



Ohio Administrative Code

Rule 3358:17-20-02 Qualifications for full-time and part-time faculty.

Effective: March 21, 2015

(A) Faculty members selected for instructional assignments primarily in the technical areas should provide evidence of competency based on the following criteria:

(1) A minimum of an associate's degree, bachelor's degree preferred; and

(2) Practical experience (other than teaching) in the appropriate specialization, as demonstrated by full - time employment (approximately five years) in the career area or a related field; and

(3) Evidence of involvement with the field of concentration through activity in professional associations, consultive practice, participation in seminars, workshops, and formal course work, and individual reading.

(B) Faculty members selected for assignments primarily for teaching in the baccalaureate or lower division curriculum should generally possess a master's degree in the discipline, or a master's degree with eighteen graduate hours in the discipline.

(C) Individual s selected for top academic leadership responsibility at the divisional level should hold the doctorate or equivalent degree plus appropriate experience or hold a master's degree with other advanced preparation plus appropriate experience.

(D) The following minimum educational qualifications apply to part - time faculty.

The adjunct five and adjunct six categories are not included here because adjunct four is the highest entry level category. Consequently, part-time faculty cannot begin employment with the college at the adjunct five or adjunct six level.

(1) Lecturer one:



Bachelor's degree or related teaching experience or professional experience.

(2) Lecturer two:

Master's degree, or ten years of related teaching and/or professional experience.

(3) Lecturer three:

Doctorate degree, or fifteen years of related teaching and/or professional experience.

(4) Adjunct four:

Master's degree or doctorate with twenty or more years of related teaching and/or professional experience. (The highest entry level category).

(E) Advancement of part-time faculty.

(1) Based on the recommendation of the appropriate academic dean and the length of service. The dean's recommendation will be based on a comprehensive evaluation of the faculty member's performance. The length of service required at each level prior to advancement to the next highest level is as follows:

(a) Lecturer two: requires one term at lecturer one.

(b) Lecturer three: requires four terms at lecturer two.

(c) Adjunct four: requires four terms at lecturer three.

(d) Adjunct five: requires four terms at adjunct four.

(e) Adjunct six: requires four terms at adjunct five. To advance to adjunct VI, part - time faculty must also meet the minimum education and experience standards for full - time faculty appointments (paragraph (A) of this rule).



(2) Instructional loads for part - time faculty shall not exceed three courses per term either day and/or evening. Under special and unusual circumstances for the benefit of the college and its students, upon the recommendation of an academic dean(s), the president may permit individuals to instruct more than three courses.

(F) Faculty employed to teach under the categories of paragraph (B)(2) of rule 3358:17-9-01 of the Administrative Code may be issued contracts on a term basis.

(G) Part - time faculty mandated to take in - service training will be compensated for the time committed to the training per the current in - service/special meeting wage schedule maintained in human resources.

(H) Full - time faculty teaching an overload will be compensated at the adjunct six rate for overload hours.