Faculty Qualifications

Revised: July 2017

San Joaquin Valley College

STATEMENT OF PURPOSE

Minimum faculty qualifications at *San Joaquin Valley College* establish standards which will assure that faculty are qualified by academic background and experience to carry out their institutional and program responsibilities and their potential to contribute to the mission and goals of the college.

While teaching effectiveness is the principle criterion for the selection of teaching faculty, knowledge of the subject matter or service to be performed is the foundation. Discipline expertise is essential as faculty members are responsible for curriculum development and assessment of student learning through the Program Review process.

San Joaquin Valley College is dedicated to providing educational programs which meet the highest standards of quality and provide the training and skills required to compete in today's work force. A trained, competent, and professional instructor is the first step in achieving this goal.

VOCATIONAL COURSES IN THE MAJOR

This listing is intended as an "overview" of the minimum requirements for faculty in the various programs. A more detailed listing of requirements is found in the job descriptions for the individual programs and courses.

San Joaquin Valley College

Business Studies Division				
Area of Instruction	**Position**	**Minimum Degree Requirement[1]**	**Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area**	**AA/AD/HR Verification Source for Licensure/Certifications**
Business Administration, Certification-Required Courses	Instructor: ACCT100 ACCT110 ACCT130 ACCT140 ACCT150 ACCT160	Associate	Bookkeeper certification	nacpb.org
	Instructor: ACCT120		Bookkeeper certification; expertise with QuickBooks	nacpb.org
	Instructor: BUSN160 BUSN190		Customer Service & Sales certification	nrf.com
	Instructor: BUSN170 BUSN180		Retail Management certification	nrf.com
	Instructor: BUSN200		Excel certification: Certiport *(preferred)* or NACPB	certiport.com nacpb.org
	Instructor: BUSN260		All certifications: • Bookkeeper • Retail Mgmt./Customer Service & Sales • Excel	certiport.com nacpb.org
Business Administration, General (non-certification-required courses)	Instructor	Associate	Additional experience or training in subject area	NA

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Business Studies Division				
Area of Instruction	**Position**	**Minimum Degree Requirement**[1]	**Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area**	**AA/AD/HR Verification Source for Licensure/Certifications**
Construction Management	Instructor	Associate	Computer skills to include MS Office, MS Project, and Primavera software	
Criminal Justice: Corrections	Instructor	Associate	Additional experience or training in subject area	
	Program Director	Associate; Bachelor's preferred	Additional experience or training in subject area	
	STC Academy Defensive Tactics Instructor	Associate	• POST/STC certified Defensive Tactics instructor • BSIS Firearm certified *Preferred:* • Certified CPR/First Aid instructor (AHA *preferred*) (**NOTE:** the *Instructor* card is the equivalent of the BLS CPR and First Aid cards and can be presented singly compliance)	
	STC Academy Baton Instructor	Associate	• POST/STC certified Baton instructor *Preferred:* • Certified CPR/First Aid instructor (AHA *preferred*) (**NOTE:** the *Instructor* card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance) • BSIS Firearm certified	

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Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Criminal Justice: Corrections	STC Academy CPR Instructor	Associate	• Certified CPR/First Aid instructor (AHA *preferred)* (***NOTE:*** the *Instructor* card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)	
BSIS Armed Guard	BSIS Powers of Arrest Instructor	Associate	BSIS Certified Baton or Firearms Instructor (*prefer* both)	**Bureau of Security and Investigative Services** bsis.ca.gov
	BSIS Firearms Instructor	Associate	BSIS Certified Firearms Instructor	**Bureau of Security and Investigative Services** bsis.ca.gov
Human Resource Administration	Instructor	Associate	Additional experience or training in subject area	
Medical Office Administration (On-Ground only)	Instructor	Associate	• Computer skills to include MS • Office medical terminology proficiency • Coding and billing experience	
	Instructor: HCM40 HCA102 MOP120 MOP140		Coding certification (CPC or CPB) *preferred*	**American Association of Professional Coders (AAPC)** aapc.com

