

## **MINIMUM QUALIFICATIONS FOR FACULTY POSITIONS**

Minimum Qualifications in the attached listing have been designed to cover those disciplines which are known or presumed to cover the needs for community college faculty. These MQ listings do not need to be applied to personnel teaching non-credit courses unless those courses are to be considered for inclusion/conversion into certificate and degree programs. New disciplines may arise over time and unique situations may occur on a given campus that do not fit in well with these guidelines.

New inclusions to the MQ list may be proposed following established procedures. Note, however, that MQ categories are not synonymous with curricula and that a new MQ category may not be required to handle a new course or curriculum. A campus which proposes a new MQ category is responsible for researching that discipline and the degrees offered so that the proposed entry is reasonable and realistic. For unique situations refer to guideline number 10.

The UHCC's fully subscribe to the WASC standards and Affirmative Action. The following implementation guidelines are in consonance with the WASC requirements for academic integrity and with the Affirmative Action requirements for an open and broadly representative pool of qualified personnel.

## **IMPLEMENTATION GUIDELINES**

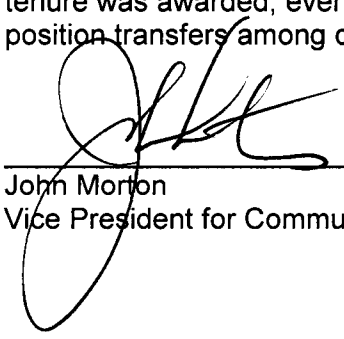
1. When we advertise for Master's in XXX and the applicant has a Master's in YYY:
  - A. The degree MQ has not been met if the issuing college or university did offer a Master's in XXX at the time the Master's in YYY was issued.
  - B. The degree MQ has been met if it is determined that the issuing college or university:
    - 1) did not offer a Master's in XXX at the time the Master's in YYY was issued; and
    - 2) the Master's in YYY is determined to be coursewise equivalent to a Master's in XXX by the Office of the Associate Vice Chancellor for Academic Affairs.
2. Advertising a degree in a related area as part of the MQs may be appropriate where such a degree includes a range and depth of courses which reasonably prepares an applicant with sufficient academic background and/or technical skills to cover the duties to be assigned and does not compromise the integrity of the program or course offerings. Related areas must be defined in advance and submitted as an attachment with the request for approval to advertise. Additional related areas may be included if justified by the campus.
3. All degrees and credits must be earned from regionally accredited postsecondary colleges and universities. Credits refer to semester credits. Exception: Degrees and credits from professionally recognized training institutions may be acceptable for certain vocational education disciplines based on an academic evaluation for credit equivalency.

Degrees from non-U.S. institutions are recognized only if equivalence have been established.

4. Those applicants with a doctorate in the field (or related, as appropriate—see item 2 above) but no Master's will be considered to have met minimum qualifications.
5. For discipline requiring 15 college credits, the college credits taken are to be appropriate to the assignment made and contribute to the development of the faculty member, as defined by the Vice Chancellor/Dean.
6. For those not meeting the minimum qualification requirements, appointment as an Acting Instructor is permissible if so advertised and no other qualified applicants are available.
7. These minimum qualifications will also be applicable to lecturer appointments. However, minimum qualifications for specific technical or specialized individual course requirements may be developed. If no qualified applicants are available, lecturers may be hired on an exception basis, by approval of the Chancellor.
8. Whenever "significant" coursework is required as part of the minimum qualifications, the campus must pre-determine the number of credits that will be acceptable at the time of advertising and attach said requirement to the advertisement or incorporate the amount as part of the advertised minimum qualifications.
9. In academic disciplines for which a Bachelor's degree plus related work experience is an MQ, the experience must be after the Bachelor's degree.

In vocational disciplines for which a Bachelor's degree plus related experience is an MQ, the experience need not be after the Bachelor's degree.

10. For faculty positions that fall outside of the listed disciplines (including unique classes within disciplines for which a campus desires revised qualifications), minimum qualification requirements must be approved by the Office of the Vice President for Community Colleges prior to advertising.
11. When disciplines are aggregated for convenience of the MQ listing, a campus may advertise for a specific discipline within the cluster or for the overall area. For example, in the Biological Sciences area, a campus may specifically advertise for an Instructor in Botany requiring a Master's degree in Botany, or the campus may advertise for an Instructor in the Biological Sciences and list the required qualifications as a Master's degree in either Biology, Botany, Microbiology, or Zoology.
12. Waivers of minimum qualifications may be granted by the Vice President for Community Colleges on a case-by-case basis. Campuses requesting exceptions must submit the rationale and any appropriate documentation to support the request.
13. Once a faculty member is tenured, he/she is deemed qualified in the discipline in which tenure was awarded, even if MQs subsequently change. This qualification includes position transfers among campuses within the discipline of tenure.

