

Minimum Criteria for Full-Time and Adjunct Faculty Positions
Revised December 21, 2017

Applicants for teaching assignments are expected to have strong communication skills. Applicants are expected to have post-secondary teaching experiences; work experiences in the discipline to be taught; and knowledge of industry-related software and systems, including industry certifications, where appropriate. Degrees must be from an accredited institution.

Accounting	Master's degree in accounting or related business field with 18 undergraduate or graduate credits in accounting or passed the CPA exam. Specific courses may have other requirements as deemed appropriate by the discipline (or department). 2/14
Administrative Office Professional	Master's degree in Business Ed, Computer/Information Systems-Business education ability to teach beginning, intermediate and advanced courses. Documented knowledge of Microsoft Office and related technologies. 11/06
Africana and Ethnic Studies	Master's degree in an Ethnic Studies field or related field, or PhD preferred. Living in a specific ethnic community is highly desirable. A Master's in a related field, from an accredited institution, or a Bachelor's degree with additional combination of coursework and relevant professional experience in the discipline, may be substituted. Individuals raised in, or having lived in the specific culture to be taught, are preferred, and will be given preference over those who have only studied the culture in question. Individuals seeking employment in the department should demonstrate that they have taught the subject on the secondary education level at a minimum. 11/06
Allied Health	Certification equal to or exceeding the level of program graduates. 11/06
American Sign Language	Bachelor's degree in American Sign Language, Linguistics, Deaf Studies, Deaf Education or related field required; master's degree with relevant experience preferred; appropriate certifications preferred. Native ASL fluency preferred. 1/13
Anesthesia Technician	Minimum of an Associate Degree in Anesthesiology Technology, currently Certified Anesthesia Technician by the American Society of Anesthesia Technologists & Technicians (ASATT) and current membership in ASATT. Minimum of five (5) years of full-time experience as an Anesthesia Technologist. Must be knowledgeable about methods of instruction, testing and assessment of students and knowledgeable concerning national curricula, national accreditation and national certification. Must have personal transportation and be willing to travel to clinical sites. 3/16
Anthropology	Master's degree in Anthropology or related field, plus demonstrated expertise in the teaching area. 5/09
Applied Arts – Digital	Master's degree preferred in art or related field. Bachelor of Fine Arts minimum. Minimum of three (3) years Industry Experience required and considered as academic qualifications per the AFT-CBA section § VII -IA2. Full-time Experience Other Than Education §. Adobe© Software and Educator preferred. Adobe© software competency to be assessed at the time of interview. The qualifications listed above are per the following courses: ART-113, ART-144, ART-150, ART-165, ART-168, ART-170, ART-177, ART-250, ART-255, and ART-265. Applicants for teaching assignments are expected to have strong communication skills. Applicants are expected to have post-secondary teaching experiences; work experiences in the discipline to be taught; and knowledge of industry-related software and systems, including industry certifications, where

	appropriate. Degrees must be from an accredited institution.	8/17
Apprenticeship/Construction (CAR, BLC, SHM, STI, PLT, SOE, HEO, ECT, EDT)	Certification and/or journeyman's papers equal to or exceeding the level of program graduates. Minimum five year's work experience.	7/13
Art	<i>For full-time ART faculty:</i> Master's degree in visual art required. <i>For adjunct ART faculty:</i> Bachelor's degree (master's preferred) in art or related field.	1/13
Automotive Technology	Five years work experience; applicable ASE certifications; Pennsylvania Inspection and Emission Licenses; certifications and licenses must be maintained.	1/09
Aviation Technology	One year teaching experience as flight instructor and/or a ground school instructor; ATP (Airline Transport Pilot) rating; CFIAI (Certified Flight Instructor Aircraft and Instrument) rating; AGI (Advanced Ground Instructor) rating, Meteorology or aeronautical and mechanical aircraft engineering experience.	11/06
Biology	Requires one of the following: Master's or doctorate in biology, 30 graduate biology credits, professional medical doctorate, (e.g., MD, DDS, DO, DVM), or a master's degree in a recognized biological or medical sub-field. Adjunct faculty must also meet these requirements.	10/13
Building Maintenance (MMT)	Five years' work experience and certifications required by industry.	11/06
Business	MBA from an AACSB accredited institution preferred or a post graduate business degree from an accredited institution. Undergraduate and graduate courses must include accounting, management, economics, finance, business law and marketing. Specific courses may have other requirements as deemed appropriate by the discipline (or department).	2/14
Chemistry	Master's degree within the discipline or bachelor's and 30 graduate credits within the discipline are required. Adjunct faculty must also meet these requirements, although professional experience teaching Chemistry can be considered in place of all or some of the 30 credits in Chemistry.	1/09
Computer Information Technology	Master's degree required in computer science, information science or computer information systems (or a master's degree in a related discipline and comparable combination of course work and relevant professional experience). Ability to communicate concepts at an introductory/intermediate level such as productivity applications, programming, operating systems, data analytics, networking, cybersecurity, forensics and/or Web development. Adjunct faculty must possess a bachelor's or master's degree in computer science, information science or computer information systems (or in a related discipline with relevant professional experience). Teaching cybersecurity courses (e.g. CIT-280, CIT-281, CIT-282, and CIT-285) requires cybersecurity experience. Teaching data analytics courses (e.g. DAT-102, DAT-201, DAT-202 and DAT-203, and DAT-281) will require data analytics experience. For courses taught in data analytics, cybersecurity, and/or forensics, preference will be given to applicants with strong competencies in those areas.	4/17
Cosmetology Program	Adjunct Faculty – Current Pennsylvania Cosmetology license, current Pennsylvania Cosmetology teacher license and a minimum of four years current industry experience as a cosmetologist.	11/06

