



Northern Marianas College Procedure

Procedure No.:	5005.1	Procedure Title:	Minimum Degree Requirements for Academic Instructional Faculty by Position		
Issuing Date:	8-07-13	Adoption Date:	8-07-13	Effective Date:	8-07-13
				Revised:	8-27-13
					10-7-16
Office of Origin:	Human Resources				
History of Procedure	Effective date: 8/7/13; Revised: 8/27/13; Revision Presented for 1 st Reading at College Council (CC), 9-15-16; 2 nd Reading CC, 9-29-16 Note: APS Division worked w/Faculty Senate, 1-5-16 on revision of MQ; 3 rd Reading and Approved for Recommendation, College Council 10-7-2016.				
Procedure Approval Authority:	Dr. Carmen Fernandez <i>[Signature]</i> <i>10/19/2016 effective immediately</i>				
Board Policy No. Associated with this Procedure:	Board Policy No. 5005				
This Procedure Supersedes/Replaces:	Revised				

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	or	(a)	Master's degree in Accounting or business administration with accounting concentration		
		(b)	Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis		
	AND	(c)	Master's in business, business administration, business education, economics, taxation, or finance.		
	Or	(d)	Master's degree in Business Administration (MBA) including 18 graduate credit hours in Accounting		
ALLIED HEALTH CAREERS [Certified Nurse Aide/Certified Nursing Assistant, Health Aide, Home Care Aide, Hospice Aide, Operating Room Technician, Psychiatric Technician, and Hemodialysis Technician]		(a)	Bachelor's degree in Nursing, Health Education, any Health Science, Public Health, or Community Health, AND	(a)	Two (2) years of professional experience; shall possess appropriate valid & current licensure or certification to practice in the Commonwealth of the Northern Mariana Islands as required by law. Allied Health personnel shall work under appropriate supervision when required by their license laws.

	Or	(b)	Associate degree in Nursing, Health Education, any Health Science, Public Health, or Community Health, AND	(b)	Six (6) years of professional experience; shall possess appropriate valid & current licensure or certification to practice in the Commonwealth of the Northern Mariana Islands as required by law. Allied health personnel shall work under appropriate supervision when required by their license laws.
ANTHROPOLOGY	Or	(a)	Master's degree in Anthropology or Archaeology		
	Or	(b)	Bachelor's in Anthropology or Archeology		
	And	(c)	Master's in sociology, biological sciences, forensic sciences, genetics or paleontology		
	or	(d)	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		
	or	(b)	Master's degree AND 18 graduate credit hours in the above; or		
	or	(b1)	Master recognition in the community, AND	(b1)	10 years' work related experience
BIOLOGICAL SCIENCE		(a)	Master's degree in-any Biological Science		

	or	(b)	Bachelor's degree in any Biological Science		
	And	(c)	Master's degree in Biochemistry, Biophysics, or marine science		
	or	(d)	Master's degree AND 18 graduate credit hours in Biological Science.		
COACHING		(a)	Any Bachelor's Degree and Two-years of professional experience in sports or coaching, OR any Associate Degree and six-years of professional experience sports or coaching.		
COMPUTER APPLICATIONS		(a)	Master's degree in Computer Science, Computer Engineering, or Information Technology		
		(b)	Bachelor's degree in any of the above AND Master's degree in Mathematics, Cybernetics, Business Administration, Accounting or Engineering.		
	or	(c)	Master's degree AND 18 graduate credit hours in the above		
COMPUTER INFORMATION TECHNOLOGY (Computer network		(a)	Any bachelor's degree AND		Two-years of professional experience.

