

Faculty Senate Meeting

January 6, 2023

Room 1321, 8:00 am

Call to Order: – Holly Martin

Roll Call:

Jami Casenelli	Melanie Matheny	Holly Dexter	Amy Strong
Rebecca Tucker	Doug Rhodes	Felicia Kademian-Saini	Holly Martin (Chair)
Joel Farkas	Rose Beebe	Kyle Lancaster	Lauri Reidmiller
Craig Giffin			

Attendance:

Bill Channel	Moayad Al Rawi
Kyle Maston	Joseph Hunt

Approval of minutes

- A. November Senate Meeting
- B. Spring 2023 Faculty Assembly Meeting

Updates:

- A. Curriculum Committee
 - Some approved items were not available for the required 30-day comments
 - This was not intentional and the issue has been corrected
- B. January 20 Senate meeting has been cancelled, next meeting February 17
- C. Nicole Shutts will attend the February Senate meeting
- D. Bobbi Marshall (Vice Chair) replaced with Craig Giffin.

New Business

- A. Master's Degree Equivalence (Documents 1)
Presenters: Craig Giffin and Joseph Hunt (Technical Program)
 - HR is holding up Promotion for some faculty by following Hiring policy
 - Eligibility changed in 2018
 - Why is there a Need for Master's Degree Equivalent? Example given: BA degree in Welding but no Master's Degree for Welding
- B. Proposal for Change

- (Attached Documents 1)
- Proposed to replace the policy from 2011 Answer Book that was removed
- Proposed giving credit for military experience

Motion to Approve (Joel Farkas)

Seconded (Kyle Lancaster)

Motion Passed by Senate

Action Items

A. Ad Hoc Committees to report at the February 17 meeting

1. Ad hoc committee to discuss tenure process at WVUP: Joel Farkas (Chair), Felicia Kademian-Sani, Kyle Lancaster, Doug Rhodes, Melanie Matheny
2. Ad hoc committee to discuss faculty pay and responsibilities: Felicia Kademian-Sani (Chair), Holly Martin, Doug Rhodes, Holly Dexter

B. Vote Delayed at Faculty Assembly

- Number of senators per division with division reorganization
- Adding JCC rep officially to bylaws:
- Problem with wording?
- Senate will send them out again for vote

C. Board of Governor's Rep (2 year)

- Nominations needed from the divisions

D. Presidential Search

- Faculty need to get involved
- Attend one of the January 18 meetings
- Create a unified message from faculty
- Google Doc to get feedback from divisions (Joel Farkas)

E. Student Evaluations

- Grammar issues need to be corrected

Meeting Adjured

Submitted: Lauri Reidmiller

Secretary of Senate

Document 1:

Equivalency's for Promotions

Below is a section for the Answer Book. The reason for putting this together is because a few instructors have been denied promotion from Assistant Professor to Associate Professor, do to not having a Master's degree and for instance, there is no college or program in the country where you can achieve a Master's Degree in Welding. It the past few years there has been instructors promoted to Associate Professor status and not hold a Master's Degree. In years past we have been paid on overload contract at a Master equivalent. The Answer book clearly states on page 3,4 and 5 of this email that we are Qualified for promotion. I would like to propose that the answer book would be changed to clarify and simplify this problem.

Proposed change to answer book

- Things added are highlighted in yellow
- Thing pulled from previous answer books highlighted in green

Title: #IV-8A, Hiring Guidelines

Date: December 7, 2018 (Replaces version dated June 12, 2017)

10. b. Answer Book #IV-13, Faculty Qualifications, addresses degree equivalencies for faculty positions in keeping with accreditation standards.
- c. The following guidance is provided for calculating experience equivalencies for all other position, when advertised to be considered:
1. Experience and Education

Education*	Experience**
High School Diploma/G.E.D.	4 years experience; or 1 year experience for 1 year of education
Certificate Degree	1 year of work experience after completion of high school/GED
Associates Degree	2 years of work experience after completion of high school/GED
Bachelor's Degree	4 years of work experience; for non-related degree, 2 ½ years of work experience (allowing 1 ½ years toward the educational requirement for general education courses)
Master's Degree	Related bachelor's degree plus 2 years of related experience at the appropriate level; OR related associate's degree plus 4 years related

	experience; OR high school diploma plus six years of related experience at the appropriate level
Doctorate or other terminal degree	Related master's degree plus three years of related experience at appropriate level OR master's degree equivalent plus 6 years of related experience at appropriate level

