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.

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

[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

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 o 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**
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