installation, microcomputer technology, computer applications)	Or	(b)	Any bachelor's degree AND	Six-years of professional experience.
COMPUTER SERVICE TECHNOLOGY		(a)	Any bachelor's degree AND	Two-years of professional experience.
	Or	(b)	Any bachelor's degree AND	Six-years of professional experience.
COLLEGE SKILLS			Master's degree in Education (including without limitation Educational Administration, Adult Basic Education, International Teaching, etc.), Master's degree in Psychology.	
CRIMINAL JUSTICE (a1)		(a1)	Master's degree in Criminology, Criminal Justice, and/or Psychology, Sociology, Counseling, or a Juris Doctorate Degree.	
	or	(a2)	A Bachelor's Degree in a subject area closely related to criminal justice AND a Master's Degree, plus at least 18 graduate credit hours in Law Enforcement, Law, Criminal Justice, and Criminology.	
FIRE SCIENCE TECHNOLOGY (b1)		(b1)	Associate of Applied Science Degree in Criminal Justice or Certificate in Fire Science Technology; OR Three to Five-Year experience in any of the	

<p>BASIC LAW ENFORCEMENT</p>		<p>(c1)</p>	<p>following areas: Arson Investigation, Fire Inspections, Fire Operations, Fire Training, Hazardous Materials, Fire Suppression/Detection Systems, and Wildland Fire(s). AND, Knowledge of Fire Behavior, Fire Modeling, Chemistry of Fire, and Affects from Fire on building components. OR, Pro-Board Fire Services Professional Qualifications System Certified.</p> <p>Associate of Applied Science Degree in Criminal Justice or Certificate in Basic Law Enforcement; OR, Three to five years' experience in any of the following areas: Police Administration, Police Science, Crime Scene Investigations, Criminal Justice, Criminology or, a closely related field; AND Graduate from a recognized Basic Law Enforcement Academy.</p>		
<p>DRAMA</p>	<p>or</p>	<p>(a) (b)</p>	<p>Master's degree or Master of Fine Arts in Drama/Theater Arts/Performance</p> <p>Master's degree AND 18 graduate credit hours in the above; or</p>		

	Or	(b1))	Master recognition by Drama and Theatre Community or Drama Performance Community, AND	(b1))	10 years' experience in drama or theatre
		(c)	Bachelor's degree in Drama, Theater, Theater Arts or Performance AND Master's in Comparative Literature, English, Communication Studies, Speech, Literature, or Humanities.		
ECONOMICS	or	(a)	Master's degree in Economics		
		(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 or Education.		
		(a1))	Master's degree in Child Development, Early Childhood Education, Human Development, Home Economics/Family and		

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

<p>(a2) Early Childhood Education</p>		<p>(a2)</p>	<p>Consumer Studies with a specialization in Child Development/Early Childhood Education, or Educational Psychology with a specialization in Child Development/Early Childhood Education</p> <p>Master's degree in Special Education.</p> <p>Master's degree in Counseling, Rehabilitation</p>		
<p>(a3) Special Education</p>		<p>(a3)</p>	<p>Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational</p>		
<p>(a4) Rehabilitation and Human Services</p>		<p>(a4)</p>	<p>Counseling, Social Work, or Career Development, Marriage and Family Therapy, or Marriage, Family and Child Counseling</p>		
			<p>Master' degree AND 18 graduate credit hours in Education</p> <p>Master's degree in Education AND a bachelor's degree in Elementary Education</p>		
		<p>(b)</p>	<p>Master' degree AND 18 graduate credit hours in the fields described in (a2) above, which comprise the Early Childhood discipline</p>		
		<p>(b1)</p>	<p>Master' degree AND 18 graduate credit hours in Special Education</p>		

		(b2) (b3) (b4) (b2)	<p>Master' degree AND 18 graduate credit hours in the fields described in (a4) above, which comprise the Rehabilitation and Human Services discipline</p> <p>Bachelor's degree in any of the above AND Master's degree in Education, Social Work, Education Supervision, Elementary Education, Special Education, Psychology, Bilingual/Bicultural Education, Life Management/Home Economics, Family Life Studies, or Family and Consumer Studies.</p>		
ENGLISH	or	(a) (b)	<p>Master's degree in English, English Literature, Comparative Literature, TESL, TESOL, English Education, Composition, Creative Writing, or Linguistics</p> <p>Master' degree AND 18 graduate credit hours in any of the above</p>		
ELI: ENGLISH LANGUAGE INSTITUTE (c1) Listening and Speaking		(c1)	Bachelor's degree in English or Linguistics; or Bachelor's degree in Education with Linguistics specialty or emphasis ²		

