



**CALIFORNIA CAREER COLLEGE**  
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## **Policy on Faculty Expectations and Requirements**

**Purpose:** This policy is to guide faculty of California Career College on the expectations and requirements

**Scope:** This policy applies to all faculty of all programs at California Career College.

### **Policy:**

#### Work Experience:

- Three or more years clinical experience in related field
- Experience teaching in an online setting preferred
- Experience teaching in higher education preferred
- Experience writing curriculum preferred

#### Education:

All degrees must be conferred from accredited institutions. Copies of required certificates and licenses and unofficial transcripts for all graduate degrees with the institution and conferred degree and dates must be attached.

- Master of Science in Nursing (MSN) required for all instructors of nursing courses.
- Master degree in related field required for all instructors of core, non-nursing courses.
- Doctorate in Nursing or related field (PhD or EdD) preferred.

#### Certificates, Licenses, and Registrations:

- Active, unencumbered, current license as a registered nurse (RN) issued by the California Board of Registered Nursing required for all instructors of nursing courses.

#### Continuing Education:

- All faculty must participate in at least two trainings with a focus on effective teaching annually (proof of certification required).

#### Evaluation:

- All faculty must be rated at least satisfactory on annual evaluation by supervisory personnel.

The following requirements are applicable to all full-time faculty (part-time and adjunct faculty are exempt from the requirements but participation is highly encouraged).

All full-time faculty must participate in at least one activity annually under each category: teaching, scholarship, and service. Below are suggestions but activities are not limited to the below. Program Nursing Administrator will evaluate each activity for applicability.

#### Teaching:

- Actively contributes to curriculum activities within the program
- Demonstrates competency in nursing or relevant discipline of teaching competency
- Demonstrates evidence of growth toward excellence in classroom/online teaching

#### Scholarship:

Review/Revision Dates: 12/21, 12/22, 12/23, 12/24

- Integrates research findings in teaching and practice
- Mentors RN to BSN students during capstone project
- Publishes data-based research articles in journals
- Mentors faculty

Service:

- Commitment to community service related to professional expertise by participating in at least one community service event
- Serves as a member, officer, or chairperson in state and/or regional professional organizations
- Participates in the advisory board
- Demonstrates ways to improve the interdisciplinary collaborative relationship

Expectations:

- All faculty are expected to attend faculty meetings unless prior approval is obtained from administration.

Effective Date: This policy is effective as of July 1, 2021

Review and Revision: This policy will be reviewed annually and revised as necessary.