

COLLEGE OF THE REDWOODS
Application for Minimum Qualifications

NAME _____ SSN _____ DATE _____

DISCIPLINE _____

DIVISION or CAMPUS _____

COMPLETE SECTION A, B, C, OR D BELOW: Note—Faculty in either category A or category B must be deemed qualified for an entire discipline, not merely for a specific course or group of courses. (For additional information on minimum qualifications or the disciplines included in A or B below, see AR 305.02.)

A. DISCIPLINES REQUIRING A MASTER’S DEGREE Complete this section if the discipline of assignment is among those requiring a master’s degree. Note—in some instances, a bachelor’s degree in the discipline and a master’s in a closely related discipline may meet the minimum qualifications.

Master’s Degree (or Doctorate)	Area of discipline	_____
	Name of institution	_____
	Degree/date awarded	_____

Bachelor’s Degree	Area of discipline	_____
	Name of Institution	_____
	Degree/date awarded	_____

B. DISCIPLINES IN WHICH THE MASTER’S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE: Complete this section if the discipline of assignment is among those in which the master’s degree is not generally expected or available. Note—any bachelor’s degree or associate’s degree is considered reasonably related to the listed disciplines for the purpose of minimum qualifications. However, proof of experience or licensure must be provided.

Bachelor’s Degree	Area of discipline	_____
	Name of institution	_____
	Degree/date awarded	_____

Associate’s Degree	Area of discipline	_____
	Name of institution	_____
	Degree/date awarded	_____

Professional Experience	Employer	_____
	Dates	_____
	Duties	_____
	Employer	_____
	Dates	_____
	Duties	_____

(attach additional sheets as necessary)

Professional Certification/ Licensure	Certificate/License	_____
	Date	_____

C. INSTRUCTION IN NONCREDIT COURSES: Complete this section if certification is requested only for noncredit courses. The minimum qualifications for hire as a faculty member teaching a noncredit course (200 level) are the same as minimum qualifications for credit instruction in the appropriate discipline, except in the specific case described in *College of the Redwoods Minimum Qualifications for Faculty*, June 1996.

Classes to be taught _____
Education and/or Experience _____

D. CREDENTIAL: Complete this section if the faculty member was authorized to serve as a community college faculty member under a credential *as of June 30, 1990*. Such faculty will be deemed to have met the minimum qualifications and may serve under the terms of their credential until the credential expires.

Credential type _____
Subject matter area(s) _____
Expiration date _____



Original documents (transcripts, letters verifying vocational experience, credentials, etc.) must be attached as verification. However, if the applicant is qualified on the basis of a *credential* (Category D), then other verification need not be submitted for the purpose of establishing minimum qualifications. Information on this form should reflect that of the application for employment at CR, which the instructor has verified by his or her signature.

DISTRICT CERTIFICATION (please check one box and sign)

The Redwoods Community College District certifies that the above candidate has met the minimum requirements required by law for community college instructors in the following manner:

- Master's degree in the discipline of the faculty member's assignment (Category A).
- Bachelor's degree in the discipline **plus** a master's degree in a reasonably related discipline (Category A).
- Bachelor's degree in a reasonably related discipline, **plus** two years of professional experience, **plus** appropriate certification or licensure to practice, if available (Category B).
- Associate degree in a reasonably related discipline, **plus** six years of professional experience, **plus** appropriate certification or licensure to practice, if available (Category B).
- Four years of higher education or experience **and** adequate training or experience to teach the designated noncredit courses (Category C).
- Community College Teaching Credential valid until _____ (Category D).

Campus Vice President/Associate VP/Division Chair

Date

Vice President for Academic Affairs

Date