2. Qualifications based on equivalence of experience and tested experience

[#IV-13. Faculty Qualifications]

[Date: July 14, 2017 replaced version dated August 8, 2011]

Tested experience is not based exclusively on years' experience. To be qualified on the basis of tested experiences, faculty must have a documented record to discipline-related practice of a level that ensures mastery of content of the course taught and ongoing currency in the field. Faculty who do not hold at least the required baccalaureate degree minimum and who teach for the certification, associate of applied science, bachelor of applied science, or bachelor of applied technology degree programs, and therefore may be qualified based on tested experience, may be eligible to teach with certified documentation of Journeyman rating or equivalent status in a recognized vocational field, or recognized professional certifications (i.e. Certified Public Accounting, Certified Law Enforcement Officer, Registered Nurse etc.) plus, successful work experience in that field as follows:

- Three years of successful work experience for union craft or trade experience.
- Four years of successful Military experience in related trade field experience.
- Five years of successful work experience for non-union craft of trade field experience.

*900 hours at a vocational/technical school is equivalent to 1 year of education.

** ALL work experience referred to above MUST be directly related AND at the appropriate level. Experience counted toward the equivalent of an educational requirement must be above and beyond any minimum experience requirement.

I'm not exactly sure why this is a problem because the current answer book states the following:

TITLE # IV-13. Faculty Qualifications

Date: July 14, 2017 (replaces version dated August 8, 2011)

To be eligible for a faculty appointment to teach credit classes, either on a full-time, adjunct, or a part-time basis, a person must hold appropriate credentials as outlined below and must take full responsibility for submitting verification of credentials with the Human Resources Office. Documents verifying qualifications include:

- official college transcripts of all academic credit and earned degrees;
- licensure or certificates validating professional status such as Registered Nurse, Certified Public Accountant, Chartered Life Underwriter, Licensed Professional Engineer, Licensed Teacher, etc.;
- certificates indicating journeyman status in recognized vocational fields; and,
- a criminal background check upon offer of employment.

The Higher Learning Commission documents, Assumed Practices and Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices, include the following guidelines that are applicable to WVU at Parkersburg faculty:

- Faculty teaching in higher education institutions should have completed a significant program of study in the discipline or subfield or possess an academic degree relevant to what they will teach and/or for which they will develop curricula, with substantial coursework at least one-level above that of the courses being taught or developed. Faculty teaching general education courses, or other non-occupational courses, typically hold a master's degree or higher in the discipline or subfield or a master's degree or higher and a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- Qualified faculty 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. In some cases, such as practice-oriented courses, disciplines or programs, equivalent experience in the field may be needed as much as or more than formal educational preparation at a prescribed level in determining what students should know in order to be able to effectively perform within that practice-oriented discipline or program. This experience should be tested experience.
- The value of using tested experience to determine faculty qualifications depends upon the relevance of the experience both to the degree level and to the specific content of the course(s) for which the faculty member is responsible. Tested experience implies that some objective measure ensures that the individual's knowledge and expertise are sufficient for determining what students must learn and have learned.
- While not all faculty will possess the credentials that are regarded as "hallmarks," the overall mix of the faculty, within a given program and/or institution, should establish a foundation for maintaining and strengthening educational quality. Generally, the same guidelines and principles should be used for employing part-time, adjunct, temporary, and/or non-tenure track faculty as are used in employing full-time, tenure-track, term, or tenured faculty, whose primary responsibility is teaching.

All academic credit and degrees appropriate to a teaching appointment must have been taken at recognized, regionally accredited colleges or universities. All questions regarding the status of degree-granting institutions shall be referred to the Vice President for Academic Affairs.

A. Baccalaureate, Transfer (AA and AS), and General Education Level Courses. Faculty who teach courses that are typically considered as General Education courses, are associated with baccalaureate degree programs and are transferable to other institutions as upper division credit, as well as courses associated with Associate in Arts or Associate in Science degrees and are transferable to other institutions to apply towards the baccalaureate degree, must:

- Hold, minimally, a master's degree from a recognized, regionally accredited institution in the discipline or subfield as described in Section C or hold a master's degree or higher and 18 graduate credit hours in the discipline or subfield; and/or

- Meet criteria established by discipline-related accrediting agencies as relevant.

