EMPLOYMENT STANDARDS AND CAREER DEVELOPMENT

Qualifications for Full-Time and Adjunct Faculty

All Faculty at Dunwoody College of Technology, regardless of their employment status - full time or adjunct, will be qualified in the area of expertise for which they are teaching. Qualified is defined in the following narrative which defines the qualifications of a faculty member based upon the Higher Learning Commission Assumed Practices and in the technical areas by the requirements established by programmatic accreditors. Qualifications need to be present at the time of hire.

Also listed in the table below are the employment standards established for Dunwoody faculty. These standards set the expectations of what a faculty member at Dunwoody should attain prior to employment and/or soon thereafter. These standards may require additional components, such as career and technical education classes, teaching experience, and 3 to 5 years of industry experience, be added to the minimum qualifications.

Qualifications

Arts & Science Faculty

Faculty teaching in Arts & Science courses (general education) will have a master's degree or higher in the subject area for which they are teaching. If the degree attained is not specific to the subject area, the faculty member must have a minimum of 18 graduate credits in the subject area (Minnesota Office of Higher Education and Higher Learning Commission).

Technical Faculty

Faculty teaching in a specific technical area shall be considered qualified to teach in their respective area of expertise if they have met the "tested experience" qualifications (Higher Learning Commission) regarding a mixture of education, professional certification, and work experience.

Teaching at the Associate / Certificate Degree Level

For some professions, an associate's degree may be the terminal degree with no further education in the subject area available, such as automotive or HVAC. In these situations, the three legged stool will provide the assurance that the skill set and professional knowledge are present to be an expert in the field. Where professional accreditation defines the level of expertise needed of faculty, those standards will be used. Minimum standards specific to each professional area include the following:

HVACR Systems Servicing (SERV), HVAC Installation & Residential Service (HEAT), HVAC Installation (HEATSM)

All HVAC faculty should meet the minimum standards required for HVAC Excellence as established in the HVAC Excellence Accreditation Manual. In addition, they should hold at a minimum an associate of applied science in the HVAC area they are teaching. HVAC Excellence. (2017). HVAC Excellence Accreditation Manual, 29 (https://www.escogroup.org/documents/hvac/accreditationmanual/).

Electrical Construction & Maintenance (ELEC)

All faculty should meet the minimum standards required by the MN Department of Labor and Industry as established in the Electrical Procedures and Training. In addition, faculty should hold at a minimum an associate of applied science in the electrical area they are teaching. Department of Labor and Industry. (2017). Electrical Procedures and Training, Section 3801.3865: 10-11 (https://www.revisor.mn.gov/rules/?id=3801&format=pdf).

Electrical Construction Design & Management (ECDM)

All faculty should meet the minimum standards required by Accreditation Board for Engineering and Technology (ABET). In addition, core faculty should have at a minimum a bachelor of science in an electrical area or construction or facilities management with an electrical focus or experience. ABET. (2017). Criteria for Accrediting Engineering Technology Programs, 2016 – 2017 (http://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-technology-programs-2016-2017/).

Surveying & Civil Engineering Technology (SCVL), Land Surveying (SURV)

Faculty teaching in the surveying program shall have a state license in surveying with 3 to 5 years of industry experience.

Radiologic Technology (RTEC)

Clinical Instructors will have Registration as an RTR (Radiologic Technician, Registered) with a minimum of three years of on the job experience in radiologic technology. The instructor will hold a baccalaureate degree in an area of health care or healthcare administration or business administration.

Clinical Coordinators will have the same requirement as a clinical instructor and in addition worked in a JRCERT accredited program for one year.

Standards are consistent with those provided by JRCERT Standards 2014 (https://www.jrcert.org/programs-faculty/jrcert-standards/).