  
John Morton

Vice President for Community Colleges

AUG 10 2011

Date

**LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES**

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
<b>HUMANITIES</b>							
American Studies			Master's				
Art (Applied and Studio)		(a)	Master's in Art or Fine Art				
	or	(b)	Master recognition by Applied Art Community	(b)	10 years		
Art (History and Theory)			Master's				
Art (New Media)		(a)	Master's in Fine Arts in Studio Art with the specialization in design, multi-media design or computer graphics;	(a)	1 year professional experience in multi-media/web design		
	or	(b)	Any Master's degree with coursework in design, multi-media design or computer graphics;				
	or	(c)	Any Master's degree;	(c)	3 years professional experience in multi-media/web design		
	or	(d)	Bachelor's degree in Studio or Fine Arts with coursework in design, multi-media design or computer graphics;	(d)	3 years professional experience in multi-media/web design		
Asian Studies			Master's				
Communication			Master's				
Dance (Performance Oriented)		(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
	or	(c)	Master recognition by Dance Community	(c)	10 years		
Drama and Theatre		(a)	Master's				
	or	(b)	Master recognition by Drama and Theatre Community	(b)	10 years		
Drama (Performance Oriented)		(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
	or	(c)	Master recognition by Drama Performance Community	(c)	10 years		

**LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES**

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
English (Literature, Writing, ESL)	or or	(a) (b) (c)	Master's in English Master's in <sub-discipline of courses to be taught> Master's in Fine Arts (Creative Writing)				
General Humanities			Master's (in any Humanities area)				
Hawaiian/Pacific Studies	or	(a) (b)	Master's (Focus on Hawaiian and/or Pacific Island areas) Bachelor's	(b)	3 years		
History			Master's				
Journalism	or or	(a) (b) (c)	Master's Master's in English with Bachelor's in Journalism Bachelor's in Journalism	(c)	3 years		
Languages with widely available Master's degrees  Chinese, Japanese, Korean, French, German, Portuguese, Spanish, etc.	or or or	(a) (b) (c) (d)	Functionally native oral and written fluency in <language>, the ability to communicate in English, and one of the following: Master's in <language> (language or literature); Master's in <language> as a Second Language; Master's in the study of the culture or history of the people who speak <language> Master's in Linguistics, ESL, Education or another language. At least 12 credits of advanced coursework in second language methodology, <language> literature, <language> culture, or any combination thereof.				

**LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES**

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
<p>Languages without widely available Master's degrees</p> <p>Tagalog, Samoan, Hawai'ian, etc.</p>	<p>or</p> <p>or</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p>	<p>Functionally native oral and written fluency in &lt;language&gt;, the ability to communicate in English, and one of the following:</p> <p>Master's in &lt;language&gt; (language or literature);</p> <p>Master's in &lt;language&gt; as a Second Language;</p> <p>Master's in the study of the culture or history of the people who speak &lt;language&gt;;</p> <p>Master's in Linguistics, ESL, Education or another language. At least 12 credits of advanced coursework in second language methodology, &lt;language&gt; literature, &lt;language&gt; culture, or any combination thereof.</p>				
<p>(Can omit from advertisement items (a) - (h) that do not currently exist or are not applicable to the language being advertised)</p>	<p>or</p> <p>or</p> <p>or</p>	<p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p>	<p>Master's in &lt;language&gt; as a Second Language;</p> <p>Master's in the study of the culture or history of the people who speak &lt;language&gt;;</p> <p>Bachelor's in &lt;language&gt; (language or literature);</p> <p>Bachelor's in &lt;language&gt; as a Second Language;</p> <p>Bachelor's in the study of the culture or history of the people who speak &lt;language&gt;;</p> <p>Bachelor's in Linguistics, ESL, Education or another language. At least 12 credits of advanced coursework in second language methodology, &lt;language&gt; literature, &lt;language&gt; culture, or any combination thereof.</p>		<p>3 years</p> <p>3 years</p> <p>3 years</p>		
	or	(h)			3 years		
<b>Linguistics</b>			<b>Master's</b>				
<b>Literature:</b>			Written fluency in <language> <u>and one</u> of the following:				
East Asian Literature, European Literature, Indo-Pacific Literature	or	<p>(a)</p> <p>(b)</p>	<p>Master's degree in &lt;language&gt; (language or literature);</p> <p>Master's degree in &lt;language&gt; as a Second Language.</p>				
<b>Music (History and Theory)</b>			<b>Master's</b>				
<b>Music (Performance Oriented)</b>	or	<p>(a)</p> <p>(b)</p> <p>(c)</p>	<p>Master's</p> <p>Bachelor's</p> <p>Master recognition by Music Community</p>		<p>3 years</p> <p>10 years</p>		
<b>Philosophy</b>			<b>Master's</b>				
<b>Religion</b>			<b>Master's</b>				
<b>Speech</b>			<b>Master's</b>				

**LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES**

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
Telecommunications	or	(a) (b)	Master's Bachelor's	(b)	3 years		
<b>NATURAL SCIENCES</b>							
Animal Science (Lecture Courses)	or	(a) (b)	DVM Master's in related field (animal science, zoology, physiology, etc.)				
Animal Science (Laboratory Courses & Internship Course)	or	(a) (b) (c)	Associate Degree in Veterinary Technology Bachelor's in Medical Technology DVM	(a) (b)	5 years related work experience 3 years related work experience		
Biological Sciences (Biology, Botany, Microbiology, Zoology, Biomedical Sciences)			Master's in <biological science discipline>				
Chemistry			Master's				
Engineering (Civil, Electrical, Electronic, Mechanical)			Master's in <engineering discipline>				
Food and Nutritional Science/Food Science and Human Nutrition	or	(a) (b)	Master's Bachelor's	(b)	3 years (non-transfer courses only)		
General Science		<input type="checkbox"/>	Master's in appropriate Science area, i.e. Master's in any biological science for any biological science courses Master's in any physical science for any physical science courses				
		<input type="checkbox"/>					

