

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: PERSONNEL

Policy 730– Minimum Qualifications for Faculty in Two-Year Degree Programs

**Adopted: May 30, 2008; Revised: May 23, 2014**

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**Board Policy:**

This policy establishes minimum qualifications for all faculty in two-year degree programs under the supervision and/or coordination of the Montana Board of Regents of Higher Education (BOR).

A. *Faculty in transfer programs/disciplines.* The minimum requirement for faculty teaching general education or career/technical coursework designed for transfer as part of the BOR general education transfer policy, the associate of science degree or the associate of arts degree shall be a master's degree in the teaching field or a closely related academic discipline with at least nine (9) graduate-level semester credits in the academic discipline. General education faculty who teach related instruction or developmental course work need not have a master's degree, but must have a bachelor's degree in the teaching field or a closely related discipline. Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the deputy commissioner for two-year education in the Office of the Commissioner of Higher Education (OCHE) must be obtained to employ faculty without the minimum qualifications.

1. *Temporary waiver for secondary instructor in dual enrollment programs transfer programs.* A temporary waiver may be allowed (at the discretion of the campus chief academic officer) for Dual Enrollment secondary instructors who do not meet BOR Policy 730.1. Dual enrollment instructors will be granted temporary approval if they meet the following criteria: 1) Hold a master's degree and be employed as a practicing secondary instructor; 2) Completed a professional development plan to earn 9 graduate credits in the discipline of the dual enrollment course within three years. Both the dual enrollment instructor and the college chief academic officer must sign the agreement and it must be reviewed annually; 3) Have enrolled in the first graduate course by the first semester of instruction; and 4) Demonstrate annual progress to meeting the 9 credit requirement.

B. *Faculty in career/technical disciplines/programs.* Minimum qualifications for career/technical faculty shall be three years' experience in the occupation to be taught or an equivalent number of years of postsecondary education in the career/technical discipline, combined with work experience in the career/technical discipline. Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the deputy commissioner for two-year education in OCHE must be obtained to employ faculty without the minimum qualifications.

C. *Professional and continuing education faculty.* Professional and continuing education courses should be taught by faculty with related college work or specialty training. In all cases, teaching faculty in these programs and courses must have special competence in the fields in which they teach, as determined by the chief executive officer of the institution.

HISTORY:

ITEM 139-103-R0508 approved by BOR May 30, 2008. Item 163-116-R01514, Revised May 23, 2014.