

## Using Equivalent Experience as a Basis for Determining Qualified Faculty

The City Colleges of Chicago (CCC) [Credential Guidelines document](#) lists the credentials necessary for the teaching of all academic disciplines at the City Colleges of Chicago.

There are instances where instructors can contribute to effective teaching and student learning outcomes when their academic preparation varies from the traditional credentialing criteria. The instructor may possess relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards, for example. The [Higher Learning Commission \(HLC\)](#) allows for equivalent experience to be used to determine qualifications for credentialing in these cases.

Each college should have written minimum standards for equivalent experience relevant to the discipline. For disciplines that are taught across colleges, written minimum standards for equivalent experience relevant to the discipline should be created by the discipline.

### Qualifications for equivalent experience may include:

- Possession and maintenance of a widely accepted credential or certification that is the generally recognized industry standard.
- Three years of experience in a field specifically related to the course to be taught or, if none exists, comparable or widely accepted experience specific to the discipline of the course to be taught.
- Possession of a specific skill set in a field for which no widely accepted credential or certification exists.
- Demonstrated discipline-based expertise through scholarly activities, including but not limited to publications, presentations, professional engagement, consulting, and continuing education.
- Consistent with [HLC policy](#), "Previous years of classroom instruction does not alone constitute equivalent experience."

Please complete and sign the worksheet on page 2.

**Faculty Qualifications Documentation**  
**(To be Completed by College Vice President)**

**College:**

**Faculty Name:**

**Faculty ID Number:**

Alternate Qualification* (choose all that apply)	Details/Notes
Credential or Certification	
Years of Experience in Field	
Special Training or Skillset	
Honors/Awards/Special Recognition	
Discipline-based Expertise (publications, presentations, consulting, etc.)	
Other Competencies or Achievements	

\*Attach documentation to this form

The faculty member listed meets the requirements for credentialing via equivalent experience. Please see the attached documentation.

Courses Approved:

College Vice President:

Date:

Additional Comments: