



Turtle Mountain Community College
Belcourt, North Dakota

Faculty Certification of Credentials/ Faculty Portfolio

This form documents that instructional faculty meet standards for qualifications for teaching. This form must be completed for all full-time and part-time faculty who are or will be listed as instructors of record. **Send this completed form, along with any supporting documentation**, to Human Resources.

Section 1: Employee Information

Today's Date _____

Check One: ☐ New Faculty ☐ Current Faculty

Faculty Full Name: _____

TMCC employment start date _____ Years in service _____

Check all that apply: ☐ Fulltime ☐ Adjunct ☐ Staff ☐ Other (specify) _____

Section 2: Earned Degree Information

Colleges & Universities Attended	Major	Content Hours	Minor	Content Hours	Degree	Dates
Undergraduate Degree						
Graduate Degree						

☐ Transcripts must be provided for ALL degrees.

☐ My transcripts are up-to-date in my HR file.

Section 3: Eligibility

List course prefix of teaching discipline(s) for which instructor is qualified to teach.

Faculty teaching undergraduate general education associate and/or baccalaureate courses: Doctorate or Master degree in the teaching discipline or Master degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching graduate and post-baccalaureate course work: Earned Doctorate/ terminal degree in the teaching discipline or subfield.

Course Prefix of Teaching Discipline	Check ONE of the following: Instructor qualified to teach...		Check ONE of the following: Qualification based on...	
	Associate, Baccalaureate and Graduate courses	BOTH Associate and Baccalaureate courses	Degree Requirements Met (if checked, sign & turn into HR)	Additional Qualifications If checked, completion Section 4: Qualifications for Tested Experience
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐



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Section 4: Qualifications for Tested Experience

- Complete Section **4A and Group 1** for all Academic faculty who have not met the Degree Requirements according to Section 3, Eligibility.
- Complete Section **4B** for all CTE faculty who need certification.

Section 4A:

Check all that apply:			
☐ Graduate degree in any related discipline, an undergraduate degree in the discipline, and two (2) of Group 1 options.	☐ Graduate degree in any related discipline, and four (4) of Group 1 options.	☐ Bachelor Degree in any related discipline, 18 undergraduate or graduate credits in the discipline and six (6) of Group 1 options.	☐ Native American Language, Art, Music and Cultural Courses (See Section 4C)

Group 1: Must meet a combination of the following options as presented in the above table. Must be related to discipline or subfield. Documentation **MUST** be attached. Check all that apply.

1. Plans to progress toward graduate credits. Complete section 5.	☐
2. Three (3) years of teaching experience (not in higher ed).	☐
3. Three (3) years of teaching experience in higher education.	☐
4. 30 hours of specific professional development, or other relevant workshops, trainings, conferences, or seminars in the last five years.	☐
5. Published textbook recognized by national or regional publisher; peer reviewed journal manuscript, article or essay; or similar scholarly work.	☐
6. Two (2) years of experience related to discipline or subfield (not related to teaching); paid.	☐
7. Three (3) months of field work, internship or practicum to develop skills.	☐
8. Fellowships or awards from tribal, state, national or international organizations for excellence in field received within last five years	☐
9. Participation in test grading or test development for nationally normed assessment.	☐
10. Professional licensure or certification in related discipline.	☐
11. National Board Certification.	☐
12. Oral presentation at relevant tribal, state or national conferences in discipline or subfield.	☐
13. Direct evidence of students' achievement.	☐
14. Active committee work in Curriculum or Assessment Committees.	☐
15. Conducting workshops/seminars for state, tribal, community, schools, in the last five years.	☐
16. Cultural environment (see Section 4C).	☐
17. Oversight of research project.	☐
18. Oversight of grant.	☐



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Section 4B:

Career and Technical Education Instructors. Documentation needs to be attached.			
Hold one or more degrees below:			And
A. Bachelor degree in Field	B. Bachelor degree any field and Associate degree in Field	C. Associate degree in Field	ND State CTE postsecondary Standards.
			1. Current CTE Credential ☐
			Application submitted date: ☐
If you do <u>Not</u> hold a degree in field you must Apply for #1 for CTE Credential and all of the below that are applicable to your field as defined by the ND CTE Coordinator.			
2. Meet with coordinator of the Career and Technical Education Clinical Practice program			☐
3. Identify mentor if new to teaching.			☐
4. Participate in ND Clinical Standards practice program (provide date of completions and copy of certificate).			☐
5. 2000 Work Experience Verification in field of instruction (form required)			☐
6. Progressing toward advanced credentials (timeline needed)			☐
7. Passing score or better on subject matter exam in field (i.e. Master certification or license, NCCER, etc.)			☐
8. Conferences or workshops relevant to field or teaching			☐
9. Other			☐



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Section 4C: Qualifications for Tested Experience

- Complete **Group 2 of Section 4C** for all faculty who have not met the Degree Requirements according to Section 3, Eligibility.
- A faculty member who does not possess the formal education in the given discipline will demonstrate their qualifications by formal recognition of competence through tested experience.

Group 2: Must be related to Native American language, art, music and/or culture. Documentation <u>MUST</u> be attached. Check all that apply.	
1. Three (3) years of teaching experience (not in higher ed).	☐
2. Three (3) years of teaching experience in higher education.	☐
3. 20 hours of specific professional development, or other relevant workshops, trainings, conferences, or seminars in the last five years.	☐
4. Cultural training with mentor and/or Elder.	☐
5. Knowledge of and participation in cultural activities.	☐
6. Published textbook recognized by national or regional publisher; peer reviewed journal manuscript, article or essay; or similar scholarly work.	☐
7. Production of work (baskets, jingle dress, recordings, etc.).	☐
8. Two (2) years of experience related to discipline or subfield (not related to teaching); paid.	☐
9. Three (3) months of field work, internship or practicum to develop skills.	☐
10. Fellowships or awards from tribal, state, national or international organizations for excellence in field received within last five years	☐
11. Professional licensure or certification in related discipline.	☐
12. Oral presentation at relevant tribal, state or national conferences in discipline or subfield.	☐
13. Direct evidence of students' achievement.	☐
14. Active committee work in Curriculum or Assessment Committees.	☐
15. Conducting workshops/seminars for state, tribal, community, schools, in the last five years.	☐
16. Oversight of research project.	☐
17. Oversight of grant.	☐
18. Tribal Council or designee approval.	☐

Signature _____

Date _____



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Section 5: Two-Year Timeline for meeting TMCC Degree Requirements. For those faculty that choose to complete #1 of Group 1, the following plan of action has been identified.

Name of Institution(s) Attending: _____

Acceptance Date (attach acceptance letters): _____

Discipline or subfield _____

Number of credits per semester (not to exceed 8 credits per semester for a maximum of 18 credits in the discipline or subfield). _____

- Submit copy of registration for each semester to Human Resources.
- Submit a copy of transcript at the close of each semester to Human Resources.

Anticipated completion date _____

Faculty Signature / Date

Approval Signature / Date (Dean of Academics or CTE Director)

President Approval / Date

Contract complete and approved?

☐ Yes

☐ No