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Business Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Medical Billing and Coding (Online only)	Instructor: HCP101, HCP102, HCP201, MBC105	Associate	• May accept related medical profession degree that demonstrates subject matter expertise • Computer skills to include MS • Office medical terminology proficiency	
	Instructor: MBC125, MBC210, MBC220, MOP120, MOP140		• CPC-I • Billing and/or coding experience	**American Association of Professional Coders (AAPC)** aapc.com
	Instructor: MBC230, MBC240, MOP130		• CPB and CPC • Billing and/or coding experience	
	Instructor: MOP110		• CPC-I • Billing and/or coding experience • CPR/First Aid certified (AHA *preferred*)	
	Instructor: HCP103, MOP210, MOP130		• Front office experience (EHR *preferred*)	
	Instructor: BUS102	Bachelor's	• Bachelor's in Mathematics, Applied Mathematics, or related major	
	Instructor: COMP101	Bachelor's	• Bachelor's in Information Technology or related major	

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Health Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Clinical Medical Assisting	Instructor	Associate	• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience) • Knowledge of **back** office skills required • Certified, Registered, or Licensed Phlebotomy Technician *preferred* (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA) • CPR/First Aid certified (AHA *preferred*)	***CA Med Board***: A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) mbc.ca.gov/allied/medical_assistants_questions.html#2 ***Approved Organizations and Certifications***: **American Association of Medical Assistants** aama-ntl.org • CMA certification • State Chapter certification ○ CSMA (AAMA) certification
Clinical and Administrative Medical Assisting	Instructor	Associate	• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience) • Knowledge of **back** office skills required • Certified, Registered, or Licensed Phlebotomy Technician *preferred* (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA) • CPR/First Aid certified (AHA *preferred*)	**American Medical Technologists** americanmedtech.org • RMA certification **California Certifying Board of Medical Assistants (CCBMA)** http://ccbma.org/ **National Center for Competency Testing (NCCT)** *OR* **Multi-skilled Medical Certification Institute** (*NCCT is the overseeing agency for this institution in California*) ncctinc.com • NCMA certification **National Healthcareer Association (NHA)** www.nhanow.com • CCMA – Certified Clinical Medical Assistant • CPT – Certified Phlebotomy Technician • CMAA – Certified Medical Administrative Assistant **California Department of Public Health** www.cdph.ca/gov/programs/lfs • Laboratory Field Services • Certified Phlebotomy Technician

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Health Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Dental Assisting	Instructor Program Director	Associate; Bachelor's preferred	• Registered Dental Assistant • Radiology (X), Coronal Polish (CP), and Sealant (S) certifications • Two Hour Teaching Methodology in Clinical Evaluation Certificate (Coronal Polish, Infection Control, Radiology, Sealants) • 30 Hour Teaching Methodology Certificate (issued by SJVC or CADAT) • CPR certified (AHA or ARC *preferred*) • Computer skills *preferred* (*NOTE:* certifications must be current and from California)	CA Department of Consumer Affairs dbc.ca.gov • RDH licensed prior to 2006 • RDH licensed after 2006 must have active RDA license ***In lieu of 30 Hour Teaching Methodology:*** may possess a postgraduate degree in education, a Ryan Designated Subjects Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential, or a Community College Teaching Credential
Dental Assisting and Dental Hygiene	Individual Dental Continuing Education Course Instructor	As appropriate for instruction of subject	Various studies but appropriate experience, education, and/or training for delivery to RDAs and RDHs	CA Department of Consumer Affairs http://www.dbc.ca.gov/verification/index.shtml
Dental Hygiene	Instructor	Bachelor's	• Current California RDH or DDS license • CPR certified (AHA or ARC *preferred*)	CA Department of Consumer Affairs dhcc.ca.gov
	Clinical Instructor	Associate	Additional experience or training in subject area	
	Program Director	Master's		
	Supervising Dentist	Doctor of Dental Surgery *or* Doctor of Dental Medicine	• Current California DDA or DMD license • *Preferred:* current Controlled Substance Registration (U.S. DOJ - DEA)	CA Department of Consumer Affairs dhcc.ca.gov