B. Certificate, Associate of Applied Science, Bachelor of Applied Science, and Bachelor of Applied Technology.

- Faculty who teach courses associated with the Associate in Applied Science degree or the certificate degrees must hold, minimally, either a bachelor's degree from a recognized, regionally accredited institution with major emphasis in the teaching discipline or subfield, and/or a combination of education, training, and tested experience as described in Section C below.

- Faculty who teach courses associated with an Associate in Applied Science degree program that transfers to an applied baccalaureate degree or faculty teaching in an applied baccalaureate program must hold, minimally, a master's degree from a recognized, regionally accredited institution in the discipline or subfield or a master's degree or higher and 18 graduate credit hours in the discipline or subfield and/or a combination of education, training, and tested experience as described in Section C below.

- In all cases, faculty teaching in Associate in Applied Science or Certificate programs transferring to baccalaureate programs and applied baccalaureate programs must meet criteria established by discipline-related accrediting agencies as relevant.

C. Subfields, Degree Equivalencies, and Tested Experience

For the purposes of this policy, an academic subfield refers to a component of the discipline in which the instruction is delivered. The focus, in this instance, is on the courses being taught and the appropriateness of faculty qualifications with reference to such courses. The underlying issue is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches, in accordance with the conventions of the

academic field, the courses the faculty member would teach. Subfields can be determined by a consensus of the institution's faculty members who teach in the discipline and the Division Chair for that discipline in consultation with and with approval of the Vice President for Academic Affairs.

Tested experience is not based exclusively on years of teaching experience. To be qualified on the basis of tested experience, faculty must have a documented record of discipline-related practice of a level that ensures mastery of content of the courses taught and ongoing currency in the field.

Faculty who do not hold at least the required baccalaureate degree minimum and who teach for the certificate, associate of applied science, bachelor of applied science, or bachelor of applied technology degree programs, and therefore may be qualified based on tested experience, may be eligible to teach with certifying documentation of journeyman rating or equivalent status in a recognized vocational field, or recognized professional certifications (i.e. Certified Public Accountant, Certified Law Enforcement Officer, Registered Nurse, etc.) plus successful work experience in that field as follows:

- Three years of successful work experience for union craft or trade field experience.
- Five years of successful work experience for non-union craft or trade field experience.

Faculty who teach in baccalaureate and transfer (but not general education) courses and who do not hold at least a master's degree in the discipline or subfield or a master's degree or higher and 18 graduate credit hours in the discipline or subfield may be qualified based on tested experience as follows:

- Bachelor's degree plus professional certifications in the related discipline or subfield.
- Bachelor's degree plus 18 graduate credit hours in the discipline or subfield being taught plus 3 years of successful documented employment in the discipline or subfield.
- Related bachelor's degree plus 5 years of successful documented and substantial employment outside the field of education in the discipline or subfield to be taught.
- Distinguished professional record in a special field for persons who may be hired as visiting or temporary faculty.

D. Evaluation Process

For new hires for full-time faculty positions, pursuant to Answer Book #IV-8A, Hiring Guidelines, the institution's AA/EO Officer reviews and approves all position announcements before they are posted to assure that the minimum qualifications required are nondiscriminatory and consistent with the above stated guidelines of WVUP. When

screening applicants, qualifications related to subfields and/or tested experience will be reviewed by the specific position's screening committee to assure compliance with qualification guidelines.

So according to the current answer book we would qualify for a master's equivalent.

Below is a list of University's and Community Colleges and their Master's degree equivalents.

This is a common practice for higher education in vocational fields. For instance.

1. East Tennessee State University

<https://www.etsu.edu/human-resources/hiring/equivalences.php>

Educational Requirement	Equivalent Experience
High School Diploma/GED	None
Vocational/Technical/Trade Schools	One (1) year of related work experience (plus any additional required experience)
Associate Degree	Two (2) years of related work experience <u>OR</u> Two (2) years of college (plus any additional required)
Bachelor's Degree	Associate's Degree/ Two years of College + Two (2) years of related work experience <u>OR</u> four (4) years of related work experience (plus any additional required experience)
Master's Degree	Bachelor's + Two (2) years of related work experience (plus any additional required experience)
JD (Jurist Doctorate)	See your HR Business Partner
ABD (All But Dissertation)	See your HR Business Partner
Doctoral Degree	See your HR Business Partner

2. The University of Arizona

<https://hr.arizona.edu/sites/default/files/University%20Staff%20-%20Educational%20%26%20Experience%20Equivalencies.pdf>

Equivalency matrices

The University of Arizona uses a 1-to-1 ratio between years of experience and education when evaluating position requirements (e.g., a bachelor's degree is equivalent to four years of experience). This means that one year of relevant, full-time work experience is considered equivalent to one year of postsecondary education, and vice versa.

