



Northern Marianas College Procedure

Procedure No.: 5005.1 Procedure Title: Minimum Degree Requirements
for Academic Instructional Faculty
by Position

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Office of Origin: Human Resources

Procedure Approval Authority: Sharon Y. Hart, Ph.D., President

Board Policy No. Associated with this
Procedure:

Board Policy No. 5005

This Procedure Supersedes/Replaces:

New

Overview/procedure description

The Board of Regents has adopted a Policy specifying the minimum degree requirements for academic faculty. This procedure describes the method for determining the discipline in which course credits and degrees must be held; and enables staff and administrators to certify faculty credentials.

Areas of Responsibility

It is the responsibility of each incumbent academic faculty member and each applicant to provide evidence that he or she meets the minimum degree requirements. The Human Resources Office shall certify eligibility based solely upon the information provided by the faculty member or applicant for review. Acceptable evidence shall only include certified or official transcripts.

Procedure details

The Human Resources Office shall evaluate the transcripts and equivalence certifications provided by the incumbent faculty member or applicant and compare the degree(s) held and credit hours in each degree against the minimum qualification requirements for the discipline or course category in which the faculty (or proposed faculty member) is or will be assigned. For General Education Courses; Baccalaureate Courses; and Associate's Degree Courses designed for transfer into a baccalaureate degree program, the Human Resources Office shall compare the degree(s) and credit hours successfully completed against the requirements specified in category (a) or (b) for that subject matter area set forth in the table below. For courses not designed for transfer, and non-credit courses, the Human Resources Office shall compare the degree(s) and credit hours completed against the requirements specified in category (c) for that subject matter area set forth in the table below.

Minimum Qualifications for Faculty by Position

Discipline			Education in Field		Related Work Experience/ Rating/License/Certification
ACCOUNTING		(a)	Master's degree in Accounting		CPA license is required for this discipline
	or	(b)	Master's degree in Business Administration (MBA) including 18 graduate credit hours in Accounting		
ANTHROPOLOGY		(a)	Master's degree in Anthropology or Archaeology		
	or	(b)	Master's degree AND 18 graduate credit hours in the above		
ART		(a)	Master's degree in Fine Arts; Art; Art History; or in Studio Art with the specialization in Design, Multi-Media Design or Computer Graphics		(b1) 10 years' work related experience
	or	(b)	Master's degree AND 18 graduate credit hours in the above; or		
	or	(b1)	Master recognition in the community	(b1)	
BIOLOGICAL SCIENCE		(a)	Master's degree in the Biological Science discipline being taught (Biology, Botany, Marine Biology, Microbiology, Zoology, Biomedical Sciences, Agriculture science)		

Discipline		Education in Field	Related Work Experience/ Rating/License/Certification
	or	(b) Master's degree AND 18 graduate credit hours in the Biological Science discipline being taught as described in (a) above	
COMPUTER APPLICATIONS	or	(a) Master's degree in Computer Science or Information Technology or (b) Master's degree AND 18 graduate credit hours in the above or (c) Bachelor's degree in any of the above; or bachelor's degree in Business Administration with 18 credits in any of the above	
COLLEGE SKILLS		Master's degree in Education (including without limitation Educational Administration, Adult Basic Education, International Teaching, etc.)	
CRIMINAL JUSTICE	or	(a) Master's degree in Criminology, Criminal Justice, and/or Psychology, Sociology or Counseling (b) Master's degree with at least 18 graduate credits in the above, or J.D.	
DRAMA		(a) Master's degree or Master of Fine Arts in Drama/Theater Arts/Performance	

Discipline			Education in Field		Related Work Experience/ Rating/License/Certification
	or	(b)	Master's degree AND 18 graduate credit hours in the above; or		
		(b1)	Master recognition by Drama and Theatre Community or Drama Performance Community	(b1)	10 years' experience in drama or theatre
ECONOMICS		(a)	Master's degree in Economics		
	or	(b)	Master' degree AND 18 graduate credit hours in Economics		
EDUCATION (a) General Education Courses ¹		(a)	Master's degree in Education (including without limitation Educational Administration, Educational Leadership, Adult Basic Education, International Teaching, etc.)		
(a1) Elementary Education		(a1)	Master's degree in Elementary Education		
(a2) Early Childhood Education		(a2)	Master's degree in Child Development, Early Childhood Education, Human Development, Home Economics/Family and Consumer Studies with a specialization in Child Development/Early Childhood Education, or Educational Psychology with a specialization in Child		

¹ Courses that are included in multiple specialties in the School of Education

Discipline		Education in Field	Related Work Experience/ Rating/License/Certification
(a3) Special Education (a4) Rehabilitation and Human Services		Development/Early Childhood Education	
		(a3) Master's degree in Special Education	
		(a4) Master's degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, or Career Development, Marriage and Family Therapy, or Marriage, Family and Child Counseling	
		(b) Master' degree AND 18 graduate credit hours in Education	
		(b1) Master's degree in Education AND a bachelor's degree in Elementary Education	
		(b2) Master' degree AND 18 graduate credit hours in the fields described in (a2) above, which comprise the Early Childhood discipline	
		(b3) Master' degree AND 18 graduate credit hours in Special Education	
		(b4) Master' degree AND 18 graduate credit hours in the fields described in (a4) above, which	