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Health Studies Division				
Area of Instruction	**Position**	**Minimum Degree Requirement[1]**	**Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area**	**AA/AD/HR Verification Source for Licensure/Certifications**
Diagnostic Medical Sonography	Instructor Laboratory Teaching Assistant	Associate; Bachelor's preferred	• American Registry of Diagnostic Medical Sonographers (ARDMS) certification, with specialties in abdominal and small parts, and obstetrics and gynecology • Registered Vascular Technologist or Sonographer (RVT or RVS) certification *preferred*	American Registry for Diagnostic Medical Sonography ardms.org
Pharmacy Technology	Instructor	Associate	• CA Licensed Pharmacy Technician • CPhT through Pharmacy Technician Certification Board (PTCP)	Board of Pharmacy pharmacy.ca.gov Pharmacy Technician Certification Board ptcb.org
	Instructor: PHR25, 100, 120, 203, 303			

Phlebotomy	Program Director	Associate	• Must hold one of the following CA licenses:
			  o MD or DO
			  o PA
			  o RN
			  o License under Chapter 3 of the CA Business and Professions Code
				Medical Board of CA mbc.ca.gov
				National Commission on Certification of Physician Assistants nccpa.net
				Board of Registered Nursing rn.ca.gov/regulations/title16
				CA BPC Chap. 3 leginfo.legislature.ca.gov

	Instructor	Associate	• Must hold one of the following CA licenses:
			  o MD or DO
			  o PA
			  o RN
			  o License under Chapter 3 of the CA Business and Professions Code
			  o RCP with 2 years' experience in the previous 5 years
			  o CPT I or CPT II with 3 years' experience in the previous 5 years (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA – *see CAMA p. 7 for verification sites*)
				Medical Board of CA mbc.ca.gov
				National Commission on Certification of Physician Assistants nccpa.net
				Board of Registered Nursing rn.ca.gov/regulations/title16
				CA BPC Chap. 3 Article 4 leginfo.legislature.ca.gov/
				Respiratory Care Board of CA rcb.ca.gov

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Area of Instruction	**Position**	**Minimum Degree Requirement**[1]	**Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area**	**AA/AD/HR Verification Source for Licensure/Certifications**
Registered Nursing	Instructor	Master's	• Current RN license • BRN approved course which includes practice in teaching Nursing • Background investigation and drug screening	Board of Registered Nursing rn.ca.gov
	Assistant Nursing Instructor	Bachelor's		
	Clinical Teaching Assistant	Associate; Bachelor's preferred		
	Program Director	Master's in Nursing, Education, or Administration		
	Assistant Program Director	Master's		
Surgical Technology	Instructor Clinical Instructor	Associate	• Current National Surgical Technology Certification (issued by an NCCA approved agency) • CPR certified (AHA *preferred*) • Background investigation and drug screening	National Board of Surgical Technology nbstsa.org
	Program Director			
	Clinical Coordinator			

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Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Respiratory Therapy	Instructor and/or Clinical Instructor	Associate; Bachelor's preferred	• RRT credential (issued by NBRC) • Licensed or eligible for licensure in California • AHA BLS Provider Certified **required** • BLS Instructor Certified *preferred* o The *Instructor* card is the equivalent of the BLS CPR *and* First Aid cards and can be presented singly for compliance with BLS Provider	National Board for Respiratory Care nbrc.org Respiratory Care Board of CA rcb.ca.gov
	Program Director	Bachelor's; Master's preferred		
	Medical Director	Doctor of Medicine	Board eligible/board certified licensed physician	Medical Board of CA mbc.ca.gov
	Director of Clinical Education (Clinical Coordinator)	Bachelor's; Master's preferred	• RRT credential (issued by NBRC) • Licensed or eligible for licensure in California • Background investigation and drug screening • AHA BLS Provider Certified **required** • BLS Instructor Certified *preferred* o The *Instructor* card is the equivalent of the BLS CPR *and* First Aid cards and can be presented singly for compliance with BLS Provider	National Board for Respiratory Care nbrc.org Respiratory Care Board of CA rcb.ca.gov

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Health Studies Division				
Area of Instruction	**Position**	**Minimum Degree Requirement[1]**	**Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area**	**AA/AD/HR Verification Source for Licensure/Certifications**
BSRT	Instructor Respiratory Therapy Program Core: RCP400, RCP460, RCP470, RCP480	Master's (Arts or Science)	**Credential** Must hold active Registered Respiratory Therapist (RRT) **Licensure:** Must hold current/unencumbered state Respiratory Care Practitioner (RCP) **Background:** 1. Criminal search (last 7 years in all states) 2. Education verification	6 years professional experience; 2 years instructional experience
	Faculty Respiratory Therapy Program Core: RCP410, RCP420, RCP430, RCP440, RCP450	Master's (Arts or Science)	Instructional faculty need not be respiratory therapists and can include professionals with advanced degrees or with experience and training in appropriate field of discipline (MBA, physicians, pharmacists or nurses)	6 years professional experience; 2 years instructional experience
	Faculty Upper-Division General Ed: ENG321, HUM325, HIST301, PSY302, STAT301	Master's (Arts or Science) in subject or related field with a minimum of 12 units completed in the subject matter	**Background:** 1. Education verification	1-2 years instructional experience

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Veterinary Technology	Instructor	Associate	• Licensed RVT	Veterinary Medical Board License Verification vmb.ca.gov
	Program Director			
Vocational Nursing	Instructor Clinical Coordinator	LVN with Associate or Bachelor's or Licensed RN with Associate or Bachelor's	• Current CA RN or LVN license	Board of Vocational Nursing & Psychiatric Technicians License Verification bvnpt.ca.gov
	Program Director Assistant Program Director	Bachelor of Science: Nursing	• Current CA RN or LVN license • Background investigation and drug screening	

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Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Aviation Maintenance Technology	Instructor	Associate	• FAA Airframe and Power Plant Certification	faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/

Computer Systems Administration	Instructor	Associate	*Required:*
			1. A+ Certification
			2. Network+ Certification
			3. Security+ Certification
			   (one of the following is required for Security+; possession of all 3 is preferred)
			    o Microsoft Certified Tech Specialist (MCTS)
			    o Microsoft Certified IT Professional (MCITP)
			    o Cisco Certified Network Associate (CCNA)
				For A+, Net+, and Security+: www.certmetrics.com/comptia/login.aspx
				
				For MS Certification Status (requires transcript ID and access code from the candidate): https://mcp.microsoft.com/Anonymous/Transcript/Validate

Electrical Technology	Instructor	Associate; Bachelor's preferred	• Experience with industrial AC/DC control circuits and/or electrical technology	• Certificate or license required to teach specific course content • Completion of OSHA 500 and 510 courses is **required** to teach ELEC100/OSHA30
Industrial Maintenance Technology	Instructor	Associate	• Experience with industrial electrical and motor control, PLC, hydraulics, and/or bearings, and industrial maintenance • Education to include vocational courses specific to IT • Electrical or PLC vocation certification preferred	
Heating, Ventilation, Air Conditioning, and Refrigeration	Instructor	Associate	• EPA universally certified (Section 608)	

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Technical Studies Division				
Area of Instruction	**Position**	**Minimum Degree Requirement[1]**	**Required Certification(s)**	**Equivalent Certification**	**AA/AD/HR Verification Source for Licensure/Certifications**
Information Technology	Instructor: COMP101	Associate; Bachelor's preferred	NA	NA	NA
	Instructor: COMP102 COMP103 COMP105		CompTIA A+	CompTIA Server+	http://certification.comptia.org/
	Instructor: COMP124 COMP121 COMP122 COMP123 COMP224		CompTIA Network+	4. MCSA: Microsoft Certified Solutions Associate 5. MCSE: Microsoft Certified Solutions Expert _or_ MTA: Microsoft Technology Associate in Windows Server Administration Fundamentals 6. CCIE: Cisco Certified Internetwork Expert – Wireless or CCNP _or_ CCNP: Cisco Certified Network Professional – Wireless 7. CCNA: Cisco Certified Network Associate – Wireless. Any CWNP (Certified Wireless Network Professional) certifications: CWTS, CWNA, CSWP, CWDP, CWAP, CWNE, or CWNT	https://www.microsoft.com/learning/en-us/mcsa-certification.aspx https://www.microsoft.com/learning/en-us/mta-certification.aspx https://www.microsoft.com/en-us/learning/mcse-certification.aspx https://www.cwnp.com/certifications/ http://www.cisco.com/web/learning/training-index.html