All Automotive Program (ATAC, AUTO, COLL, MCAP, PACT, TTEN)

All faculty teaching in the automotive department area will follow the requirements established by ASE (Automotive Service Excellence) ATEF. All faculty will hold a current Certification for the level of program they will be teaching and have attained at a minimum an associate degree in automotive technology. Standards are consistent with those provided by ASE (http://www.aseeducation.org/resources/).

Graphic Design AND PRODUCTION (GRDP)

All faculty teaching in the Graphic Design and Pre-Media programs will hold a baccalaureate degree with courses concentrated in the content area for which they are teaching. Faculty will have at a minimum 5 or more years of experience in the graphics industry.

All Associate and Certificate Computer Programs (CNET, CNTS, CDEV, CWEB)

All faculty teaching computer courses in the associate and certificate programs will have a baccalaureate degree in a computer science related area and/or an associate degree in a computer science related area and professional certification in the content area which they are teaching.

Construction Project Management (PMGT)

All faculty teaching in the associate and certificate construction management programs will have a baccalaureate degree in a construction management related area and/or an associate degree in construction management and professional certification in the content area which they are teaching. The program will follow the faculty credentialing standards established by the American Council for Construction Education (http://www.acce-hq.org/images/uploads/ACCE_Document_101_0915171.pdf).

All Associate and Certificate Manufacturing Programs (ASRO, 3DPT, ELTT, IELT, MDES, ICOT, ICON, MACH, RSNM, WMET, WELD)

All faculty teaching in associate and certificate manufacturing programs will be required to have at a minimum an associate degree in the manufacturing field for which they are teaching, along with certifications specific to the subject area. If the faculty member has specialized certification and teaches within the content area of that specialization, certification and years of experience can be considered evidence of qualification. This is based upon the standards established by the National Institute for Metalworking Skills (https://www.nims-skills.org/web/nims/6/).

Teaching at the Baccalaureate Degree Level

Faculty teaching at the baccalaureate degree level will be required to attain a Master's degree in their respective area of expertise. This rule will be superseded by the programmatic accreditor working with the program of study. It may be perceived by the programmatic accreditor that a professional certification is sufficient to teach at the baccalaureate level, similar to a CPA teaching accounting. Minimum standards specific to each professional area include the following:

Interior Design (IDSN)

All Interior Design faculty should meet the minimum standards required by the Council for Interior Design Accreditation as established by CIDA's Professional Standards. Core faculty should hold at a minimum a bachelor's degree in interior design, hold National Council for Interior Design Qualification (NCIDQ) certification, and have related industry experience.

It is preferred that faculty hold a master's degree with at least 18 credits relevant to the coursework they instruct. Council for Interior Design Accreditation. (2017). Professional Standards 2017 (http://accredit-id.org/wp-content/uploads/2017/01/II.-Professional-Standards-2017.pdf).

Architecture (BARCH), Architectural Drafting & Design (ARCH)

Because the associate degree roles up into the Baccalaureate – the baccalaureate requirements apply to both associate and bachelor's degree levels.

All faculty teaching in the Architecture Programs will be at a minimum a licensed architect in their state or country of origin and currently seeking licensure in the State of Minnesota. Other standards as required by the National Architectural Accrediting Board (http://www.naab.org/program-administrators/) for faculty will apply.

Construction Management (CMGT)

All faculty teaching in the Construction Management Baccalaureate Program will have a master's degree or higher and at a minimum a baccalaureate degree in construction management related area with certification in their area of expertise. The program will follow the faculty credentialing standards established by the American Council for Construction Education (http://www.acce-hq.org/images/uploads/ACCE_Document_101_0915171.pdf).

Business Management & Leadership with MIS Concentration (AMGT)

All faculty within the Business Management program will have a Business-related Master's Degree and/or 18 graduate credits in the content area for which they will be reaching. Preferred 5 or more years of industry experience.

Computer Systems Analysis (BCSA)

All faculty teaching BCSA courses will be required to have a Master's Degree in the subject matter for which they are teaching or 18 graduate credits in the subject area. The faculty member will also have at a minimum 5000 hours of field experience.

