



# STATE OF IOWA

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DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

DATE: June 25, 2009

TO: Community College Presidents

FROM: Roger Utman, Ph.D., Administrator  
Division of Community Colleges and Workforce Preparation

SUBJECT: **Community College Faculty Standards**

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The Department of Education has received several requests for clarification of the state standards for community college faculty over the past several months. This memo is intended to provide greater clarity and includes the Department of Education's responses to several recently asked questions.

**Q1** - Are concurrent enrollment instructors employed by a school district through a contractual agreement subject to the same teaching load limits as other community college instructors?

**A1** - Iowa Administrative Code (281—IAC 24(4)) sets the maximum full-time teaching load for instructors (CTE and college parallel). It does **not** state a maximum load for adjunct instructors.

That being said, the definition of adjunct instructor in the MIS (Management Information System) reporting manual (for data collection) and in the faculty salary allocation plan section of administrative rule (for faculty supplemental salary distribution for which adjuncts and temporary instructors are excluded) states adjunct instructors have teaching loads not exceeding one-half time for two full semesters or three full quarters per calendar year (though the "temporary/seasonal" category has no such load limit). To be defined as an adjunct instructor for data collection purposes, an instructor could teach an amount not exceeding half of the full-time teaching load for two full semesters or three full quarters per calendar year.

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Colleges may align institutional adjunct instructor teaching load requirements with the definition in the MIS reporting manual, but it is not required by state law. For MIS data reporting, instructors not meeting the definition of adjunct because of their teaching load could be reported as temporary instructors (which have no load limitations). For the supplemental salary distribution, adjuncts are excluded from receiving funds regardless of how they are defined (because they are not a part of the collective bargaining agreement).

High school instructors teaching concurrent enrollment courses are effectively community college adjunct instructors (subject to QFP requirements and minimum faculty standards by July 1, 2011). Colleges have the authority to hold concurrent enrollment adjuncts to the same load limit requirements they have for other adjuncts, but they are not compelled by state law to do so. Please note that other policies (e.g. collective bargaining agreement) may restrict the teaching loads of adjunct instructors beyond that which is specified in administrative rule.

Additionally, please note that since adjunct faculty are not on a continuing contract, the minimum faculty standards do not apply until July 1, 2011. That being said, institutional QFPs must include all faculty teaching credit courses (as well as counselors or media specialists) as required by 281—IAC 24.5(5).

**Q2** – May instructors teaching concurrent enrollment courses be required to meet different/lower standards than on-campus faculty?

**A2** – No. To be eligible to teach courses under Senior Year Plus (Iowa Code 261E.3(2)(a)(1)), instructors must meet the same standards and requirements as other college faculty within the academic department. Essentially, concurrent enrollment instructors must meet the same requirements as on-campus adjunct faculty.

*The issue that was brought to our attention involved high school business teachers who do not have a bachelor's degree in an information technology-related field teaching concurrent enrollment courses. It was indicated that these adjunct instructors would not qualify to be employed as adjuncts by the college to teach on-campus sections of the course. However, the college asked whether these instructors could attend noncredit training sessions and teach only concurrent enrollment sections. For Board of Educational Examiner's licensure purposes, secondary business teachers may teach information technology courses without having discipline-specific academic training. However, for community colleges, the requirements in Iowa law are clear – these*

*instructors are teaching college credit courses and must meet the same state minimum requirements as on-campus faculty. Additionally, by July 1, 2011, all instructors teaching credit courses (except certain developmental courses) must meet minimum faculty standards.*

**Q3** - Is there a phase-in period for the requirement that all credit instructors (including adjuncts) meet minimum faculty standards by July 1, 2011?

**A3** - Yes. The requirement is effective July 1, 2011. The legislation was passed in 2008 providing colleges with three years to phase-in the change.

**Q4** - May a college count experience teaching career and technical education courses toward the requirement that CTE (Career and Technical Education) instructors have a minimum of 6,000 hours of recent and relevant work experience (if they do not have a baccalaureate degree within the discipline)?

**A4** - No. The intent of the legislation was for the recent and relevant work experience to be industry experience within the occupational area – not instruction of courses (which would be within the educational sector).

*This issue involved adjunct instructors teaching career and technical education courses who do not have 6,000 hours of recent and relevant work experience in industry (and do not have a baccalaureate degree within the discipline). In many cases, these instructors have been teaching at a college for many years. A college has indicated that this experience should be counted toward the required 6,000 hours – effectively grandfathering in these instructors under the new requirement that adjunct faculty meet minimum faculty standards by July 1, 2011. According to 281 IAC 21.3(2), each community college determines what constitutes recent and relevant work experience for CTE instructors. However, the department has issued guidance indicating that the intent of the legislation was for the experience to be industry experience within the occupational area.*

**Q5** - May CTE instructors meet the minimum faculty standard of a baccalaureate degree or graduate degree in the area or related area of study if the instructor already has a baccalaureate degree within a different subject area but later takes equivalent discipline-specific coursework?

Community College Presidents

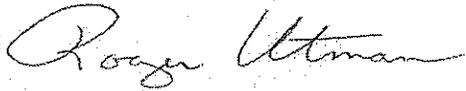
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**A5** - Yes. If a CTE instructor has a baccalaureate degree or graduate degree in a different subject (and does not meet the work experience requirement), the instructor may take the discipline-specific courses of a baccalaureate degree from a baccalaureate degree-granting institution. Documentation must include the baccalaureate degree-granting institution's academic program requirements (for the time period during which courses are taken) and a record of successful completion of the discipline-specific core of the program.

Thank you for your assistance. Please feel free to contact me or my staff if you have any questions.

Sincerely,



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cc: Colleen Hunt, Bureau Chief, Bureau of Community College Services  
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**Additional Discussion:**

Following the release of the preceding memorandum (6/25/2009), a concern was raised regarding full-time instructors in information technology programs that do not have a baccalaureate degree in computer science nor 6,000 hours of industry experience. Many instructors have an associate degree in an information technology related field and a non-traditional business baccalaureate degree.

The Department responded with the following comments (6/26/2009):

If the Department understands the concern correctly, it deals with the definition of discipline area. 281--IAC 21.3(2) defines “field of instruction” as follows: *The determination of what constitutes each field of instruction should be based on accepted practices of regionally-accredited two and four-year institutions of higher education.*

This issue was **not** addressed in the memorandum. Question 2 addressed concurrent enrollment instructors and whether they need to meet the same requirements as colleges’ other adjunct faculty.

However, in the description of the issue (added to provide the context), it was noted that the high school business (CTE) teachers in our example did not have a baccalaureate degree in an information-technology related field. As the issue was explained to the Department, the instructors did not have the necessary information technology courses as a part of their degree program and, consequently, they did not meet the hiring standards for on-campus information technology faculty. Iowa Code Section 261E.3 requires concurrent enrollment instructors to meet the same standards as on-campus adjunct faculty.

The adjunct instructors you refer to may have received such training as a part of their college education. In which case, the degree might be defined as within the field of instruction provided it follows the accepted practices of other regionally-accredited higher education institutions. The most critical aspect is that the instructors have the necessary discipline-specific academic training as a part of their degree program to teach within the subject area. If the instructors have at least 6,000 hours of recent and relevant work experience within the occupational area, this is a non-issue.

The State’s minimum faculty standards alone do not ensure that faculty are qualified – that is the responsibility of the college administration and the institution’s quality faculty plan committee.