² "emphasis" shall mean at least 18 credit hours

(c2) Reading and Vocabulary		(c2)	Bachelor's degree in English or Linguistics, or Bachelor's degree in Education with Reading specialty or emphasis		
(c3) Writing and Grammar		(c3)	Bachelor's degree in English, Linguistics, or Creative Writing; or Bachelor's degree in Education with an English or Writing specialty or emphasis		
(c4) ESL		(c4)	Bachelor's degree in TESL, TESOL, 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		
	Or	(c)	Bachelor's degree in Geography AND Master's degree in Geology, History, Meteorology, or Oceanography.		
HEALTH		(a)	Master's degree in any Health Science, Health Education, Biology, Nursing, Physical Education, Kinesiology, any Exercise or Bio-		

	or	(b)	mechanical Science, Dietetics, or Nutrition		
	or	(c)	Master' degree AND 18 graduate credit hours in any of the above		
			Bachelor's degree in any of the above AND Master's degree in any Biological Science		
HISTORY	or	(a)	Master's degree in History		
		(b)	Master' degree AND 18 graduate credit hours in History		
			Bachelor's degree in History AND Master's degree in Political Science, Humanities, Geography, Area Studies, Women's Studies, Social Science or Ethnic Studies.		
HOSPITALITY		(a)	Master's degree in hospitality, travel, or tourism.		
		(b)	Master's in Business Administration (MBA), AND		(b) 2-years which may include professional training.
		(c)	Bachelor's in hospitality, tourism, or travel, AND		(c) 3-years which may include professional training
LANGUAGES					
(a1) Foreign Language		(a1)	Master's degree and 18 graduate credit hours in Linguistics, ESL, Education, or another language		

(b1) Sign Language	or	(a2))	Bachelors in the language being taught AND Masters in another Language or Linguistics.		
	or	(b1))	Master's degree and 18 graduate credit hours in Linguistics, ESL, Education, or another language and Sign Language	(b2))	2 years of professional experience in sign language and Certification in ASL is required for this discipline
	or	(b2))	Functionally native oral and written fluency in the language being taught; the ability to communicate in English with a passing score on a standardized competency exam including without limitation TOEFL iBT or IELTS academic examination AND any master's degree, AND		
		(b3))	Any Master's degree and 18 credits in any of the above		
LITERATURE	or	(a))	Master's degree in English, English Literature, or Comparative Literature		
		(b))	Master' degree AND 18 graduate credit hours in any of the above		
MANAGEMENT		(a1))	Master's degree in		

(a2) Business Law	<p>or</p> <p>(a2)</p> <p>or</p> <p>Or</p>	<p>) Business Administration, Business Management, Business Education, Marketing, Administration, or Finance</p> <p>) Bachelor's degree in any of the above AND Master's degree in Economics, Accountancy, Taxation, or Law</p> <p>(a2) Master's degree in Business, Business Management, Business Administration, Accountancy, Finance, Marketing, or Business Education.</p> <p>(b2) Bachelor's degree in any of the above AND Master's degree in Economics, Personnel Management, Public Administration, or JD or LLB degree.</p> <p>(b3) Bachelor's degree in economics with a business emphasis AND Master's degree in Personnel Management, Public Administration, or JD or LLB degree.</p>		
(a1) MATHEMATICS	<p>or</p>	<p>(a1) Master's degree in Mathematics, Applied Mathematics, or STEM-related field</p> <p>(b1) Master' degree AND 18 graduate credit hours in</p>		