Counselor	Master's degree in counseling and two (2) years related experience required. College experience in counseling is preferred. 1/09
Court Reporting	Highest certification in the field. Associates degree from a National Court Reporters Association approved school. Teaching and/or work experience preferred. 8/16
Criminal Justice/Criminology	Master's degree (doctorate preferred) in criminology, criminal justice, or a Master's degree (doctorate preferred) in a related field with at least eighteen (18) graduate credits in a combination of courses in criminology, police science, corrections, the administration of criminal justice, law, legal studies or Homeland Security. Five years professional employment experience in criminal justice required. 4/13
Culinary Arts	Degree in culinary arts and 5 years experience in field required; certified chef and teaching experience preferred. For adjunct faculty, demonstrated experience with 5 years in the field. High proficiency in specialty area(s) relative to course content level required. Teaching experience preferred. 10/07
Dance	Master's degree or Bachelor's degree with significant performing and post-secondary teaching experience. 10/07
Developmental Studies	Master's degree in education with a minimum of eighteen (18) graduate credits in reading required. For Adjuncts teaching DVS 060: MEd or MS in Elementary Education with teaching experience or a master's degree in a related education field (such as curriculum and instruction or M.A.T.) is acceptable. For Adjuncts teaching DVS 070, 101, 103: Master's degree in education with a minimum of fifteen (15) graduate credits in reading required with three years secondary-level teaching experience. 9/11
Dietary Manager/Dietetic Technician	Professional educator with a background in nutrition, healthcare, and food service. Registered Dietitian (RD) with Master's degree in dietetics required (or Master's degree in education or related field with a Bachelor's degree in dietetics); and a minimum of three (3) years of teaching experience. Community college teaching experience preferred. Proficiency in the following specialty area(s) relative to course content level required: food management and food preparation. 1/12
Early Education and Child Development	Master's degree in child development or early childhood education or related field with 18 credits of early education or child development. Experience working with young children. 10/13
Economics	Master's degree in field or related business field; minimum of 15 undergraduate or graduate credits in economics preferred. Specific courses may have other requirements as deemed appropriate by the discipline (or department). 2/14
Education	Master's degree or doctorate in education and K-12 experience are required. In addition for Educational and Assistive Technology, a bachelor's degree or higher and demonstrated skills in the current use of technology in the K-12 classroom are required. 10/13
Educational Technicians	Associate's degree in field/related field. Minimum one year experience in field/related field. 5/12
Engineering: Drawing and Design, Mechanical	Master's degree preferred in engineering technology discipline or related field. Minimum requirement is a bachelor's degree with 3 years of experience in

