



POLICY

Title: FACULTY COURSE CERTIFICATION	Code: E0104
Authority: Wis. Stats., §§ 38.12(7); 38.14; Wis. Administrative Code, Chapter TCS 6. Board Minutes, 12/18/18	Original Adoption: 12/8/18 Revised/Reviewed: 12/8/18 Effective: 12/18/18

Course level certification may occur when there is an instructor to teach a course that requires specific subject matter expertise. This option may be used only if the individual is not able to meet the requirements for the program credential, or, in situations when there is not an associated program level credential for the course. Current, certified faculty with program level certification shall always receive assignment preference. Faculty who have completed a letter of availability and meet the program level or course level credentialing requirements should then be considered.

To ensure the most qualified faculty are in the classroom, course level certification is limited to exceptional situations where finding an individual eligible to hold program level certification is not an option. These situations may include emergency hiring to fill an immediate vacancy or temporary need, courses that require specialized expertise outside of the program credentialing standards, or an assignment at an offsite location that holds its own additional teaching or hiring requirements.