

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

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LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

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Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
HUMANITIES							
American Studies			Master's				
Art (Applied and Studio)	or	(a) (b)	Master's in Art or Fine Art Master recognition by Applied Art Community	(b)	10 years		
Art (History and Theory)			Master's				
Art (New Media)	or or or	(a) (b) (c) (d)	Master's in Fine Arts in Studio Art with the specialization in new media art or a related area of study (i.e. design, animation, digital art, digital media, multi-media, computer graphics, film, etc) Any Master's degree with coursework in new media art or a related area of study; Any Bachelor's degree with coursework in new media art or a related area of study; Any Associate's degree with coursework in new media art or a related area of study.	(a) (b) (c) (d)	1 year related industry experience 3 years related industry experience 5 years related industry experience 7 years related industry experience		
Asian Studies			Master's				
Communication			Master's				
Dance (Performance Oriented)	or or	(a) (b) (c)	Master's Bachelor's Master recognition by Dance Community	(b) (c)	3 years 10 years		
Drama and Theatre	or	(a) (b)	Master's Master recognition by Drama and Theatre Community	(b)	10 years		
Drama (Performance Oriented)	or or	(a) (b) (c)	Master's Bachelor's Master recognition by Drama Performance Community	(b) (c)	3 years 10 years		

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
English (Literature, Writing, ESL)	or or	(a) Master's in English (b) Master's in <sub-discipline of courses to be taught> (c) Master's in Fine Arts (Creative Writing)				
General Humanities		Master's (in any Humanities area)				
Hawaiian/Pacific Studies	or	(a) Master's (Focus on Hawaiian and/or Pacific Island areas) (b) Bachelor's	(b)	3 years		
History		Master's				
Journalism	or or	(a) Master's (b) Master's in English with Bachelor's in Journalism (c) 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	Functionally native oral and written fluency in <language>, the ability to communicate in English, and one of the following: (a) Master's in <language> (language or literature); (b) Master's in <language> as a Second Language; (c) Master's in the study of the culture or history of the people who speak <language> (d) 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

Discipline		Education in Field	Related Work Experience	Rating/License/Certificate
<p>Languages without widely available Master's degrees</p> <p>Tagalog, Samoan, Hawai'ian, etc.</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>or</p> <p>or</p> <p>or</p> <p>or</p> <p>or</p>	<p>Functionally native oral and written fluency in <language>, the ability to communicate in English, and one of the following:</p> <p>(a) Master's in <language> (language or literature);</p> <p>(b) Master's in <language> as a Second Language;</p> <p>(c) Master's in the study of the culture or history of the people who speak <language>;</p> <p>(d) 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.</p> <p>(e) Bachelor's in <language> (language or literature);</p> <p>(f) Bachelor's in <language> as a Second Language;</p> <p>(g) Bachelor's in the study of the culture or history of the people who speak <language>;</p> <p>(h) Bachelor'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.</p>	<p>(e) 3 years</p> <p>(f) 3 years</p> <p>(g) 3 years</p> <p>(h) 3 years</p>	
Linguistics		Master's		
<p>Literature:</p> <p>East Asian Literature, European Literature, Indo-Pacific Literature</p>	or	<p>Written fluency in <language> <u>and one</u> of the following:</p> <p>(a) Master's degree in <language> (language or literature);</p> <p>(b) Master's degree in <language> as a Second Language.</p>		
Music (History and Theory)		Master's		
Music (Performance Oriented)	or	<p>(a) Master's</p> <p>(b) Bachelor's</p> <p>(c) Master recognition by Music Community</p>	<p>(b) 3 years</p> <p>(c) 10 years</p>	
Philosophy		Master's		
Religion		Master's		

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Speech			Master's in Speech, Communicology, Communication, Communication Studies or Speech Communication.				
Telecommunications	or	(a) (b)	Master's Bachelor's	(b)	3 years		
NATURAL SCIENCES							
Animal Science (Veterinarian) Faculty Positions		(a)	DVM	(a)	2 years related work or teaching experience		Hawai'i State Veterinarian license. If no qualified applicants available others not in possession of a Hawai'i State Veterinarian license will be considered on an Acting Instructor basis . License must be obtained within 6 months of hire date.
Animal Science (Veterinary Technician) Faculty Positions		(a)	Associate Degree in Veterinary Technology (LVT, CVT, RVT) from an AVMA accredited program	(a)	2 years related work or teaching experience		Successful completion of the Veterinary Technician National Exam
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)		

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
General Science		<ul style="list-style-type: none"> □ 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 				
Geographic Information Systems (GIS) Global Positioning System (GPS)	<ul style="list-style-type: none"> (a) or (b) or (c) or (d) 	Master's in one of the following fields: (a) Business (b) Computer Science (c) Geography (d) Natural Science	<ul style="list-style-type: none"> (a) (b) (c) (d) 	1 year of formal education training and/or experiential background with Arc View GIS software " " " " " " " " " " " "		
Geology and Geophysics		Master's				
Transfer-Level Math	<ul style="list-style-type: none"> or (a) or (b) or (c) 	(a) Master's (b) <i>Master's in STEM-related field¹ with 18 credits of advanced coursework in math, of which 9 credits at graduate level</i> (c) <i>Master's in mathematics Education with 18 Credits of advanced coursework in math, of which 9 credits at graduate level</i>				
Oceanography		Master's				
Pharmacology	<ul style="list-style-type: none"> or (a) or (b) or (c) 	(a) Master's (b) Bachelor's (c) Doctor of Pharmacology, Medicine or Osteopathy	(b)	3 years	<ul style="list-style-type: none"> (a) (b) (c) 	Current State Licensure Current State Licensure Current State Licensure
Physical Sciences (Astronomy, Physics)		Master's in <physical science discipline>				

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Polynesian Voyaging	or	(a) (b)	Master's in Natural Science; Master's in Education with a Bachelor'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.
Technical Science (non-baccalaureate course)	or	(a) (b)	Master's in <technical science discipline> 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 ²				
SOCIAL SCIENCES							
American Studies			Master's				
Anthropology			Master's				
Economics			Master's				
Geography			Master's				
Human Development (Family Resources) UH CC System	or or or	(a) (b) (c) (d)	Master's in Human Development (Family Resources) Master's Family & Consumer Sciences (Family Resources) Master's in Human Development 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) Honolulu CC Only		(a)	Master's degree in Human Development (Family Resources), Psychology (Developmental), or Social Work.				

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
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.)				
OTHER ACADEMIC DISCIPLINES							
Developmental/Remedial Studies, Learning Skills, Remedial Mathematics, etc.	or or or or	(a)	Master's		Five years teaching (in subject area) experience, including high school teaching experience		
		(b)	Master's in Education and Bachelor's in <subject>				
		(c)	M.Ed. <subject>				
		(d)	Master's in STEM-related field ³				
		(e)	Bachelor's in <subject>				
Instruction limited to developmental studies only							
Learning Resource Center		(a)	Masters degree in any field or discipline offered at the College	(a)	3 years in one or more of the following: learning center coordination, community college teaching, curriculum development, counseling, teaching English as a second language, teaching developmental English or teaching developmental math		

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
Health, Physical Education	or	(a) Master's (b) Bachelor's	(b)	3 years		
Learning Disabilities	or or or	(a) Master's in Learning Disabilities (b) Master's in Special Education (c) Master's in Educational Psychology (d) Master's in related field with training in differential diagnosis of individuals with learning disabilities ⁴				
Reading	or or	(a) Master's in Reading (b) Master's in Education with reading specialty (c) 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		<p>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:</p> <p>(a) Master's in ASL, ASL studies, literature, or linguistics; or (b) Master's in Linguistics; or (c) Master's in Teaching ASL; or (d) Master's in Deaf Studies; or (e) Master's in Signed Communication; or (f) Master's in Deaf Education; or (g) Master's in Education; or (h) Master's in ESL; or (i) Master's in Related field (Special Education, Foreign Languages, Foreign Language Instruction or Interpreting). Bachelor's in ASL, ASL studies, literature or linguistics;</p> <p>(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)</p>		<p>(j) 3 years of related work experience and the ability to communicate in written English.</p> <p>(k) " "</p> <p>(l) " "</p> <p>(m) " "</p> <p>(n) " "</p> <p>(o) " "</p> <p>(p) " "</p> <p>(q) " "</p> <p>(r) " "</p>	