Engineering, Engineering Science, Electrical Engineering, Civil Engineering, Environmental Technology	engineering or engineering technology field. Recent surveying experience is required for full-time civil engineering positions. Discipline competency demonstrated through education, work experience, professional projects, licensure or degrees required for all adjunct faculty positions. The ability to communicate complex engineering concepts at an introductory level is a requirement.	1/13
English	Master's degree in English, Linguistics, Composition, Rhetoric, or Literature OR an undergraduate degree in English with Masters in related field including at least 18 credits in English Literature, Composition, Literary Theory, or Writing. Some relevant teaching experience is required.	10/07
English as a Second Language	Master's degree in a foreign language, English or linguistics, with ESL certification or equivalent required.	11/06
Ethnic and Diversity Studies	Master's degree in an Ethnic Studies field or related field, or PhD preferred. Living in a specific ethnic community is highly desirable. A Master's in a related field, from an accredited institution, or a Bachelor's degree with additional combination of coursework and relevant professional experience in the discipline, may be substituted. Individuals raised in, or having lived in the specific culture to be taught, are preferred, and will be given preference over those who have only studied the culture in question. Individuals seeking employment in the department should demonstrate that they have taught the subject on the secondary education level at a minimum.	6/17
Film Production	Master's degree in Film Production preferred, Bachelor's degree in Film Production with a specialty in one or more of the following areas: Grip, Electric, Sound, Camera and Scenic Paint with significant professional experience in Film Production required.	3/16
Fire Science	Master's degree in field or related field, three (3) years of relevant professional experience and demonstrated ability to teach all fire science department offerings. Teaching experience preferred. Adjunct faculty – Bachelor's degree and five (5) years of relevant professional experience or an associate degree in a relevant discipline and seven (7) years of relevant professional/technical experience and documented teaching ability.	11/06
Geography	Master's degree in geography or master's degree in a related field with at least fifteen (15) graduate credits in geography.	1/09
Geology	MS or PhD in geology or closely related field required.	11/06
Graphic Arts	Bachelor's degree and two years continuous work in an appropriate field pertaining to graphic design with computers and/or specific discipline to be taught. Affirmation of mastery in discipline by portfolio review required. Master's degree and one year teaching experience preferred.	10/07
Health and Physical Education	For activity classes, Bachelor's Degree in Health and Physical Education or related field required, with teaching experience preferred. For lecture classes, Master's Degree in Health and Physical Education or related field and teaching experience required. Current CPR and AED certifications are required for all instructors. Certification to teach Health and Physical Education preferred.	4/09
Heating and Air Conditioning Technology	Associate degree in the field or closely related discipline required. Five years field experience; teaching experience preferred. EPA and NATE certifications required. RSES membership preferred. Microsoft office proficiency required with emphasis on technology usage in the classroom.	1/12

History	Master's degree in history or master's degree in closely-related discipline with at least eighteen (18) graduate credits in history. 10/13
Hotel/Restaurant Management	Bachelor's degree in field or related area. Master's degree preferred. Culinary experience needed for instructional cooking courses. 10/07
Interpreter Training	Master's degree preferred in Interpreting, Deaf Studies, American Sign Language, or related field with major emphasis on interpreting. AA in Interpreting or BA in Interpreting with RID certifications, CI& CT, NIC Master, NIC Adv., or NIC required. CIT membership is recommended. Applicants must have demonstrated previous successful teaching experience. Applicants are expected to have strong communication skills; post-secondary teaching experience; professional work experience in the discipline to be taught; and knowledge of industry-related software such as PowerPoint and Blackboard. Candidate must maintain RID certification. Degrees must be from accredited institutions. 10/13
Journalism	Master's degree in field or related area required. 11/06
Labor and Management Studies	At least 15 graduate credits in a Social Science, Business, or Labor related discipline such as Human Resources or Labor Relations. Preference given to those with experience in collective bargaining, negotiations, or labor organizing. 10/16
Land Administration	Bachelor's degree (master's preferred) in business, legal studies or related field. Three years of experience in the oil and gas industry. 6/12
Languages	Master's degree (or equivalent degree from a foreign university) in the language to be taught. Minor in any other language to be taught. Native or near-native fluency in the language to be taught (reading, writing, speaking, and understanding). 11/06
Librarian	Master's degree in the field of library science and minimum three years of professional library experience including knowledge of information, public, and circulation procedures; knowledge in the use of computers in contemporary library services; supervisory experience is desirable. 1/09
Machinery	Associate's degree in machining or related field. Discipline competency in machining and required safety procedures as demonstrated through education, teaching experience, work experience, professional projects, licensure or degrees required for all adjunct faculty positions. 5/12
Massage Therapy	Bachelor's degree (master's preferred) and at least three years of clinical and/or administrative experience within the last five years. Current Licensed Massage Therapist in Pennsylvania; current membership in American Massage Therapy Association (AMTA) or Associated Bodywork and Massage Professional (ABMP); working knowledge of massage modalities (chair, deep tissue, neuromuscular and sports); teaching experience. Must have personal transportation and be willing to transfer to clinical affiliate sites. 1/13
Mathematics	MA or MS in mathematics or a Master's in a related field with at least twenty-four (24) credits of graduate math, of which at least nine (9) credits are from among the following areas: real analysis, linear algebra, abstract algebra, and differential equations. Adjunct faculty must have, as a minimum, a Bachelor's Degree in Mathematics, Mathematics Education, or in a related discipline which reflects sufficient mathematics coursework or a high level of math proficiency. 10/09
Medical Assistant	Minimum of an Associate Degree in Medical Assisting, currently credentialed in medical assisting by a credentialing organization accredited by the National Commission for Certifying Agencies (NCCA) and current membership in the American Association of Medical Assistants. Minimum of five (5) years of full-

	time experience in healthcare, including a minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants. Must have instruction in educational theory and techniques and be knowledgeable about methods of instruction, testing and assessment of students and knowledgeable concerning national curricula, national accreditation and national certification. Must have personal transportation and be willing to travel to clinical sites.	3/16
Multimedia	Bachelor's degree in multimedia or related field; master's degree preferred. Knowledge and experience with multimedia and computer graphics software used in courses required. Industry experience preferred.	1/13
Music	Master's degree in music or music education.	11/06
Mythology	Master's degree with extensive knowledge of Greek and Roman mythology.	11/06
Nursing	<i>For Full-time Faculty and Classroom Adjunct Faculty:</i> RN (current PA license); master's degree in nursing; clinical experience. <i>For Clinical/Lab Adjunct Faculty:</i> RN (current PA license); Masters in nursing preferred or bachelor's in nursing with documentation of active pursuit of a master's degree in nursing; clinical experience. Minimum of three years of clinical experience within the past five years.	10/12
Paralegal	Master's degree in legal studies, law or a related area. Minimum one year of professional experience. JD preferred or an attorney.	10/07
Paramedic	Bachelor's degree (Master's preferred) in EMS, education, science or related field; current PA certification as a Paramedic and NREMT certification as a Paramedic; current certification as an EMS Instructor by PA DOH; current certification as an American Heart Association Instructor for CPR, ACLS and PALS. Minimum three years experience as an ALS pre-hospital provider of emergency care and minimum one year of leadership experience in field. Must be knowledgeable about methods of instruction, testing and assessment of students and knowledgeable concerning current national curricula, national accreditation, national registration and the requirement for state certification and licensure. Must have personal transportation and be willing to travel to clinical affiliate sites. Adjunct Faculty: Bachelor's degree in EMS, education, science or related field; current PA certification as a Paramedic and NREMT certification as a Paramedic; current certification as an EMS Instructor by PA DOH; current certification as an American Heart Association Instructor for CPR, ACLS and PALS. Minimum two years experience as an ALS pre-hospital provider of emergency care. Must be knowledgeable about methods of instruction, testing and assessment of students and knowledgeable concerning current national curricula, national accreditation, national registration and the requirement for state certification and licensure. Must have personal transportation and be willing to travel to clinical affiliate sites.	05/14
Philosophy	Master's degree in philosophy.	11/06
Physical Sciences and Physics	Master's degree or doctorate in physics, physical science or closely related field required.	11/06
Political Science	Master's degree in political science or a master's degree in a related field with at least eighteen (18) graduate credits in political science.	11/06

Psychology	Master's degree in psychology. Teaching PSY 230 requires a master's degree in a social or behavioral science and drug and alcohol treatment experience. 10/13
Radiation Therapy	Master's degree in education, science or health related field; a graduate of a regional or JRCERT accredited Radiation Therapy program; Certified in Radiation Therapy Technology and in good standing with the ARRT. Must have three years clinical supervision of radiation therapy students and two years teaching experience in an approved and good standing accredited Radiation Therapy Program recognized by a regionally accredited association or the JRCERT. Experience as a program director preferred; knowledge of JRCERT compliance standards; experience in curriculum design, program administration and assessment. Must have personal transportation and be willing to travel to clinical affiliate sites. Clinical Adjunct Faculty: BA or BS degree, Certified in Radiation Therapy Technology and in good standing with the ARRT, 2 years clinical experience in radiation therapy and experience working with radiation therapy technology students at a clinical site. Must have personal transportation and be willing to travel to clinical affiliate sites. 9/13
Radiological Technology	Certified in Radiography and in good standing with the AART. Must have two years clinical supervision of student radiographers or teaching experience in an approved and good standing accredited Radiography Program recognized by a RAA or the JRCERT. Must have personal transportation and be willing to travel to and from clinical affiliates as assigned. Adjunct faculty clinical instructors must have a BA or BS degree in any discipline. 4/12
Real Estate	<i>For Adjunct faculty:</i> A valid Pennsylvania real estate license as a (broker and/or agent) and demonstrated work experience within five years required. Teaching experience preferred. 1/12
Sociology	Master's degree in sociology or a master's degree in closely-related field with at least fifteen (15) graduate credits in sociology. Teaching SOC 117 and SOC 118 requires a master's degree in a social or behavioral science and drug and alcohol treatment experience. 10/13
Social Work	Master's degree in social work from a CSWE accredited institution and two years professional work experience, licensure preferred. 10/13
Speech	Master's degree in Communication or related field. At least eighteen (18) graduate credits in speech communication required. 11/06
Student Development Services (SDS)	Master's degree in counseling or related field, which includes group work such as student personnel, social work, or psychology. 11/06
Theater	Master's degree in theater required with a concentration in theater performance and nine (9) graduate credits in a related field. Technical theater adjunct faculty need a minimum of a Bachelor's Degree or significant professional experience in technical theater. 11/06
Tourism Management	Bachelor's degree in field preferred and related experience. 10/07
Welding	Minimum of five (5) years of welding experience with AWS D1.1, ASME, or MIL STD certification, etc. required for select courses. 11/06