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
Geographic Information Systems (GIS) Global Positioning System (GPS)		(a)	Master's in one of the following fields: Business	(a)	1 year of formal education training and/or experiential background with Arc View GIS software		
	or	(b)	Computer Science	(b)	" " " "		
	or	(c)	Geography	(c)	" " " "		
	or	(d)	Natural Science	(d)	" " " "		
Geology and Geophysics			Master's				
Transfer-Level Math		(a)	Master's				
	or	(b)	Master's in STEM-related field <sup>1</sup> with 18 credits of advanced coursework in math, of which 9 credits at graduate level				
	or	(c)	Master's in mathematics Education with 18 Credits of advanced coursework in math, of which 9 credits at graduate level				
Oceanography			Master's				
Pharmacology		(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years	(a)	Current State Licensure
	or	(c)	Doctor of Pharmacology, Medicine or Osteopathy			(b)	Current State Licensure
Physical Sciences (Astronomy, Physics)			Master's in <physical science discipline>			(c)	Current State Licensure
Polynesian Voyaging		(a)	Master's in Natural Science;		Experience in sailing, boat maintenance, navigation, and crew management, which includes experience in sailing Polynesian vessels.		Ability to swim at least 500 yards and tread water for at least 30 minutes in the open ocean. Medical clearance for engaging in outdoor sailing activities.
	or	(b)	Master's in Education with a Bachelor's in Natural Science				

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Technical Science (non-baccalaureate course)		(a)	Master's in <technical science discipline>				
	or	(b)	Bachelor's	(b)	3 years		
Tropical Forest Ecosystem and Agro Forestry Management (TEAM)		(a)	Master's Degree in geography, biological sciences, environmental sciences, natural resources, conservation ecology, agriculture, forestry or related field <sup>2</sup>				
<b>SOCIAL SCIENCES</b>							
American Studies			Master's				
Anthropology			Master's				
Economics			Master's				
Geography			Master's				
Human Development (Family Resources)	or	(a)	Master's in Human Development (Family Resources)				
UH CC System	or	(b)	Master's Family & Consumer Sciences (Family Resources)				
	or	(c)	Master's in Human Development				
	or	(d)	Master's in Psychology, Social Work, Education, Sociology, Nursing or Public Health with 12 credits of advanced coursework in Human Development (life span).				
Human Development (Family Resources)		(a)	Master's degree in Human Development (Family Resources), Psychology (Developmental), or Social Work.				
Honolulu CC Only							
Political Science			Master's				
Psychology			Master's				
Sociology			Master's				
Women's Studies	or	(a)	Master's				
		(b)	Master's in <appropriate discipline> (Art, History, etc.)				



LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
<b>OTHER ACADEMIC DISCIPLINES</b>							
Developmental/Remedial Studies, Learning Skills, Remedial Mathematics, etc.	or or or	(a) (b) (c)	Master's Master's in Education and Bachelor's in <math>M.Ed. <math>				
Instruction limited to developmental studies only	or	(d) (e)	Master's in STEM-related field <sup>3</sup> <i>Bachelor's in math</i>		<i>Five years teaching math experience, including high school teaching experience</i>		
Health, Physical Education	or	(a) (b)	Master's Bachelor's	(b)	3 years		
Learning Disabilities	or or or	(a) (b) (c)	Master's in Learning Disabilities Master's in Special Education Master's in Educational Psychology				
	or	(d)	Master's in related field with training in differential diagnosis of individuals with learning disabilities <sup>4</sup>				
Reading	or or	(a) (b) (c)	Master's in Reading Master's in Education with reading specialty Master's in English, ESL or Linguistics. At least 12 credits in the teaching of reading.				

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Sign Language			Functionally native fluency in ASL (ASL proficiency interview level 4 or 5), training/education in ASL teaching methodology (e.g. American Sign Instructors Guidance Network, or Signing Naturally Teachers Training) and one of the following: (a) Master's in ASL, ASL studies, literature, or linguistics; (b) Master's in Linguistics; (c) Master's in Teaching ASL; (d) Master's in Deaf Studies; (e) Master's in Signed Communication; (f) Master's in Deaf Education; (g) Master's in Education; (h) Master's in ESL; (i) Master's in Related field (Special Education, Foreign Languages, Foreign Language Instruction or Interpreting). Bachelor's in ASL, ASL studies, literature or linguistics; or (j) Bachelor's in Linguistics; or (k) Bachelor's in Teaching ASL; or (l) Bachelor's in Deaf Studies; or (m) Bachelor's in Signed Communication; or (n) Bachelor's in Deaf Education or (o) Bachelor's in Education; or (p) Bachelor's in ESL; or (q) Bachelor's in Related field (Special Education, Foreign Languages, Foreign Language Instruction, or Interpreting). or (r)		(i) 3 years of related work experience and the ability to communicate in written English. " " (k) " (l) " " " (m) " (n) " " " (o) " " " (p) " (q) " (r) "		

**LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES**

<b>Discipline</b>			<b>Education in Field</b>	<b>Related Work Experience</b>	<b>Rating/License/Certificate</b>
Writing	or or	(a) (b) (c)	Master's in Writing Master's in Education with writing specialty Master's in English, ESL or Linguistics		
<b>ACADEMIC SUPPORT</b>					
Curriculum Specialist			Master's in <subject area offered> at the Community Colleges		
Educational Communication and Technology			Master's		
Library			Master's		
Student Services (Counseling)		(a)	Master's in Counseling and Guidance, Counseling Psychology, College Student Personnel Services, Human Resources (to include both CTAHR and Personnel), Communications or related field <sup>5</sup>		
(Note: with prior approval mqs may be tailored to meet specific requirements by combining with other faculty mqs when appropriate.)	or	(b)	Bachelor's in Counseling and Guidance, Counseling Psychology, College Student Personnel Services, Human Resources (to including both CTAHR and Personnel), Communications or related field <sup>5</sup>	(b) 3 years	
MQ's faculty rev. 08/2011					

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
<b>BUSINESS</b>				<b>Experience must be within the last 5 years</b>		
Accounting transfer and non-transfer courses	(a) or (b) or (c)	Master's in Accounting MBA including 18 credits in Accounting (graduate or undergraduate) Bachelor's	(c)	3 years in accounting		
Business Analysis & Statistics	(a) or (b)	Master's Bachelor's	(b)	3 years		
Business Law	(a) or (b)	Master's in Business Administration or Master's in Accountancy with coursework in Business Law Law Degree				
Business Technology  (Formerly known as Office Administration and Technology)	(a) or (b) or (c) or (d) or (e)	Master's degree in Business Education Master's degree in a Business related field <sup>6</sup> with a minimum of 18 credits in Business Technology or Administrative Support courses <sup>7</sup> Bachelor's degree in Business Education Bachelor's degree in Business related field <sup>6</sup> with a minimum of 18 credits in Business Technology or Administrative Support courses <sup>6</sup> Bachelor's degree in any field	(c) or (d) or (e)	3 years of related work experience <sup>8</sup> 3 years of related work experience <sup>8</sup> 5 years of related work experience <sup>8</sup>		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
Data Processing/Business Computers and Information Systems	or	(a)	Master's in Information & Computer Science				
	or	(b)	Master's in Business with coursework in business computer applications				
	or	(c)	Master's in Education Technology with coursework in computer applications				
	or	(d)	Bachelor's in Information and Computer Science	(d)	3 years		
	or	(e)	Bachelor's in Business with coursework in business computer applications	(e)	3 years		
	or	(f)	Bachelor's in any field	(f)	5 years incl. training		
	or	(g)	Associate degree in Business with some coursework in business computer applications	(g)	5 years incl. training		
	or	(h)	15 college credits in Business with some coursework in business computer applications	(h)	7 years incl. training		
		(i)	Master recognition by Business Community in computer applications	(i)	10 years incl. training		
Finance (Insurance, Real Estate)	or	(a)	Master's				
Information and Computer Science	or	(a)	Bachelor's	(b)	3 years		
Sales and Management (Management, Marketing, Merchandising)	or	(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
		(a)	Master's (MBA)				
		(b)	Bachelor's (BBA)	(b)	3 years		

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
<b>HOSPITALITY EDUCATION</b>							
Food Services		(a)	Bachelor's	(a)	3 years which may include professional training.		
	or	(b)	Associate Degree	(b)	5 years which may include professional training.		
	or	(c)	15 college credits	(c)	7 years which may include professional training.		
	or	(d)	Master recognition by Food Services Community	(d)	<b>10 years</b>		
Travel and Tourism		(a)	Master's in Professional Studies with emphasis in TIM, Travel and Tourism				
	or	(b)	MBA with emphasis in TIM, Travel and Tourism				
	or	(c)	Bachelor's in Professional Studies with emphasis in TIM, Travel and Tourism	(c)	3 years		
	or	(d)	Bachelor's in any Field	(d)	5 years incl. trng.		
	or	(e)	Associate degree in Travel and Tourism or Business Education	(e)	5 years incl. trng.		
	or	(f)	15 college credits in Travel and Tourism or Business Education	(f)	7 years incl. trng.		
	or	(g)	Master recognition by Travel and Tourism Community	(g)	10 years		
Hotel Restaurant Operation (Food Services)		(a)	Master's in Professional Studies with emphasis in TIM, Hotel/Restaurant Operations				
	or	(b)	MBA with emphasis in TIM, Hotel/Restaurant Operations				
	or	(c)	Bachelor's in TIM, Hotel/Restaurant Operations	(c)	3 years		
	or	(d)	Bachelor's in any field	(d)	5 years incl. trng.		
	or	(e)	Associate degree in Hotel/Restaurant Operations	(e)	5 years incl. trng.		
	or	(f)	15 college credits in Hotel/Restaurant Operations	(f)	7 years incl. trng.		
	or	(g)	Master recognition by Hotel or Food Serv. Com.	(g)	10 years		