LIBERAL ARTS INSTRUCTION/ACADEMIC SUPPORT/STUDENT SERVICES

Discipline		Education in Field	Related Work Experience	Rating/License/Certificate
Writing	or or	(a) Master's in Writing (b) Master's in Education with writing specialty (c) Master's in English, ESL or Linguistics		
ACADEMIC SUPPORT				
Curriculum Specialist		Master's in <subject area offered> at the Community Colleges		
Educational Communication and Technology		Master's		
Library		Master's		
Student Services (Counseling) (Note: with prior approval mqs may be tailored to meet specific requirements by combining with other faculty mqs when appropriate.)	or	(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 ⁵ (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 ⁵	(b) 3 years	

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

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

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Information Technology	or	(a)	Master's in Information & Computer Science				
			(b) Master's in Business with coursework in business computer applications				
			(c) Master's in Education Technology with coursework in computer applications				
			(d) Bachelor's in Information and Computer Science	(d)	3 years		
			(e) Bachelor's in Business with coursework in business computer applications	(e)	3 years		
			(f) Bachelor's in any field	(f)	5 years incl. training		
			(g) Associate degree in Business with some coursework in business computer applications	(g)	5 years incl. training		
			(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				
			(b) Bachelor's	(b)	3 years		
Information and Computer Science	or	(a)	Master's				
			(b) Bachelor's	(b)	3 years		
Sales and Management (Management, Marketing, Merchandising)	or	(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
HOSPITALITY EDUCATION							
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)	10 years		
Instructor, Hospitality and Tourism		(a)	Master's in hospitality, travel, or tourism ¹⁴		2 years		
	or	(b)	MBA ¹⁴		3 years		
	or	(c)	Bachelor's hospitality, travel, or tourism ¹⁴	(c)	5 years		
	or	(d)	Bachelor's in any field ¹⁴	(d)	5 years		
	or	(e)	Associate in hospitality, travel, or tourism ¹⁴	(e)	7 years supervisory/ managerial level		
	or	(f)	15 college credits in hospitality, travel or tourism ¹⁴	(f)	10 years supervisory/managerial level		
	or	(g)	Master recognition by hospitality, travel, or tourism ¹⁴	(g)			

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
HEALTH SERVICE TECHNOLOGY							
Health Information Technology Program Director	or	(a) (b)	Master's degree in any field Bachelor's degree in any field	(b)	3 years of related work experience	(a) (b)	Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) Same as above
Health Information Technology Instructor	or or	(a) (b) (c)	Master's degree in any field Bachelor's degree in any field Associate degree in any field	(b) (c)	3 years of related work experience 5 years of related work experience	(a) (b) (c)	Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) Same as above Registered Health Information Technician (RHIT)
Dental Assisting	or or or or	(a) (b) (c) (d) (e)	DDS or DDM Master's (Health or Health related) Bachelors (Dental Hygiene) Associate Degree (Dental Hygiene and a Baccalaureate degree in any field Dental Hygienist and a Baccalaureate degree in any field	(c) (d) (e)	3 years 5 years 5 years	(a) (b) (c) (d) (e)	Current State of Hawai'i License Current Cert. Dental Asst. " " " " " " Registered Dental Hygienist plus current State of Hawai'i License.