Industrial Engineering Technology (IENG)

Faculty teaching in the Industrial Engineering Technology program will have at minimum a Master's Degree in the subject area for which they will be teaching or 18 graduate credits in the subject matter. Certifications in Lean, Six Sigma, Quality, or Project Management will be preferred. The faculty member will have three to five years of industry experience. All faculty will meet the standards established by the Accreditation Board for Engineering and Technology (ABET) (http://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-technology-programs-2016-2017/) for engineering technology programs.

Engineering (MENG, SENG, EENG)

Faculty who teach in a program which leads to a baccalaureate degree in engineering will have at a minimum a Master's Degree in the subject area for which they will be teaching or 18 graduate credits in the subject area or specialized certification in the subject area. A state Professional Engineer Certification will be preferred. The faculty member will have three to five years of industry experience. All faculty will meet the standards established by the American Accreditation Board for Engineering and Technology (ABET) (http://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-programs-2016-2017/) for engineering programs.[1]

automation & controls engineering technology (AENT)

Faculty teaching in the Automation Controls & Engineering Technology program will have a Master's Degree in a related field, plus at least 3 years of industry experience; OR they will have a bachelor's degree, a minimum of 5 years of industry experience, plus industry-related credentials.

Employment Standards for Faculty

Full-time Technical in A.A.S. or Certificate

Qualification	Instructor	Senior Instructor	Assistant Professor	Associate Professor	Professor
Faculty Development	Required	Required	Required	Required	Required

Industry Experience (some programs have specific requirements)	Required	Required	Required	Required	Required
Career and Technical Education Courses*	Required	Required	Required	Required	Required
Teaching Experience (1-3 years)	Preferred	Preferred	Required	Required	Required
Tech Degree	Required	Required	Required	Required	Required
Bachelor's Degree	Required**	Required**	Required	Required	Required
Master's Degree	Preferred	Preferred	Preferred	Required***	Required***
Doctorate Degree	Preferred	Preferred	Preferred	Preferred	Required
Certifications	Preferred	Preferred	Preferred	Required	Required
Professional Licenses	Preferred	Preferred	Preferred	Preferred	Preferred
Professional Affiliations	Preferred	Preferred	Preferred	Required	Required

* All faculty members who possess a degree in education are exempt from Career and Technical Education courses

** Comparable experience or certification(s) also accepted

*** Will also accept professional degree where appropriate, with certifications and licensure consistent with the course(s) being taught

Full-time Arts & Sciences

Qualification	Instructor	Senior Instructor	Assistant Professor	Associate Professor	Professor
Faculty Development	Required	Required	Required	Required	Required
Career and Technical Education Courses*	Required	Required	Required	Required	Required
Teaching Experience (1-3 years)	Required	Required	Required	Required	Required
Bachelor's Degree	Required	Required	Required	Required	Required
Master's Degree	Required	Required	Required	Required	Required
Doctorate Degree	Preferred	Preferred	Preferred	Preferred	Required
Professional Affiliations	Preferred	Preferred	Preferred	Required	Required

*All faculty members who possess a degree in education are exempt from Career and Technical Education courses

Bachelor's Degree Upper Level

Qualification	Instructor	Senior Instructor	Assistant Professor	Associate Professor	Professor
Faculty Development	Required	Required	Required	Required	Required
Career and Technical Education Courses*	Required	Required	Required	Required	Required
Teaching Experience (1-3 years)	Required	Required	Required	Required	Required
Bachelor's Degree	Required	Required	Required	Required	Required
Master's Degree	Required	Required	Required	Required	Required
Doctorate Degree	Preferred	Preferred	Preferred	Preferred	Required
Professional Affiliations	Preferred	Preferred	Preferred	Required	Required

*All faculty members who possess a degree in education are exempt from Career and Technical Education courses