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
<b>HEALTH SERVICE TECHNOLOGY</b>						
Dental Assisting	(a)	DDS or DDM			(a)	Current State of Hawai'i License
	or (b)	Master's (Health or Health related)	(c)	3 years	(b)	Current Cert. Dental Asst.
	or (c)	Bachelors (Dental Hygiene)	(d)	5 years	(c)	" " "
	or (d)	Associate Degree (Dental Hygiene and a Baccalaureate degree in any field			(d)	" " "
	or (e)	Dental Hygienist and a Baccalaureate degree in any field	(e)	5 years	(e)	Registered Dental Hygienist plus current State of Hawai'i License.
Dental Hygiene	(a)	Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DDM)			(a)	Current State of Hawai'i License
	or (b)	Master's in Health or Health related field and Bachelor's degree in dental hygiene			(b)	Current State of Hawai'i License and certified in the administration of intra-oral infiltration local anesthesia and intra-oral block anesthesia by and accredited dental hygiene school or by a certification program previously approved by the Board of Dental Examiners
	or (c)	Bachelor's Degree in Dental Hygiene	(c)	3 years	(c)	Related work experience and current certified dental hygienist plus current State of Hawai'i license and certified in the administration of intra-oral infiltration local anesthesia and intra-oral block anesthesia by an accredited dental hygiene school or by a certification program previously approved by the Board of Dental Examiners
	or (d)	Associate Degree in Dental Hygiene and a baccalaureate degree in any field	(d)	5 years	(d)	Same as above (c)
Dietetic Technician	or (a)	Master's	(b)	3 years		
	or (b)	Bachelor's				

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
MICT, EMT, continuing medical education, first responder	(a)	Master's in Health Sciences, Biological Sciences, Nursing or EMS			(a)	Current EMT-P certification by the National Registry of Emergency Medical Technicians, and current Hawai'i certification as a MICT (or certification in progress); OR Registered Nurse and a current Hawai'i State license as an RN; AND Current ACLS Instructor certification; current PHTLS Instructor certification (or equivalent), current PALS instructor certification (or equivalent), and Hazardous Materials Awareness certification (or equivalent)
	or (b)	Bachelor's in Health Sciences, Biological Sciences, Nursing or EMS	(b)	3 years related work experience which should include postsecondary teaching; at least one of the three years must be professional EMS (EMT or MICT) experience.	(b)	Same as above
	or (c)	Certification as a Paramedic; AND a Baccalaureate degree in any field	(c)	5 years related work experience which should include postsecondary teaching; at least 2 of the 5 years must be professional EMS (EMT or MICT) experience.	(c)	Same as above



# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
MICT, EMT, continuing medical education, first responder (cont'd)	or	(d) Associate Degree in MICT	(d)	10 years related work experience which should include postsecondary teaching; at least 3 of the 10 years must be professional EMS (EMT or MICT) experience.	(d)	Current EMT-P certification by the National Registry of Emergency Medical Technicians, and current Hawai'i certification as a MICT (or certification in progress); OR Registered Nurse and a current Hawai'i State license as an RN;  AND  Current ACLS Instructor certification; current PHTLS Instructor certification (or equivalent), current PALS Instructor certification (or equivalent), and Hazardous Materials Awareness certification (or equivalent)
	or	(e) Medical Doctor			(e)	Current Hawaii license as an M.D.; current ACLS instructor certification; board eligible, or board certified in emergency medicine
Emergency Medical Service (Medical Director)		M.D.		Physician with emergency medical exp. as required by the National Standard Curriculum for course(s) to be taught.		Licensed Physician
Health		(a) Master's (Health or Health related field)			(a)	Certificates as appropriate, e.g.,
	or	(b) Bachelor's (Health or Health related field)	(b)	3 years	(b)	First Aid, CPR
	or	(c) Associate Degree (Health or Health related field) and a Baccalaureate degree in any field	(c)	5 years	(c)	" " " "

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Medical Assisting		(a)	Master's degree in a related field <sup>9</sup>	(a)	3 years as an AAMA Certified Medical Assistant	(a)	Current AAMA certification as a Medical Assistant
	or	(b)	Associate Degree in Medical Assisting and a Baccalaureate degree in a related field <sup>9</sup>	(b)	5 years as an AAMA Certified Medical Assistant	(b)	Current AAMA certification as a Medical Assistant
	or	(c)	Associate Degree in Medical Assisting	(c)	7 years as an AAMA Certified Medical Assistant	(c)	Current AAMA certification as a Medical Assistant
Medical Lab Technician		(a)	Master's (Health or Health related field)			(a)	Current Amer. Soc. Clinical Pathology, Regis. Plus current State of Hawai'i license.
	or	(b)	Bachelor's (Medical Technology)	(b)	3 years	(b)	Same as above
Medical Record Technician		(a)	Master's (Medical Records Administration)			(a)	Current Regis. Records
	or	(b)	Bachelor's (Medical Records Administration)	(b)	3 years	(b)	" " "
	or	(c)	Associate Degree (Medical Records Administration or Medical Assisting) and a Baccalaureate degree in any field	(c)	5 years	(c)	Current Accred. Records Tech
Nursing Nurses Aide		(a)	ADN	(a)	At least two years of nursing experience, of which one year must be in the provision of long-term care facility services; must have completed a course in teaching adults or have experience in teaching adults or supervising nurses aides.	(a)	RN eligible for Hawai'i State License. License required by effective date of employment.
	or	(b)	BSN	(b)	At least two years of nursing experience, of which one year must be in the provision of long-term care facility services; must have completed a course in teaching adults or have experience in teaching adults or supervising nurses aides.	(b)	RN eligible for Hawai'i State License. License required by effective date of employment.