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Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Required Certification(s)	Equivalent Certification	AA/AD/HR Verification Source for Licensure/Certifications
Information Technology	Instructor: COMP152 COMP153 COMP154 COMP156 COMP254	Associate; Bachelor's Preferred	CompTIA Security+	• CEH: Certified Ethical Hacker • CISM: Certified Information Security Manager • CISSP: Certified Information Systems Security Professional • CASP: CompTIA Advanced Security Practitioner • SSCP: Systems Security Certified Practitioner • CISSP: Certified Information Systems Security Professional	https://certification.comptia.org/ http://www.isaca.org/CERTIFICATION/Pages/default.aspx https://www.isc2.org/cissp/default.aspx https://www.eccouncil.org/programs/certified-ethical-hacker-ceh/

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			Microsoft Technology Associate – Database Fundamentals – Exam 98-364	• MCSA: Microsoft Certified Solutions Associate – SQL Server • Oracle Database 11g Administrator	https://www.microsoft.com/en-us/learning/exam-98-364.aspx https://www.microsoft.com/en-us/learning/mcsa-sql-certification.aspx http://education.oracle.com/pls/web_prod-plq-dad/ou_product_category.getPage?p_cat_id=163#tabs-3
Instructor: COMP134 COMP234					

Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Required Certification(s)	Equivalent Certification	AA/AD/HR Verification Source for Licensure/Certifications
Information Technology	Instructor: COMP143 COMP244	Associate; Bachelor's preferred	Adobe Certified Associate: Web Authoring Using Adobe Dreamweaver	ACE: Adobe Certified Expert	http://www.adobe.com/education/certification-programs.html

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Instructor: COMP131 COMP132 COMP133 COMP141 COMP142 COMP144		NA: Relevant Professional Experience	NA: Relevant Professional Experience	NA: Relevant Professional Experience

General Education Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area
Chemistry	Instructor	Bachelor's in Chemistry, Biochemistry, Physics, Molecular Biology, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)

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English	Instructor	Bachelor's in English, Literature, Composition, Liberal Studies, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
History	Instructor	Bachelor's in History, Social Science, Humanities, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Math	Instructor	Bachelor's in Mathematics, Applied Mathematics, Statistics, Physics, Engineering, or related major *May accept related degree with 12 units completed in subject matter** *May accept 8 units if in advanced-level math such as Calculus*	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Natural Science	Instructor	Bachelor's in Environmental Studies, Chemistry, Physics, Biology, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Philosophy	Instructor	Bachelor's in Philosophy, Humanities, Sociology, Social Science, Social Psychology, Liberal Studies, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)

*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency
NOTE: Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

General Education Division

Area of Instruction	Position	Minimum Degree Requirement[1]	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area

[1]Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search http://ope.ed.gov/accreditation/search.aspx to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at http://www.ierf.org and requests a "General Report". The cost of the report is at the applicant's expense.)

San Joaquin Valley College

Physics	Instructor	Bachelor's in Physics, Engineering, Mathematics, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Psychology	Instructor	Bachelor's in Psychology, Counseling, Liberal Studies, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Sociology	Instructor	Bachelor's in Sociology, Anthropology, Political Science, Social Psychology, Liberal Studies, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Health	Instructor	Bachelor's in Health Sciences, Biology, Nutrition, Nursing, or related major *May accept related degree with 12 units completed in subject matter** *May accept 8 units if in advanced-level math such as Calculus*	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)
Speech	Instructor	Bachelor's in Speech, Communications, or related major *May accept related degree with 12 units completed in subject matter**	1-2 years **Required:** Official College Transcript (online teaching experience for Online Instructors)

*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency
NOTE: Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment