

<b>Policy Name:</b> Faculty Qualifications Policy	<b>Responsible Owner:</b> President	<b>Effective Date:</b> July 28, 2025
<b>Policy Number:</b>	<b>Approval Body:</b> Board of Governors	

#### A. POLICY:

##### **PURPOSE/COMMITMENT:**

To ensure that all individuals assigned to teach academic courses possess the necessary academic and/or professional qualifications to maintain the Institution's commitment to academic excellence, rigour, and integrity, and to meet the standards set by the Ministry of Post-Secondary Education and Future Skills.

##### **DEFINITIONS:**

**Academically Qualified:** An instructor possessing a credential from a recognized institution in the teaching discipline, typically one level higher than the program level being taught.

**Professionally Qualified:** An instructor whose extensive, relevant, and current professional experience, combined with any formal education, is assessed as equivalent to the required academic credential for a teaching assignment.

**Credential:** A degree, diploma, certificate, or other formal qualification awarded by a recognized post-secondary institution.

**Discipline:** A specific field of study or branch of knowledge in which an instructor has expertise.

**Equivalency:** The process of formally assessing a combination of education, professional experience, and other demonstrated competencies as being comparable to a specific academic credential.

**Terminal Degree:** The highest academic degree awarded in a particular discipline (e.g., Ph.D., Ed.D., M.F.A.).

##### **SCOPE:**

This policy applies to all individuals, including sessional, term, and continuing faculty, responsible for teaching any for-credit course at the Institution.

##### **WHEN TO USE THE POLICY:**

This policy is used during the hiring of new instructors and whenever an instructor is assigned to teach a course.

##### **STANDARDS:**

- **Undergraduate Courses (including Associate and Bachelor's Degrees):** The standard qualification is a Master's degree or other terminal degree in the teaching discipline. In exceptional cases, an individual may be deemed Professionally Qualified.
- **Graduate Courses (Master's Level and Above):** The standard qualification is a terminal degree in the teaching discipline. Professional qualification is rarely used for graduate-level instruction and requires exceptional justification.
- **Discipline Relevance:** An instructor's primary qualifications must be in the same or a closely related discipline as the course being taught.
- **Verification:** All academic credentials must be verified through official transcripts from the granting institution.