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

<b>Discipline</b>		<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
Practical Nursing		(a) BSN	(a)	At least three years of hospital experience in one of the areas of teaching responsibility. Preferably this experience will have been gained within the last five years of date of application.	(a)	RN eligible for Hawai'i State License. License required by effective date of employment.
	or (b)	MSN	(b)	At least one year of hospital experience in one of the areas of teaching responsibility. Preferably this experience will have been gained within the last five years of date of application.	(b)	RN eligible for Hawai'i State License. License required by effective date of employment.
Registered Nurse	(a)	MSN	(a)	At least one year of hospital experience in one of the areas of teaching responsibility. (Preferably this experience will have been gained within the last five years of date of application.)	(a)	RN eligible for Hawai'i State License. License required by effective date of employment.
Nursing Program Director	(a)	MSN with academic credits in curriculum development, evaluation, or teaching methods.	(a)	Academic preparation for administration or administrative experience or both.		
Occupational Therapy Assistant	(a)	Master's (Occupational Therapy)	(a)		(a)	Current Occupational Therapist Registered
	or (b)	Bachelor's (Occupational Therapy)	(b)	3 years	(b)	Current Occupational Therapist, Registered
	or (c)	Associate Degree (Occupational Therapy Assistant) and a Baccalaureate degree in any field	(c)	5 years	(c)	Current Certificate Occupational Therapist Assistant

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Physical Therapist Asst							
	or	(a) (b)	Master's in Physical Therapy (PT) Bachelor's in PT (or foreign equivalent as evidenced by state licensure)	(b)	3 years clinical experience	(a) (b)	State Licensure State Licensure
	or	(c)	Associate Degree as Physical Therapist Assistant and  (1) a Bachelor's degree in any field, or (2) a Master's degree in any field	(C1)  (C2)	5 years clinical experience as a PTA  3 years clinical experience as a PTA <u>Note: 5 years of teaching or clinical experience in electro-therapy which may count toward the clinical exp. In the req. above.</u>		
Radiologic Technology		(a)	Master's (Health or Health related field) and Associate Degree in Radiological Technology Bachelor's (Radiologic Technology) or (b) Bachelor's in Health or Health related field or (c) and an Associate Degree in Radiologic Technology			(a) (b) (c)	American Registry of Radiologic Technologist plus current Hawai'i State licensure Same as above Same as above
Respiratory Care		(a)	Master's (Health or Health related field)			(a)	Current Registered
	or	(b)	Bachelor's (Respiratory Therapy)	(b)	3 years	(b)	Respiratory Therapist
	or	(c)	Associate Degree (Respiratory Therapy) and a Baccalaureate degree in any field	(c)	5 years	(c)	Same as above Same as above

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
<b>PUBLIC SERVICE TECHNOLOGY</b>							
Administration of Justice/ Criminal Justice	or or or	(a) (b) (c) (d)	Master's Bachelor's Associate Degree 15 college credits	(b) (c) (d)	3 years 5 years 7 years incl. training		
Education	or	(a) (b)	Master's Bachelor's	(b)	3 years		
Fire Science/Fire and Environmental Emergency Response		(a)	Bachelor's in Fire Science or related Natural Sciences <sup>10</sup>	(a)	3 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations		
	or	(b)	Associate Degree in Fire Science or related Natural Sciences <sup>10</sup>	(b)	5 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations		
	or	(c)	15 college credits	(c)	7 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations		
Human Services		(a) (b)	Master's Bachelor's	(b)	3 years		
Early Childhood Education	or	(a) (b)	Master's in ECE or related fields Bachelor's in ECE <sup>11</sup>	(b)	3 years		
Community Service, Social Services, Social Work		(a)	Master's in Social Work				
Nanny/Nursery Nurse		(a)	Nursery Nurse Exam. Bd. Certification or equiv. cert.	(a)	5 years		
Industrial Education (Drafting, Electronics, Indust. Elect., Mach. Shop, Power Train, Sheet Metal, Welding, Wood Constr.)	or or or	(a) (b) (c)	Bachelor's Associate Degree 15 college credits	(a) (b) (c)	3 years 5 years 7 years incl. training	(a) (b) (c)	Journeyworker, if applicable Same as above Same as above

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Law		(a)	Law Degree			(a)	Current State of Hawai'i license to practice law
Occupational and Environmental Safety Management	or or or	(a) (b) (c) (d)	Master's Bachelor's Associate Degree 15 college credits	(b) (c) (c) (d)	3 years 5 years 7 years incl. training		
<b>OTHER TECHNOLOGIES</b>							
Advanced Automotive Technology <sup>12</sup>		(a) or or	Bachelor's in Automotive Engineering or Industrial Education Associate Degree 15 college credits	(a) (b) (c)	3 years 5 years 7 years incl. training	(a) (b) (c)	ASE certification in all 8 areas (Master Tech.) Same as above Same as above
Aeronautics Maintenance		(a)	Bachelor's	(a)	5 years Per FAA reg.	(a)	Current Federal Aviation Admin. (FAA) Airframe & Power Plant License, DME Certifiable
	or or	(b) (c)	Associate Degree 15 college credits	(b) (c)	5 years 7 years incl. training	(b) (c)	Same as above Same as above
Agriculture	or	(a) (b)	Master's Bachelor's	(b)	3 years		
Auto Body Repair and Painting	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training	(a) (b)	Journeyworker Journeyworker
Automotive Mechanics Technology		(a)	Bachelor's in Automotive Engineering or Industrial Education	(a)	3 years	(a)	ASE (Automotive Service Excellence) Certification in areas to be taught
	or or	(b) (c)	Associate Degree 15 college credits	(b) (c)	5 years 7 years incl. training	(b) (c)	Same as above Same as above
Blueprint Reading		(a)	Bachelor's in Engineering, Architecture or Construction Technologies	(a)	3 years		
	or or	(b) (c)	Associate Degree 15 college credits	(b) (c)	5 years 7 years incl. training		
Building Trades/Industrial Technology	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training		
Carpentry	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training	(a) (b)	Journeyworker Journeyworker

