

Attachment 6
Oakton Faculty Minimum Qualifications

(Revised 2004-05; January 2009)

**Minimum Qualifications for Oakton Community College Faculty
(Full and Part-time)**

These minimum qualifications stipulate the required criteria a faculty member, full-time or part-time, must meet in order to teach in an Oakton Community College credit program, including remedial courses offered through regular Oakton departments (excluding the Alliance for Lifetime Learning). They comply with Illinois state requirements and conform to generally recognized professional standards within the disciplines.

Statement of Principles

1. These criteria are established as minimums. They do not necessarily reflect current faculty qualifications, ideal or desired qualifications.
2. Some departments may establish higher standards in response to the requirements of external accrediting agencies.
3. The minimum criteria shall be the same for both full-time and part-time faculty members.
4. All faculty members employed to teach vocational courses shall have a minimum of 2000 work hours in the field. In addition, the normal expectation for faculty members teaching vocational courses is that they hold an earned baccalaureate degree, except in those fields in which the work experience and related training is the principal learning medium.
5. All faculty members employed to teach transfer courses shall hold an earned Master's degree. In those disciplines wherein there are other generally accepted standards and practices, upon the recommendation of the Dean and the approval of the Vice President for Academic Affairs, exceptions may be made.

Departments may establish preferred standards for the department and preferred standards for teaching specific courses. Such preferred standards serve as guides for hiring.

OAKTON COMMUNITY COLLEGE
 Titles & Qualifications of Faculty
 November 2002 – Updated 9-04 and 1-05 and 1-09

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
ACC - Accounting	<ul style="list-style-type: none"> ➤ Master's degree in accounting Or ➤ Bachelor's degree and a minimum of 2000 hours (1 year) of accounting work experience and CPA 	<ul style="list-style-type: none"> ➤ Additional work experience in accounting ➤ College teaching experience
AHC - Air Conditioning, Heating and Refrigeration Technology	<ul style="list-style-type: none"> ➤ Bachelor's degree in mechanical engineering Or ➤ Vocational/technical education and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional field experience ➤ Master's degree in engineering or vocational/technical education ➤ ICE, NATE, or other relevant certifications
ANT - Anthropology	<ul style="list-style-type: none"> ➤ Master's degree in anthropology Or ➤ Master's degree in a related field with at least 18 graduate semester hours in anthropology (based on course content) 	<ul style="list-style-type: none"> ➤ College teaching experience
ARC - Architecture	<ul style="list-style-type: none"> ➤ Bachelor's degree in architecture and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Master's degree in architecture ➤ Registration as an architect (RA) ➤ College teaching experience ➤ Additional professional experience
ART - Art	<p>Studio Courses</p> <ul style="list-style-type: none"> ➤ Master's degree in art with a graduate concentration or professional experience in the teaching area <p>Art History</p> <ul style="list-style-type: none"> ➤ Master's degree in art or history <p>Introduction to Art</p> <ul style="list-style-type: none"> ➤ Master's degree in art, art history or a related field (e.g. humanities) with a graduate concentration in art and/or art history 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ College teaching experience ➤ College teaching experience
ATA - Automotive Technology	<ul style="list-style-type: none"> ➤ A.A.S. in automotive technology or vocational/technical education and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Bachelor's degree ➤ Relevant industry certification(s)

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
BIO - Biology	<ul style="list-style-type: none"> ➤ Master's degree in biology, one of the biological sciences, or biology education ➤ Master's degree or higher degree in related field of study 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Doctoral degree in biology, one of the biological sciences, or biology education
BUS - Business	<ul style="list-style-type: none"> ➤ MBA Or ➤ Master's degree in management and a minimum of 2000 hours (1 year) of management/business work experience 	<ul style="list-style-type: none"> ➤ Additional relevant work experience ➤ College teaching experience
CHM - Chemistry	<ul style="list-style-type: none"> ➤ Master's degree in chemistry, chemistry education, or chemical engineering 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Doctoral degree in chemistry or chemistry education
CNA - Cisco Network Academy	<ul style="list-style-type: none"> ➤ Bachelor's degree in technical discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience in related field ➤ Post-secondary teaching/training experience ➤ Master's degree in related field
COL - College Success	<ul style="list-style-type: none"> ➤ Master's degree in education, counseling, counseling psychology or a related field 	<ul style="list-style-type: none"> ➤ Master's degree in adult or developmental education and experience teaching freshman year experience courses.
CAD - Computer-Aided Design (see Mechanical Design/CAD)		
CAS - Computer Application Software (now CAB – Computer Applications for Business)	<ul style="list-style-type: none"> ➤ Bachelor's degree in computer-related discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience in the computer field ➤ Post-secondary teaching/training experience ➤ Master's degree in computer-related field
CIS - Computer Information Systems	<ul style="list-style-type: none"> ➤ Bachelor's degree in computer-related discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience in the computer field ➤ Post-secondary teaching/training experience ➤ Master's degree in computer-related field
CMG - Construction Management	<ul style="list-style-type: none"> ➤ Bachelor's degree in engineering or architecture and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional field experience ➤ Master's degree in engineering or architecture ➤ Post-secondary teaching/ training experience

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
COM - Communications	➤ Master's degree in instructional technology, broadcasting, communications, or other relevant field and work experience in video and/or multimedia production in a corporate, educational, or broadcast environment	➤ Course work in educational theory and/or instructional design ➤ Script writing experience ➤ College teaching experience
COT - Computer Office Technology (now CAB – Computer Applications for Business)	➤ Bachelor's degree in computer-related discipline and a minimum of 2000 hours (1 year) of work experience in the field	➤ Additional work experience in the computer field ➤ Post-secondary teaching/training experience ➤ Master's degree in computer-related field
CSC - Computer Science	➤ Master's degree in computer science or similar discipline	➤ College teaching experience ➤ Other relevant work experience ➤ Doctoral degree in computer science or mathematics
EAS - Earth Science (including geology, physical geography, oceanography and meteorology)	➤ Master's degree in earth science, one of the specific earth sciences, or earth science education	➤ College teaching experience ➤ Doctoral degree in earth science, one of the specific earth sciences, or science education
ECE - Early Childhood Education	➤ Bachelor's degree in early childhood development or related field and a minimum of 2000 hours (1 year) of work experience in the field and experience with children	➤ Master's degree in early childhood education ➤ Post-secondary teaching/training experience
ECO - Economics	➤ Master's degree in economics Or ➤ MBA with at least 18 graduate credits in economics	➤ College teaching experience
EDN - Education	➤ M.Ed. in educational foundations or curriculum development or other educational related area and teaching experience in a public or university setting; familiarity with NCATE and Illinois Professional Teaching Standards	➤ Ed.D. or Ph.D. in curriculum development or appropriate educational specialty ➤ College teaching experience

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
EGL - English	<p>Composition</p> <ul style="list-style-type: none"> ➤ Master's degree in English or a related field such as rhetoric and composition <p>Literature</p> <ul style="list-style-type: none"> ➤ Master's degree in English or a related field, with graduate concentration in literature <p>ESL</p> <ul style="list-style-type: none"> ➤ Master's degree in TESL, linguistics, or a related field that includes graduate course work in TESL <p>Reading</p> <ul style="list-style-type: none"> ➤ Master's degree in reading or a related field with graduate course-work in reading methods 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ College teaching experience ➤ College teaching experience ➤ College teaching experience
ELT - Electronics & Computer Technology	<ul style="list-style-type: none"> ➤ Bachelor's degree in electrical engineering, electronics engineering technology or related science or computer technology and a minimum of 2000 hours (1 year) of relevant work experience 	<ul style="list-style-type: none"> ➤ Master's degree in electrical engineering, electronics engineering technology or computer technology ➤ Minimum of five years of industrial/technical experience, and strong communication and presentation skills ➤ Post-secondary teaching/training experience in a hands-on laboratory environment
ENG - Engineering	<ul style="list-style-type: none"> ➤ Master's degree in engineering 	<ul style="list-style-type: none"> ➤ Industrial/technical work experience ➤ College teaching experience ➤ Doctoral degree in related discipline
FIR - Fire Science	<ul style="list-style-type: none"> ➤ Bachelor's degree and a minimum of 2000 hours (1 year) of relevant work experience and Fire Service Instructor II 	<ul style="list-style-type: none"> ➤ Additional work experience in the field ➤ OSFM Certification in Specialty Courses ➤ Post-secondary teaching/training experience
FME - Facilities Management & Engineering	<ul style="list-style-type: none"> ➤ Bachelor's degree in relevant engineering or technology discipline and a minimum of 2000 hours (1 year) of relevant work experience 	<ul style="list-style-type: none"> ➤ Additional work experience in the field ➤ Post-secondary teaching/training experience ➤ Plant Engineering or other related certification

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
GEG - Geography (Economic & Cultural)	<ul style="list-style-type: none"> ➤ Master's degree in geography (economic and/or cultural) Or ➤ Master's degree in related social science with at least 18 graduate semester hours in geography (based on course content) 	<ul style="list-style-type: none"> ➤ College teaching experience
GRD/ART - Graphic Design	<ul style="list-style-type: none"> ➤ Master's degree in photography or art and a minimum of 2000 hours (1 year) of work experience in the field, in a computer environment Or ➤ Bachelor's degree in photography or art and a minimum of 2 years of work experience in the field, in a computer environment 	<ul style="list-style-type: none"> ➤ Post-secondary teaching/training experience ➤ Additional relevant work experience in the field, in a computer environment
HFM - Hotel & Food Management (see Management and Supervision)		
HIS - History	<ul style="list-style-type: none"> ➤ Master's degree in history 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D.
HIT - Health Information Technology	<ul style="list-style-type: none"> ➤ Bachelor's degree in health information management or related area, and RHIA or RHIT certification, and a minimum of 2000 hours of work experience in the field. 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Master's degree in a related field, or education ➤ Additional relevant work experience in the field, including medical coding in a computer environment.
HSV - Human Services	<ul style="list-style-type: none"> ➤ Master's degree in human services or a related field and a minimum of 2000 hours (1 year) of work experience in the field ➤ Experience with social service agencies in a counseling capacity 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D.

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
HUM/PHL - Humanities/Philosophy	<p>Humanities Disciplines</p> <ul style="list-style-type: none"> ➤ Master's degree in the specified area, or master's degree in a related area, with at least eighteen graduate semester hours in the specified area (based on course content) <p>For Introduction to Architecture: The five-year bachelor of architecture degree plus two year's experience as a practicing architect is also acceptable</p> <p>Humanities Surveys</p> <ul style="list-style-type: none"> ➤ Master's degree in interdisciplinary humanities, or master's degree in a specific humanities discipline, with at least eighteen graduate semester hours that demonstrate interdisciplinary strengths (based on course content) <p>Philosophy</p> <ul style="list-style-type: none"> ➤ Master's degree in philosophy, or master's degree in religion, with at least eighteen graduate semester hours in philosophy (based on course content) 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ College teaching experience ➤ College teaching experience
Library Science	<ul style="list-style-type: none"> ➤ Master's degree from a program accredited by the American Library Association 	<ul style="list-style-type: none"> ➤ Experience in an academic library, experience in the area for which the individual is being hired, e.g. cataloging, reference, etc. ➤ Familiarity with online systems ➤ A second master's degree and teaching experience
LAE - Law Enforcement	<ul style="list-style-type: none"> ➤ Bachelor's degree in Criminal Justice or related field and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience ➤ Master's degree in Criminal Justice or related field; Juris Doctor (J.D.) degree
LAN - Local Area Networks (now CNS – Computer Network Systems)	<ul style="list-style-type: none"> ➤ Bachelor's in technical discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience in the computer field ➤ Post-secondary teaching/training experience ➤ Master's degree in computer-related field

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
MAT - Mathematics	<ul style="list-style-type: none"> ➤ Master's degree in mathematics Or ➤ Master's degree in mathematics education, with a minimum of 18 graduate semester hours in mathematics 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Other relevant work experience ➤ Doctoral degree in mathematics or mathematics education
MEC - Mechanical Design/CAD	<ul style="list-style-type: none"> ➤ Bachelor's degree in related engineering or technology discipline and a minimum of 2000 hours (1 year) of work experience in the field, including CAD experience 	<ul style="list-style-type: none"> ➤ Additional related work experience ➤ Post-secondary teaching/training experience ➤ Master's degree in related field
MFG - Manufacturing	<ul style="list-style-type: none"> ➤ Bachelor's degree in related engineering or technology discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional related work experience ➤ Post-secondary teaching/training experience ➤ Master's degree in related field
MGT - Management & Supervision	<ul style="list-style-type: none"> ➤ MBA Or ➤ MS/MA in management and a minimum of 2000 hours (1 year) of work experience in the field Human Resources Certificate ➤ Bachelor's degree in Management or related area and SPHR Certification 	<ul style="list-style-type: none"> ➤ Relevant work experience ➤ College teaching experience ➤ Master's degree and college teaching experience
MKT – Marketing Management	<ul style="list-style-type: none"> ➤ MBA Or ➤ MS/MA in marketing 	<ul style="list-style-type: none"> ➤ Relevant work experience ➤ College teaching experience
MLT - Medical Laboratory Technology	<ul style="list-style-type: none"> ➤ Bachelor's degree in MT, biology or chemistry and certification as an MT (ASCP and/or NCA) and a minimum of 2000 hours of clinical laboratory experience 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Experience in clinical training or supervising of MLT students ➤ Master's degree in MT, biology, chemistry, related field or education
MTA - Machine Technology	<ul style="list-style-type: none"> ➤ Graduate of a Journeyman's trade program ➤ 1 - 2 years of Journeyman's work 	<ul style="list-style-type: none"> ➤ 3 - 4 years of Journeyman's work ➤ Teaching/training experience
Modern Language CHI, FRE, GER, HBW, ITL, JPN, KOR, POL, RUS, SPN	<ul style="list-style-type: none"> ➤ Master's degree in the target language or a related field and near-native fluency ➤ For those teaching a second language, at least 15 graduate semester hours in the second language 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Qualifications for a second language
MUS - Music (see Speech & Performing Arts)		