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
Dental Hygiene	or	(a) Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DDM)			(a)	Current State of Hawai'i License
		(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 Hawaii 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
		(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) Bachelor's	(b)	3 years		

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	or or	(a) (b) (c)	Master's (Health or Health related field) Bachelor's (Health or Health related field) Associate Degree (Health or Health related field) and a Baccalaureate degree in any field	(b) (c)	3 years 5 years	(a) (b) (c)	Certificates as appropriate, e.g., First Aid, CPR " " " " " "

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Medical Assisting	or	(a)	Master's degree in a related field ⁹	(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 ⁹	(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 Assisting (Program Instructor) Kapiolani CC Only	or	(a)	Master's degree in a related field	(a)	3 years as a AAMA Certified Medical Assistant Plus 1-2 years coding experience	(a)	Current AAMA certification as a Medical Assistant <u>Plus</u> Current AAPC certification as a Physician Practice Manager (CCPM) <u>Plus</u> AAPC certification as a Professional Coder (CPC) <u>Or</u> AHIMA certification as Coding Specialist (CCS)
	or	(b)	Associate degree in Medical Assisting and a Baccalaureate degree in a related field Associate degree in Medical Assisting	(b)	5 years as a AAMA Certified Medical Assistant Plus 1-2 years coding experience	(b)	Current AAMA certification as a Medical Assistant <u>Plus</u> Current AAPC certification as a Physician Practice Manager (CCPM) <u>Plus</u> AAPC certification as a Professional Coder (CPC) <u>Or</u> AHIMA certification as Coding Specialist (CCS)
	or	(c)	Associate degree in Medical Assisting	(c)	7 years as a AAMA certified Medical Assistant Plus 1-2 years coding experience	(c)	Current AAMA certification as a Medical Assistant <u>Plus</u> Current AAPC certification as a Physician Practice Manager (CCPM) <u>Plus</u> AAPC certification as a Professional Coder (CPC) <u>Or</u> AHIMA certification as Coding Specialist (CCS)
Medical Lab Technician	or	(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	or	(a)	Master's (Medical Records Administration)	(b)	3 years	(a)	Current Regis. Records " " "
	or	(b)	Bachelor's (Medical Records Administration)	(c)	5 years	(b)	
	or	(c)	Associate Degree (Medical Records Administration or Medical Assisting) and a Baccalaureate degree in any field	(c)		(c)	Current Accred. Records Tech

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
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.
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.

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
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	or	(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
Physical Therapist Asst	or	(a)	Master's in Physical Therapy (PT)	(b)	3 years clinical experience	(a)	State Licensure
	or	(b)	Bachelor's in PT (or foreign equivalent as evidenced by state licensure)	(b)		(b)	State Licensure
	or	(c)	Associate Degree as Physical Therapist Assistant and	(C1)	5 years clinical experience as a PTA		
			(1) a Bachelor's degree in any field,	(C1)			
			or	(C2)	3 years clinical experience as a PTA		
			(2) a Master's degree in any field	(C2)	<u>Note</u> : 5 years of teaching or clinical experience in electro-therapy which may count toward the clinical exp. In the req. above.		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Radiologic Technology (Program Director)		(a)	Master's in Radiologic Technology or any Master's Degree	(a)	3 years clinical experience and 2 years instructional experience in JCERT-accredited program and Proficient in curriculum design and Proficient in program administration, evaluation, instruction, and academic advising	(a)	American Registry of Radiologic Technologist plus current Hawai'i State licensure
Radiologic Technology (Instructor)	or or	(a) (b) (c)	Master's (Health or Health related field) and Associate Degree in Radiological Technology Bachelor's (Radiologic Technology) Bachelor's in Health or Health related field and an Associate Degree in Radiologic Technology	(b) (c)	3 years 3 years	(a) (b) (c)	American Registry of Radiologic Technologist plus current Hawai'i State licensure Same as above Same as above
Respiratory Care	or or	(a) (b) (c)	Master's (Health or Health related field) Bachelor's (Respiratory Therapy) Associate Degree (Respiratory Therapy) and a Baccalaureate degree in any field	(b) (c)	3 years 5 years	(a) (b) (c)	Current Registered Respiratory Therapist Same as above Same as above