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Commercial Aviation AVIT 102 (a)		(a)	Bachelor's Degree	(a)	1 year flight experience	(a)	CFI-A Certification; FAA Ground Instructor
AVIT 104 (b)	or	(b)	Bachelor's Degree	(b)	10 years flight exp.	(b)	Commercial Pilot License
AVIT 202 (c)	or	(c)	Bachelor's Degree	(c)	5 years airlines exp.	(c)	Commercial Pilot License
AVIT 203 (d)	or	(d)	Associate Degree Bachelor's Degree	(d)	10 years airlines exp. 2 years Air Traffic Control (ATC) exp.	(d)	Commercial Pilot License Pilot's License
AVIT 205 (e)	or	(e)	Associate Degree Bachelor's Degree	(e)	10 years ATC exp. 5 years airline management or operations exp.	(e)	Pilot's License Commercial Pilot License
AVIT 208 (f)	or	(f)	Associate Degree Bachelor's Degree	(f)	10 years flight exp. 5 years flight exp.	(f)	Commercial Pilot License Commercial Pilot License
AVIT 214 (g)	or	(g)	Bachelor's Degree	(g)	10 years flight exp. 5 yrs. flight instructor exp.	(g)	Commercial Pilot License CFI-I with 300 hours Instructor experience
AVIT 250 (h)	or	(h)	Bachelor's Degree Associate Degree	(h)	3 years human factors exp. 10 years aviation exp.	(h)	Commercial Pilot License Commercial Pilot License
AVIT 251 (i)	or	(i)	Bachelor's Degree	(i)	2 years flight exp.	(i)	CFI-I Certification
AVIT 252 (j)	or	(j)	Bachelor's Degree	(j)	2 years flight exp.	(j)	CFI-I Certification
AVIT 253 (k)	or	(k)	Bachelor's Degree	(k)	2 years flight exp.	(k)	CFI-I Certification, or FAA Instructor
AVIT 254 (l)	or	(l)	Bachelor's Degree	(l)	2 years flight exp.	(l)	CFI-I Certification
AVIT 255 (m)	or	(m)	Bachelor's Degree	(m)	2 years flight exp and 1 year multi-engine exp.	(m)	CFI-ME Certification
Communications Art	or or or or	(a) (b) (c) (d) (e)	Master's Bachelor's Associate Degree 15 college credits Master recognition by Commercial Art Community	(b) (c) (c) (d) (e)	3 years 5 years 7 yrs. Incl. Training 10 years		

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Computing, Electronics, and Networking Technology Electronics courses		(a)	Master's in Electronics or Electrical Engineering		3 years 5 years 7 years incl. training		
	or	(b)	Bachelor's in Electronics or Electrical Engineering	(b)			
	or	(c)	Associate Degree in Electronics	(c)			
	or	(d)	15 college credits	(d)			
Computing and Networking courses		(a)	Master's in Information and Computer Science		3 years 3 years 3 years		
	or	(b)	Master's in Electronics or Electrical Engineering with coursework related to courses to be taught				
	or	(c)	Bachelor's in Information and Computer Science	(c)			
	or	(d)	Bachelor's in Electronics or Electrical Engineering	(d)			
Cosmetology		(a)	Associate Degree	(a)	5 years	(a)	Current State of Hawai'i Board of Cosmetology Instructor Certification
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	Current State of Hawai'i Board of Cosmetology Instructor Certification
Diesel Mechanics		(a)	Bachelor's in Automotive Engineering or Industrial Education	(a)	3 years	(a)	ASE certification in areas
	or	(b)	Associate Degree	(b)	5 years	(b)	<sup>13</sup> (Master Tech.) to be taught
	or	(c)	15 college credits	(c)	7 years incl. training	(c)	Same as above
Drafting Technology		(a)	Bachelor's	(a)	3 years		
	or	(b)	Associate Degree	(b)	5 years		
	or	(c)	15 college credits	(c)	7 years incl. training		
Engineering Option courses		(a)	Master's in Engineering		3 years 7 years incl. training		
	or	(b)	Bachelor of Science in Engineering	(b)			
	or	(c)	15 college credits	(c)			
Electricity/Electrical Installation and Maintenance Technology		(a)	Associate Degree	(a)	5 years	(a)	Current Journeyworker License
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	Current Journeyworker License



# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Electronics Technology		(a)	Master's in Electronics or Electrical Engineering				
	or	(b)	Bachelor's in Electronics or Electrical Engineering	(b)	3 years		
	or	(c)	Associate Degree	(c)	5 years		
	or	(d)	15 college credits	(d)	7 years incl. training		
Fashion Technology		(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
	or	(c)	Associate Degree	(c)	5 years		
	or	(d)	15 college credits	(d)	7 years incl. training		
Graphic Arts		(a)	Associate Degree	(a)	5 years		
	or	(b)	15 college credits	(b)	7 years incl. training		
	or	(c)	Master recognition by Graphic Arts Community	(c)	10 years		
Home Economics		(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
Machine Shop Technology		(a)	Associate Degree	(a)	5 years		
	or	(b)	15 college credits	(b)	7 years incl. training	(a)	Journeyworker
Marine Technologies:		(a)	Associate Degree	(a)	5 years		
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	Journeyworker
Boat Maintenance and Repair (MARMR) Marine Mechanics (MARMC)							
Marine Diesel Maintenance and Repair (MARDS) (within DIESEL programs)							
Marine Electricity and Electronics (MAREL) (within ET program)							
Metal Working Trades (Machine Shop, Sheet Metal, Sheet Metal and Plastics, Welding)		(a)	Associate Degree in <discipline>	(a)	5 years	(a)	Journeyworker, as applicable
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	Journeyworker, as applicable

# VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

<b>Discipline</b>			<b>Education in Field</b>		<b>Related Work Experience</b>		<b>Rating/License/Certificate</b>
Photography and Digital Art		(a)	Master's in Fine Arts in Studio Art with a specialization in photography and course work in photography, computer graphics, multimedia design, web design				
	or	(b)	Master's degree in any area with course work in photography, computer graphics, multimedia design, web design	(c)	3 years of professional experience in photography, computer graphics, multimedia design or web design		
	or	(c)	Master's degree in any area				
Refrigeration and Air Conditioning		(a)	Associate Degree	(a)	5 years	(a)	Journeyworker
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	Journeyworker
<b>OTHER OCCUPATIONAL/ VOCATIONAL PROGRAMS</b>							
Cooperative Vocational Education		(a)	Master's in any field	(b)	3 years		
	or	(b)	Bachelor's in any field	(c)	5 years		
	or	(c)	Associate in any field	(d)	7 years incl. training		
	or	(d)	15 college credits				
Institutional Assessment Coordinator		(a)	Master's degree in any field or discipline offered at the College, including Counseling and Guidance, and/or Educational Administration. Applicant must meet the minimum qualifications for appointment to a faculty position.	(a)	5 years of teaching experience at a community college, at least two of which must include assessment experience.		
Television Production		(a)	Master's in television or film production or educational communications, or related field	(b)	3 years		
	or	(b)	Bachelor's in television or film production, or educational communications, or related field				
Non-Credit Occupational/Vocational Programs			Education and work experience appropriate to assignment.				

## FOOTNOTES

<sup>1</sup>STEM-related fields: Engineering, Natural Sciences, ICS.

<sup>2</sup>Related fields include: Ecology, Evolution and Conservation Biology, Resource Management and Restoration, Biology (ecology emphasis) Ecology and Evolution, Conservation Ecology, Forest Ecology.

<sup>3</sup>STEM-related fields: engineering, physical science, biological science or other STEM-related fields that require a minimum of 4-6 math or disciplinary math courses as part of the baccalaureate or masters degree.

<sup>4</sup>Related field include: Clinical Psychology, Neuropsychology, Psychology, School Psychology, Social Work, Clinical Social Work, Counseling, Education with specialization in learning or reading disabilities.

<sup>5</sup>Related fields include: Education (to include all degrees in this field), Family Resources, Human Development, Psychology (to include all degrees in this field), Public Health, Rehabilitation Counseling, Social Work, Sociology, and Student Services Personnel.

<sup>6</sup>Definition of "Business related field" - Business Administration, Management, Accounting, Information Technology, Finance, or any other similar business degree.

<sup>7</sup>Definition of "Business Technology or Administrative Support courses" - UHCC BUSN alpha courses or similar.

<sup>8</sup>Definition of "Related work experience" - work experience that includes skills taught in Business Technology Programs, e.g. records management following industry-approved Association for Records Managers and Administrators (ARMA) procedures, document formatting, etc.; and/or secondary or postsecondary Business Education teaching experience.

<sup>9</sup>Related fields for all include: Nursing, Public Health, Psychology, Social Science, or any Health or Health Science field.

<sup>10</sup>All Biological Sciences, General Sciences and all Physical Sciences

<sup>11</sup>Related fields include: Human Development, Family Resources, Human Ecology, and Social work with a specialty in ECE.

<sup>12</sup>Technical knowledge and trade experience must be at lead technician or shop foreperson level and include automotive diagnostic and repair competencies in the following systems and components: computerized engine, transmission, and air-conditioning controls; electronic fuel injection; front-wheel drive suspension and transaxles; and constant velocity drivelines.

<sup>13</sup>Master M/H Truck Technician status: T2 - Diesel Engines; T3 - Drive Trains; T4 - Brakes; T5 - Suspension and Steering; T6 - Electrical/Electronic Systems; T7 - Heating, Ventilation and Air Conditioning and T8 - Preventive Maintenance and Inspection.

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