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
NSC - Natural Science	<p>NSC 102 > Physics and/or chemistry qualifications</p> <p>NSC 103 > Earth science qualifications</p> <p>NSC 106 > Biology and/or earth science qualifications</p> <p>NSC 109, 112, 113 > Master's degree in nutrition or a related area (including health service area)</p>	> College teaching experience > College teaching experience > College teaching experience > College teaching experience
NUR - Nursing/ADN	> Master's degree in nursing and licensure as an RN and a minimum equivalent of 2 years of full-time nursing experience	> <i>College teaching experience in specialty areas of discipline</i>
BNA - Nursing/BNAT	> Bachelor's degree in nursing and licensure as an RN and a minimum of 2000 hours (1 year) of experience as a registered nurse teaching in an accredited nurse's training program and/or caring for the elderly or chronically ill and must meet state requirements for Instructors in a Basic Nursing Assistant Program set forth in the Illinois Administrative Code	> College teaching experience > Master's degree in nursing or education
<i>OST - Office Systems Technology (see Computer Application Software and Computer Office Technology – now Computer Applications for Business)</i>		
PED - Physical Education	> Master's degree in physical education or a related field	> College teaching experience
PHL - Philosophy (see Humanities/Philosophy)		

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
PHY - Physics	<ul style="list-style-type: none"> ➤ Master's degree in physics Or ➤ Master's degree in physics education with a minimum of 18 graduate semester hours in physics 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Other relevant work experience ➤ Doctoral degree in physics or physics education
PSC - Political Science (revised January 2009)	<ul style="list-style-type: none"> ➤ Master's degree in political science 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Ph.D.
PSY - Psychology	<p>All Courses except PSY 107</p> <ul style="list-style-type: none"> ➤ Master's degree in psychology Or ➤ Master's degree in a related field, with a minimum of 18 graduate semester hours (based on course content) in psychology <p>PSY 107</p> <ul style="list-style-type: none"> ➤ Master's degree in psychology, guidance and counseling, or social work and experience in counseling and leading small experiential groups 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D. <ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D. ➤ Experience in career guidance
PTA - Physical Therapist Assistant	<ul style="list-style-type: none"> ➤ Bachelor's degree in physical therapy or related areas and licensure as a PT or as a PTA and a minimum of 2000 hours (1 year) of clinical work experience as a PT or a PTA and experience in clinical classroom, in-service or continuing education, teaching and supervision of PTAs or students 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ Master's degree in physical therapy related area, or education
RES - Real Estate	<ul style="list-style-type: none"> ➤ Bachelor's degree and a minimum of 2000 hours (1 year) of work experience in the field and licensure as a real estate broker or as an attorney 	<ul style="list-style-type: none"> ➤ Post-secondary teaching experience
SOC - Sociology	<ul style="list-style-type: none"> ➤ Master's degree in sociology Or ➤ Master's degree in a related field with at least 18 graduate semester credits in sociology (based on course content) 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D.
SSC - Social Science	<ul style="list-style-type: none"> ➤ Master's degree in one of the social sciences 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D.

<i>Discipline/Program</i>	<i>Minimum Qualifications</i>	<i>Preferred Qualifications</i>
SPE/THE - Speech/Performing Arts	<p>Speech</p> <ul style="list-style-type: none"> ➤ Master's degree in speech/communications or a related field, with an area of concentration related to courses in the curriculum <p>Theater</p> <ul style="list-style-type: none"> ➤ Master's degree in theater or a related field, with an area of concentration related to courses in the curriculum <p>Music</p> <ul style="list-style-type: none"> ➤ Master's degree in music, with teaching experience in the specific area of discipline; or a bachelor's degree with professional experience in the teaching area 	<ul style="list-style-type: none"> ➤ College teaching experience in specific area of discipline ➤ College teaching experience in specific area of discipline ➤ College teaching experience in specific area of discipline
Student Development	<ul style="list-style-type: none"> ➤ Master's degree in counseling, counseling psychology, social work, psychology or a related field and course work must include at least 15 graduate hours in counseling and/or group work plus supervised counseling experience 	
Substance Abuse Counseling (PSY)	<ul style="list-style-type: none"> ➤ Master's degree in psychology or a related field, with at least 18 graduate semester hours in psychology (based on course content) and CADC certification 	<ul style="list-style-type: none"> ➤ College teaching experience ➤ ABD or Ph.D.
WWW - World Wide Web	<ul style="list-style-type: none"> ➤ Bachelor's degree in computer-related discipline and a minimum of 2000 hours (1 year) of work experience in the field 	<ul style="list-style-type: none"> ➤ Additional work experience in the computer field ➤ Post-secondary teaching/training experience ➤ Master's degree in computer-related field