which must have been at the Assistant Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. *A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; thirty-six (36) credit hours of coursework at the upper division or graduate level in field of study or related area, of which eighteen (18) credit hours must be at the graduate level; twelve (12) years of employment in the field of study or related area four (4) years of which must have been at the Assistant Professor level;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods.

* FOR ADVANCEMENT ONLY: The Master's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

NON-INSTRUCTIONAL PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
 - Maintains a high standard of work performance.
 - Provides leadership and assistance to colleagues in becoming more effective.
2. Supports institutional activities at the unit level:
 - Participates in department meetings at the unit level.
 - Maintains inventory of assigned resources and equipment.
 - Participates in the promotions of College programs, recruitment of students, and/or other College activities.
 - Assumes a leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - May review, write, or revise curriculum documents.
 - Participates in institutional assessment activities.
 - Ensures that work areas are neat and safe, and submits work orders, as needed.
3. May assist in student advisement:
 - May advise assigned students.
 - Is accessible for student consultation.
 - Maintains office hours.
 - May advise student activities or organizations.
 - Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
 - Participates in relevant professional development activities.
 - Provides leadership in professional development projects.
 - May publish books or articles relevant to their field.
 - May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree, with at least eighteen (18) credit hours in the field of study or related area; eight (8) years of employment in the field of study or related area with four (4) years of which must have been at the Associate Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree, with at least eighteen (18) credit hours in the field of study or related area; thirty (30) credit hours of related college credits after the granting of the Master's degree, to include fifteen (15) credit hours at the graduate level; eight (8) years of employment in the field of study or related area, of which five (5) years must have been at the Associate Professor level;

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PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).