<p>(a2) MATHEMATICS – Basic Skills: Non-credit aka Non Credit Unit (NDU)</p>	<p>or or</p>	<p>) (c1) (d1) (a2)</p>	<p>Math based-subjects Bachelor’s degree in any of the above, or Finance, Economics, Accounting, or Education AND 18 graduate credits in Mathematics Bachelor’s degree in any of the above AND Master’s degree in Statistics, Physics, or Mathematics Education. Bachelor’s degree in Mathematics, Applied Mathematics, Statistics, Physics, Finance, Accounting, Economics, Mathematics Education, or Education</p>		
<p>MUSIC (a1) Music (a2) Basic Ukelele³</p>	<p>or or or</p>	<p>(a1) (b1) (a2) (b2)</p>	<p>Master’s degree in Music Bachelor’s degree in Music AND Master’s degree in Humanities. Bachelor’s degree, AND Master’s degree AND 18 graduate credit hours in Music</p>	<p>(a2)</p>	<p>3 years’ experience in multiple instruments being taught</p>
<p>MARKETING</p>		<p>(a)</p>	<p>Master’s degree in business administration, business management, business education, marketing, advertising,</p>		

³ Non-transfer / non-credit

	Or		or finance. Bachelor's degree in any of the above, AND Master's degree in economics, accountancy, taxation, or law.		
NATURAL RESOURCE MANAGEMENT (INTERNSHIP)			Master's degree in Natural Resource Management		
NATURAL RESOURCE MANAGEMENT	or	(a)	Master's in Geography, Biological Sciences, Environmental Sciences, Natural Resources, Conservation Ecology, Agriculture, or Forestry		
		(b)	Master' degree AND 18 graduate credit hours in any of the above		
NURSING	or	(a)	Master's degree in Nursing, AND	(a)	Three (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 Education, Health Education, or any Health Science, or Public Health, AND	(b)	Three (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	(c)	Bachelor's degree in nursing AND a minimum of 18 graduate credit hours of study in Nursing, General Education, Health	(c)	Three (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

			Education, any Health Science, or Public Health, AND		Northern Mariana Islands.
NURSING (CLINICAL)			Bachelor's degree in Nursing, AND		Three (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.
PHILOSOPHY	or	(a)	Master's degree in Philosophy		
		(b)	Master' degree AND 18 graduate credit hours Philosophy		
PHYSICAL EDUCATION	Or	(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		
	Or	(b)	Master' degree AND 18 graduate credit hours in any of the above.		
	Or	(c)	Bachelor's in any of the above, AND Masters in any Life Science, dance, physiology, health education, recreation administration, or physical therapy.		
PHYSICAL EDUCATION: ACTIVITY COURSES (Tai-Chi, Zumba, Walk-Jog-Run, Aerobics, Karate, etc.)		(a)	Any Bachelor's degree and certification in specialized activity course, AND 4-years of professional experience in the activity course;		

			OR, Any Associate Degree AND 6-years of professional experience in the activity course.		
PHYSICAL SCIENCE		(a)	Master's degree in discipline being taught (ex. Physical Science, Physics, Chemistry, Astronomy, Earth Sciences, Geology, Geophysics, Meteorology, Oceanography, or Paleontology)		
	or	(b)	Master' degree AND 18 graduate credit hours in discipline being taught		
POLITICAL SCIENCE		(a)	Master's degree in Political Science, Government, International Relations, Economics, History, Public Administration, Social Science, Sociology, any Ethnic studies; or a J.D., or LL.B.		
	or	(b)	Master' degree AND 18 graduate credit hours in political science		
PSYCHOLOGY		(a)	Master's degree in Psychology		
	or	(b)	Master' degree in Counseling, Sociology, Neuroscience, Social Work, and 18 graduate hours in Psychology		
SOCIAL SCIENCE			Master's Degree in Social Science, History, Political Science, Sociology, Anthropology, or		

			Psychology.		
SOCIOLOGY	or	(a)	Master's degree in Sociology		
		(b)	Master' degree in Anthropology, any Ethnic Studies, Social Work, Psychology, or Education, AND 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		