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
PUBLIC SERVICE TECHNOLOGY							
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	or or	(a) (b) (c)	Bachelor's in Fire Science or related Natural Sciences ¹⁰ Associate Degree in Fire Science or related Natural Sciences ¹⁰ 15 college credits	(a) (b) (c)	3 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations 5 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations 7 years related work experience in Fire Science/Fire and Environmental Emergency Response occupations		
Human Services	or	(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 ¹¹	(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	(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 (Paralegal)		(a)	Law Degree	(a)	Experience working with or as a paralegal	(a)	Member in good standing of the Hawai'i State bar
	or	(b)	Bachelor's degree in paralegal	(b)	3 years	(c)	Recognized post baccalaureate paralegal certificate ¹⁵
	or	(c)	Any bachelor's degree	(c)	3 years		
	or	(d)	Any bachelor's degree	(d)	5 years		
Occupational and Environmental Safety Management		(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		
OTHER TECHNOLOGIES							
Advanced Automotive Technology ¹²		(a)	Bachelor's in Automotive Engineering or Industrial Education	(a)	3 years	(a)	ASE certification in all 8 areas (Master Tech.)
	or	(b)	Associate Degree	(b)	5 years	(b)	Same as above
	or	(c)	15 college credits	(c)	7 years incl. training	(c)	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	(b)	Associate Degree	(b)	5 years	(b)	Same as above
	or	(c)	15 college credits	(c)	7 years incl. training	(c)	Same as above
Agriculture	or	(a)	Master's				
		(b)	Bachelor's	(b)	3 years		
Auto Body Repair and Painting		(a)	Associate Degree	(a)	5 years	(a)	Journeyworker
	or	(b)	15 college credits	(b)	7 years incl. training	(b)	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	(b)	Associate Degree	(b)	5 years	(b)	Same as above
	or	(c)	15 college credits	(c)	7 years incl. training	(c)	Same as above
Blueprint Reading		(a)	Bachelor's in Engineering, Architecture or Construction Technologies	(a)	3 years		
	or	(b)	Associate Degree	(b)	5 years		
	or	(c)	15 college credits	(c)	7 years incl. training		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
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
Construction Management	or or or	(a) (b) (c) (d)	Master's degree in Engineering, Architecture, Construction Technologies or Construction Management Bachelor's in Engineering, Architecture, Construction Technologies or Construction Management Associate Degree 15 college credits	(b) (c) (d)	3 years related experience 5 years related experience 7 years related experience including training		

