

**PLEASE PRINT CLEARLY**

Print Full Name \_\_\_\_\_ Date \_\_\_\_\_

School District \_\_\_\_\_

Master's Degree  Yes If yes, what area (major) is the degree earned? \_\_\_\_\_

No If no, what is the status of your progress toward your master degree? \_\_\_\_\_

\_\_\_\_\_ Number of graduate hours in field of instruction (discipline) you have completed.

(Must be a minimum of 6 graduate hours to qualify).

Transcripts Approved  Yes  No \_\_\_\_\_ initials of appropriate SCC Division Dean

\_\_\_\_\_ Number of graduate hours yet to be obtained. \_\_\_\_\_ initials of appropriate SCC Division Dean

What course of study will you pursue? \_\_\_\_\_

College/University attending to earn graduate hours \_\_\_\_\_

Start date for additional graduate hours \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Projected completion date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. (Note: Must be completed within a two- to three-year period unless agreed upon by the instructor and SCC. Annual update required with transcript submitted to SCC's Human Resource office.)

Changes to this Plan of Action must be in writing and approved by the appropriate officials at Southeast Community College.

*This arrangement is between the "instructor" and "Southeast Community College." This Plan of Action will be reviewed by an SCC Official annually to confirm that a continuous effort is being made by the instructor to complete the required graduate hours within the agreed upon time. This Plan does not guarantee employment, nor commit SCC to any costs associated with the attainment of the additional credit hours. Failure by the instructor to provide the documentation or complete the hours will void the Plan.*

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**SOUTHEAST COMMUNITY COLLEGE INSTRUCTOR QUALIFICATIONS**

(As established by the Higher Learning Commission and SCC)

**Adjunct Dual-Credit Instructors:**

A. An instructor who is deemed to be "fully qualified" and eligible to teach a college-level course in Arts & Science that transfers to a four-year college/university, or General Education courses, must have the following minimum qualifications:

- A master's degree in the field of study they are teaching

OR

- A master's degree with 18 graduate hours in the field of study they are teaching.

B. Instructors teaching in college-level career and technical education fields must hold a Certificate, or Diploma, or associate, or bachelor, or master's degree and/or a combination of education, training and tested experience in the area they are teaching. Each program area can identify the credentials required for that program of study. Contact the Human Resources Office for more information.

**Plan of Action**

For instructors who do not meet minimum qualifications in area "A" (or "B"):

*(Note: Prior to an instructor making application for a Plan of Action with SCC, they must have successfully completed a Master's Degree AND a minimum of 6 graduate hours in the field of study they are teaching.)*

1. Work with the Program Chair/Division Dean to determine how many graduate hours are needed to become fully qualified. (Ex. If the instructor has 6 graduate hours in the field they are teaching, they will need to earn a minimum of 12 additional hours in the field they are teaching).
2. Determine which college/university from which the graduate hours will be earned.
3. Verify a timeline to complete the needed graduate hours:
  - Southeast Community College will allow a reasonable amount of time to complete the graduate hours. It is recommended that the hours be completed within a two- to three-year period.
  - The instructor must commit to taking graduate courses every year, starting with the beginning date of their Plan.
  - Each Plan will be reviewed annually to make certain there is continuous progress toward completing the necessary graduate hours.
4. Upon approval of the "Plan of Action" by SCC officials, the instructor will be recognized as being a "temporary qualified" instructor (until all of the qualifications of the Plan are met).

For SCC use only:

Date received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SCC Official (print name) \_\_\_\_\_