Discipline		Education in Field	Related Work Experience/ Rating/License/Certification
		comprise the Rehabilitation and Human Services discipline	
ENGLISH	(a) or (b)	Master's degree in English, English Literature, Comparative Literature, TESL, TESOL, English Education, Composition, Creative Writing, or Linguistics Master' degree AND 18 graduate credit hours in any of the above	
ELI (c1) Listening and Speaking (c2) Reading and Vocabulary (c3) Writing and Grammar (c4) ESL	(c1) (c2) (c3) (c4)	Bachelor's degree in English or Linguistics; or Bachelor's degree in Education with Linguistics specialty or emphasis ² Bachelor's degree in English or Linguistics, or Bachelor's degree in Education with Reading specialty or emphasis Bachelor's degree in English, Linguistics, or Creative Writing; or Bachelor's degree in Education with an English or Writing specialty or emphasis Bachelor's degree in TESL, TESOL,	

² "emphasis" shall mean at least 18 credit hours

Discipline		Education in Field		Related Work Experience/ Rating/License/Certification
		Linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or Education with a TESL emphasis		
GEOGRAPHY	or	(a) Master's degree in Geography or History (b) Master' degree AND 18 graduate credit hours in Geography		
HEALTH	or	(a) Master's degree in any Health Science, Health Education, Biology, Nursing, Physical Education, Kinesiology, any Exercise or Bio-mechanical Science, Dietetics, or Nutrition (b) Master' degree AND 18 graduate credit hours in any of the above		
HISTORY	or	(a) Master's degree in History (b) Master' degree AND 18 graduate credit hours in History		
LANGUAGES (a1) Foreign Language (a2) Sign Language		(a1) Master's degree and 18 graduate credit hours in Linguistics, ESL, Education, or another language (a2) Master's degree and 18 graduate credit hours in Linguistics, ESL, Education, or another language and Sign Language	(a2)	2 years of professional experience in sign language and Certification in ASL is required for this discipline

Discipline			Education in Field		Related Work Experience/ Rating/License/Certification
			Business Administration with 18 credit hours in the discipline being taught ex. Marketing, Finance, etc.		
MATHEMATICS		(a)	Master's degree in Mathematics, Applied Mathematics, or STEM-related field		
	or	(b)	Master' degree AND 18 graduate credit hours in Math based-subjects		
	or	(c)	Bachelor's degree in any of the above and/or Finance, Economics, Accounting, or Education AND 18 credits in Mathematics		
MUSIC					
(a1) Music		(a1)	Master's degree in Music		
(a2) Basic Ukelele ³		(a2)	Bachelor's degree	(a2)	3 years' experience in instrument being taught
	or	(b1)	Master's degree AND 18 graduate credit hours in Music	(b1)	3 years' experience in multiple instruments being taught
NATURAL RESOURCE MANAGEMENT (INTERNSHIP)			Master's degree in Natural Resource Management		
NATURAL RESOURCE MANAGEMENT		(a)	Master's in Geography, Biological Sciences, Environmental Sciences, Natural Resources, Conservation Ecology,		

³ Non-transfer / non-credit

Discipline			Education in Field		Related Work Experience/ Rating/License/Certification
	or	(b)	Agriculture, or Forestry Master' degree AND 18 graduate credit hours in any of the above		
NURSING		(a)	Master's degree in Nursing	(a)	3 years of nursing experience; and A current license to practice as a registered nurse in the United States or U.S. Territories, and the Commonwealth of the Northern Mariana Islands
	or	(b)	Bachelor's degree in nursing AND master's degree (or greater) in Health Education, or any Health Science, or Public Health.	(b)	3 years of nursing experience; and A current license to practice as a registered nurse in the United States or U.S. Territories, and the Commonwealth of the Northern Mariana Islands
NURSING (CLINICAL)			Bachelor's degree in Nursing		3 years of nursing experience A current license to practice as a registered nurse in the United States or U.S. Territories, and the Commonwealth of the Northern Mariana Islands
PHILOSOPHY	or	(a)	Master's degree in Philosophy		
		(b)	Master' degree AND 18 graduate credit hours Philosophy		
PHYSICAL EDUCATION		(a)	Master's degree in Physical Education, any Exercise Science, Education with an emphasis in Physical Education, Kinesiology, Physiology of exercise, or Adaptive physical Education		

Discipline		Education in Field	Related Work Experience/ Rating/License/Certification
	or	(b) Master' degree AND 18 graduate credit hours in any of the above	
PHYSICAL SCIENCE		(a) Master's degree in discipline being taught (ex. Physical Science, Physics, Chemistry, Astronomy, Earth Sciences, Geology, Geophysics, Meteorology, Oceanography, or Paleontology)	
POLITICAL SCIENCE	or	(b) Master' degree AND 18 graduate credit hours in discipline being taught	
PSYCHOLOGY		(a) Master's degree in Political Science, Government, International Relations, Economics, History, Public Administration, Social Science, Sociology, any Ethnic studies; or aJ.D., or LL.B.	
SOCIOLOGY	or	(b) Master' degree AND 18 graduate credit hours in political science	
		(a) Master's degree in Psychology	
	or	(b) Master' degree in Counseling, Sociology, Neuroscience, Social Work, and 18 graduate hours in Psychology	
		(a) Master's degree in Sociology	
	or	(b) Master' degree in	

Discipline		Education in Field	Related Work Experience/ Rating/License/Certification
		Anthropology, any Ethnic Studies, Social Work, Psychology, or Education, 18 graduate credit hours in Sociology	
SPEECH	or	(a) Master's degree in Speech, Speech broadcasting, Telecommunications, Rhetoric, Communication, Communication studies, Speech Communication, Organizational Communication, English, or Linguistics (b) Master's degree AND 18 graduate credit hours in the above	