

<b>TYPE:</b>	Employment-Related
<b>TITLE:</b>	Academic Hiring Requirements
<b>NO.:</b>	EMPL-316
<b>RESPONSIBILITY:</b>	Executive Vice-President, Academic and Chief Administrative Officer
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	September 2022
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## 1. Introduction

Durham College (DC) is committed to recruiting and retaining talented academic [employees](#) who share its vision, values and its mission that the student experience comes first. It is essential that individuals hired in the role of academic employees have the necessary educational credentials and employment experience to enhance the learning experience of students.

## 2. Purpose

This policy and procedure establishes minimum requirements to be used when hiring academic employees.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

### 4.1. Faculty - Hiring requirements for full-time and contract

Three key factors will be considered for [full-time](#) and contract faculty hires: academic [credentials](#); appropriate industry experience; and evidence of teaching experience and excellence.

### 4.2. Academic Credential Requirements

Full-time and contract faculty members teaching in a non-degree program are typically required to hold a minimum of a master's degree and/or equivalent industry-recognized certifications related to the discipline of the course(s) being taught. An additional credential in teaching and learning is beneficial.

For full-time faculty hires, program-specific exceptions for the requirements will be considered with the approval of the Executive Vice-President, Academic.

- 4.2.1. Consistent with Post-secondary Education Quality Assessment Board (PEQAB) requirements, all faculty members teaching core courses in a four-year degree program:
- a) Will hold an advanced academic credential, normally the terminal credential (usually a doctorate), or at least one credential higher than a baccalaureate in the field of study or in a closely related field/discipline; and
  - b) No fewer than 50 per cent of the faculty members teaching core courses within a given degree program will hold the terminal academic credential in the field of study or in a closely related field/discipline.
- 4.2.2. Consistent with PEQAB requirements, all faculty members teaching non-core courses in a four-year degree program:
- a) Will hold an advanced academic credential, normally the terminal credential (usually a doctorate), or at least one credential higher than a baccalaureate in the field of study or in a closely related field/discipline, and
  - b) No fewer than 50 per cent of the faculty members teaching non-core courses within a given degree program will hold the terminal academic credential in the field of study or in a closely related field/discipline.
- 4.2.3. Consistent with PEQAB requirements, all faculty members teaching core and non-course courses in a three-year degree program:
- a) Will hold an academic credential at least one level (one column on the Ontario Qualifications Framework) higher than that offered by the program.
  - c) No fewer than 40 per cent of the faculty members teaching core and non-core courses within a given degree program will hold the terminal academic credential in the field of study or in a closely related field/discipline.
- 4.2.4. Full-time and contract faculty members must provide evidence to the college of their credential(s) directly from the awarding institution(s) to the college. The Human Resources department will manage this verification process and retain these records as part of an employee's file. Credentials issued from institutions outside of Canada must be accompanied by supporting documentation from a recognized credential evaluation service (e.g., World Education Service, or International Credential Assessment Service of Canada) validating equivalency to Canadian credentials.

4.2.5. Individual employment competitions may require credentials at a higher level than the minimum stated in this policy and procedure.

#### 4.3. Appropriate Industry Experience Requirements

All full-time and contract faculty members teaching within any program will be required to possess the appropriate work experience and fields of expertise, and where relevant, be practitioners. Five years of relevant work experience is the expected minimum.

#### 4.4. Teaching Experience and Excellence

Teaching experience at the post-secondary level with a demonstrated understanding and application of [universal design for learning](#) and current assessment methodologies.

#### 4.5. Professional credential requirements

Normally, faculty teaching in those fields where a professional accreditation, registration or license is required will be expected to hold that accreditation, professional registration or license, and be a member in good standing in order to teach at the college. For example, faculty teaching nursing subjects are required to be registered with the College of Nurses of Ontario; faculty teaching accounting are required to hold a CPA. In those fields where accreditation is not mandatory, faculty will be expected to hold the related accreditation or commit to pursue it within a five-year period. Fees associated with maintaining accreditation, registration, or licenses will be reimbursed in accordance with the Professional and Membership Fees Policy and Procedure EMPL-318.

#### 4.6. Other academic employees - Academic credential requirements

##### 4.6.1. Instructors

See section 4.2.

##### 4.6.2. Counsellors

A master's degree in counselling, psychotherapy or social work including a supervised clinical practicum is required, plus a minimum of three years of relevant experience, preferably in a post-secondary institution. All counsellors must be registered and maintain up-to-date membership with the College of Registered Psychotherapists of Ontario.

#### 4.6.3. Librarians

A master's degree in library and information science or an equivalent library- related degree from an American Library Association accredited institution. An undergraduate degree or experience in related subject area and three years of relevant library experience in a post-secondary or special library preferred.

### **5. Procedure**

This section is not applicable.

### **6. Roles and responsibilities**

6.1. It is the responsibility of the Executive Vice- President, Academic and Chief Administrative Officer to ensure this policy is fully implemented.

6.2. It is the responsibility of the hiring manager to ensure that all academic job postings reflect the requirements of this policy.

### **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

### **8. Non-compliance implications**

There is the potential for violation of degree-level standards if this policy is not followed.

### **9. Related forms, legislation or external resources**

- Post-secondary Education Quality and Assessment Board Handbook for Ontario Colleges (2010).