Consider, for example, a position that requires a bachelor's degree and three years of relevant work experience. An applicant without a degree would require seven years of relevant, full-time experience (four years = bachelor's degree requirement + three years = relevant experience requirement).

Education	Equivalent Years of Relevant Work Experience	Experience	Equivalent Years of Postsecondary Education
High school diploma	0 years	0 years	High school diploma
Associate's degree	2 years	2 years	Associate's degree
Bachelor's degree	4 years	4 years	Bachelor's degree
Master's degree	6 years	6 years	Master's degree

3. Kansas State University

<https://www.k-state.edu/hcs/time-comp/compensation/job-title-search/Comp-structure-resource-docs/educational-equivalency-matrix.pdf>

		Minimum Education Qualifications			
		High school diploma	Associate degree	Bachelor's degree	Master's degree
Candidate's Education Level	High school diploma	<input checked="" type="checkbox"/> Meets minimum qualifications	High school diploma + 4 years of relevant experience	High school diploma + 8 years of relevant experience	High school diploma + 12 years of relevant experience
	Associate degree		<input checked="" type="checkbox"/> Meets minimum qualifications	Associate degree + 4 years of relevant experience	Associate degree + 8 years of relevant experience
	Bachelor's degree			<input checked="" type="checkbox"/> Meets minimum qualifications	Bachelor's degree + 4 years of relevant experience
	Master's degree				<input checked="" type="checkbox"/> Meets minimum qualifications

4. **Baylor University**

<https://www.baylor.edu/hr/doc.php/364750.pdf>

Table of Degree Equivalents		
College Credit Hours	Degree Equivalent	Work Experience
30 hours	None	1 year
60 hours	Associate	2 years
90 hours	None	3 years
120 hours	Bachelor	4 years
	Master	6 years
	Jurist Doctorate (JD)	No equivalency granted
	Doctoral Degree	No equivalency granted

5. **Los Angeles Community College**

<https://www.laccd.edu/departments/districtresources/distacadsenate/documents/das-equivalency-instruction.doc>

Disciplines requiring a Master's degree:

There are two ways a prospective faculty member may qualify for a LACCD position without holding the required master's degree:

- Equivalency- Equivalent to the minimum qualifications means *equal to* the minimum qualifications, not nearly equal.
- Eminence- The applicant's experience merit's statewide or nationwide recognition to the extent that it replaces course work usually found in the degree.

Disciplines NOT requiring a Master's degree:

- Experience: Applicants must have any bachelor degree and two years experience or any Associate degree and six years of experience. Applicants must demonstrate he/she has the appropriate experience working in the field in which he/she would like to teach. For example: If the applicant would like to teach Dental Hygiene he/she must provide evidence of experience working as a Dental Hygienist. You cannot use college teaching experience for work experience. Provide original copies of letters from former employers describing the job responsibilities, length of time employed and whether it was full or part time employment.

6. Portland Community College

<https://catalog.pcc.edu/handbook/i301-instructorqualifications/>

3. Career and Technical Education (CTE) instructors shall meet one of the following sets of criteria as recommended by the appropriate SAC:
- a. hold a master's degree in the subject area and have a minimum of three years of relevant full-time non-teaching experience or
 - b. hold a master's degree in a related area and have completed at least 30 quarter hours of upper division credit in the subject area) and have a minimum of three years of relevant full-time non-teaching experience, or
 - c. hold a bachelor's degree in the subject area and have a minimum of four years of relevant full-time non-teaching experience or
 - d. hold a bachelor's degree in a related area and have completed at least 30 quarter hours of upper division credit in the subject area) and have a minimum of four years of relevant full-time non-teaching experience, or
 - e. hold an associates' degree in a career or technical field or in the subject area, whichever is more appropriate, and have a minimum of five years of relevant full-time non-teaching experience, or
 - f. have a high level of demonstrable competency and have a minimum of five years of relevant full-time experience. (Competency can be gained through a combination of study, teaching experience, professional performance in the subject area, or qualifications set by the licensing or accrediting organization for the subject area.)

Prepared By: Joseph Hunt November 30, 2022