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)	Associate Degree 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	(a)	Master's				
	or	(b)	Bachelor's	(b)	3 years		
	or	(c)	Associate Degree	(c)	5 years		
	or	(d)	15 college credits	(d)	7 yrs. Incl. Training		
	or	(e)	Master recognition by Commercial Art Community	(e)	10 years		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline		Education in Field		Related Work Experience		Rating/License/Certificate
Computing, Electronics, and Networking Technology (CENT)	or	(a) Master's Degree in one of the following fields: information & computer science, information technology, system and network administration, information security and assurance, or electrical engineering or computer engineering. (b) Bachelor's Degree in one of the following fields: information & computer science, information technology, system and network administration, information security and assurance, or electrical engineering or computer engineering.	(b)	3 years work experience in one or more related fields of information & computer science, information technology, system and network administration, information security and assurance, or electrical engineering or computer engineering.		
Computing and Networking courses	or or or	(a) Master's in Information and Computer Science (b) Master's in Electronics or Electrical Engineering with coursework related to courses to be taught (c) Bachelor's in Information and Computer Science (d) Bachelor's in Electronics or Electrical Engineering	(c) (d)	3 years 3 years		
Cosmetology	or	(a) Associate Degree (b) 15 college credits	(a) (b)	5 years 7 years incl. training	(a) (b)	Current State of Hawai'i Board of Cosmetology Instructor Certification Current State of Hawai'i Board of Cosmetology Instructor Certification
Diesel Mechanics	or or	(a) Bachelor's in Automotive Engineering or Industrial Education (b) Associate Degree (c) 15 college credits	(a) (b) (c)	3 years 5 years 7 years incl. training	(a) (b) (c)	ASE certification in areas ¹³ (Master Tech.) to be taught Same as above Same as above
Drafting Technology	or or	(a) Bachelor's (b) Associate Degree (c) 15 college credits	(a) (b) (c)	3 years 5 years 7 years incl. training		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Engineering Option courses	or or	(a) (b) (c)	Master's in Engineering Bachelor of Science in Engineering 15 college credits	(b) (c)	3 years 7 years incl. training		
Electricity/Electrical Installation and Maintenance Technology	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training	(a) (b)	Current Journeyworker License Current Journeyworker License
Electronics Technology	or or or	(a) (b) (c) (d)	Master's in Electronics or Electrical Engineering Bachelor's in Electronics or Electrical Engineering Associate Degree 15 college credits	(b) (c) (d)	3 years 5 years 7 years incl. training		
Fashion Technology	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		
Graphic Arts	or or	(a) (b) (c)	Associate Degree 15 college credits Master recognition by Graphic Arts Community	(a) (b) (c)	5 years 7 years incl. training 10 years		
Home Economics	or	(a) (b)	Master's Bachelor's	(b)	3 years		
Machine Shop Technology	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training	(a) (b)	Journeyworker Journeyworker
Marine Technologies: 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)	or	(a) (b)	Associate Degree 15 college credits	(a) (b)	5 years 7 years incl. training		

VOCATIONAL/TECHNICAL/OCCUPATIONAL INSTRUCTION

Discipline			Education in Field		Related Work Experience		Rating/License/Certificate
Metal Working Trades (Machine Shop, Sheet Metal, Sheet Metal and Plastics, Welding)	or	(a)	Associate Degree in <discipline>	(a)	5 years	(a)	Journeyworker, as applicable
		(b)	15 college credits	(b)	7 years incl. training	(b)	Journeyworker, as applicable
Photography and Digital Art	or	(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	(c)	3 years of professional experience in photography, computer graphics, multimedia design or web design		
		(b)	Master's degree in any area with course work in photography, computer graphics, multimedia design, web design				
		(c)	Master's degree in any area				
Refrigeration and Air Conditioning	or	(a)	Associate Degree	(a)	5 years	(a)	Journeyworker
		(b)	15 college credits	(b)	7 years incl. training	(b)	Journeyworker
OTHER OCCUPATIONAL/ VOCATIONAL PROGRAMS							
Cooperative Vocational Education	or or or	(a)	Master's in any field	(b)	3 years		
		(b)	Bachelor's in any field	(c)	5 years		
		(c)	Associate in any field	(d)	7 years incl. training		
		(d)	15 college credits				
Institutional Assessment Coordinator (C3)		(a)	Master's Degree in any field or discipline offered at the College. Applicant must meet the minimum qualifications for appointment to a faculty position.	(a)	5 years of instructional, counseling and/or other related higher education experience, at least two of which must include assessment experience.		
Television Production	or	(a)	Master's in television or film production or educational communications, or related field	(b)	3 years		
		(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

¹STEM-related fields: Engineering, Natural Sciences, ICS.

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

³STEM-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.

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

⁵Related 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.

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

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

⁸Definition 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.

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

¹⁰All Biological Sciences, General Sciences and all Physical Sciences

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

¹²Technical 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.

¹³Master 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.

FOOTNOTES

¹⁴Credentials and coursework must be appropriate to the teaching assignment/position.

¹⁵Registered Paralegal (RP) granted by NFPA (National Federation of Paralegal Associations); Certified Legal Assistant/Certified Paralegal (CLA/CP) granted by the Association of Legal Assistants (NALA); Professional Paralegal (PP) granted by NALS (the Association of Legal Professionals) Programs G-401) (2008). A bachelor's degree in paralegal, any bachelor's degree with a certificate and/or appropriate work experience meets this standard.