



FACULTY & INSTRUCTOR QUALIFICATIONS POLICY

Policy Area:	Academic		
Policy Number:	FQLPL_2512N_BA/PVPA		
Policy Sponsor:	Provost & Vice President Academic		
Policy Contact:	Provost's Office		
Stakeholders:	Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Okanagan College Board of Governors		
Approval Date:	December 9, 2025		
Effective Date:	January 1, 2026		
Replaces or New:	New		
Last reviewed:	November 2025	Scheduled review date:	November 2030
Procedures:	<i>None</i>		

1. Policy Statement

Okanagan College is dedicated to delivering excellence in teaching, fostering student success, and providing excellent educational support services. This policy will guide the College in appointing Faculty/Instructors with the appropriate credentials and experience to meet the academic, professional, and industry standards of their disciplines, as well as the requirements of the educational programs, courses, services, and community engagement activities in which they participate on behalf of the College.

2. Purpose

To ensure that all Faculty/Instructors possess the necessary qualifications and expertise to deliver high-quality education and uphold the College's academic standards.

3. Scope and Application

This policy applies to all Faculty/Instructors, including full-time, part-time, emeritus, and visiting instructional staff, and those responsible for the hiring of these employees.

If this policy conflicts with an existing collective agreement, the collective agreement takes precedence.

4. Definitions

College	Means Okanagan College.
Faculty / Instructor(s)	Means Faculty as defined under the College and Institute Act, including any faculty member or vocational instructor employed by Okanagan College and represented by the OC Faculty Association (OCFA) or the BC General Employees' Union (BCGEU) Vocational collective agreements.
Undergraduate Course(s)	Means a post-secondary course at the 100-level or above provided it is not classified as trades, apprenticeship, developmental, or vocational training.

5. Principles

- 5.1 That College students should receive instruction from Faculty/Instructors who meet the qualification criteria outlined below and are therefore appropriately qualified to teach in their subject area.
- 5.2 That to uphold the College's reputation and credibility, it is essential programs, and educational services are delivered by Faculty/Instructors who are subject matter experts. These individuals must possess the appropriate scholarly preparation and maintain professional currency including an applied knowledge of learning science to meet the expectations of learners and external peers involved in accreditation, program approval, and program review processes.
- 5.3 That at an institutional level the College ensures that Faculty/Instructors' academic and professional qualifications are diverse and inclusive, reflecting the diversity of our community and programs offered.
- 5.4 That established qualifications, skills and experiences can incorporate a broad range of perspectives that reflect the mission and vision of the College.

6. Qualification Criteria

- 6.1 The College recognizes that portfolios and departments are best placed to establish the specific qualifications required to teach each course and expects individuals to exercise discretion in accordance with the intent and spirit of this Policy when making hiring decisions.

Academic Qualifications:

- a) Faculty/Instructors teaching Undergraduate Courses are required to hold at least a master's degree in the relevant discipline. Exceptions may be made for individuals with a bachelor's degree and professional qualifications and/or substantial professional experience directly related to the subject area.
- b) Faculty/Instructors teaching trades, apprenticeship, developmental, or vocational training courses must meet the minimum qualifications as defined by regional accrediting bodies or relevant governing authorities.

Professional Experience:

- c) For disciplines or subject areas where professional practice is essential, Faculty/Instructors may substitute advanced academic credentials with substantial, demonstrable industry experience and/or recognized professional certifications.

- d) Substitutions of qualification criteria that recognize professional experience are contingent upon the hiring committee's evaluation of the candidate's practical expertise and with approval of the Provost and Vice President Academic.

Certifications and Licenses:

- e) For fields requiring licensure or certification (e.g. trades, healthcare), Faculty/Instructors must possess valid and current credentials relevant to their teaching assignments.

Demonstrated Expertise:

- f) Evidence of expertise may include clear, tangible, and verifiable proof of someone's skills, knowledge, or proficiency in a particular field or subject area. It goes beyond simply claiming to have expertise and involves showing results that one is capable and highly competent through actions, achievements, experience, or a parchment from an accredited higher education institution.

7. Verification of Credentials:

Credential Evaluation:

- 7.1 To ensure all documents are authentic, People Services, in collaboration with chairs of hiring committees, will verify all required credentials before employment

Documentation Requirements:

- 7.2 Candidates must provide official transcripts, copies of licenses or certifications, and a detailed curriculum vitae or resume highlighting relevant experience as requested.

Review:

- 7.3 To ensure compliance with evolving accreditation standards and institutional needs, qualifications and experience may be reviewed periodically.

8. Related Acts and Regulations

College and Institute Act

9. Supporting References, Policies, Procedures and Forms

Okanagan College Faculty Association Collective Agreement
BC General Employees Union (Vocational) Collective Agreement

History / Revisions

Date	Action
2025-12-09	New policy approved by Board of Governors (on advice of Education Council): <i>Faculty and Instructor Qualifications Policy (FQLPL_2512N_BA/PVPA)</i>