

## Chapter TCS 3

## CERTIFICATION OF PERSONNEL REQUIREMENTS AND PROCEDURES

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**Note:** Chapter A–V 3 was renumbered chapter VTAE 3, [Register, September, 1985, No. 357](#), eff. 10–1–85; chapter VTAE 3 as it existed on April 30, 1993 was repealed and a new chapter VTAE 3 was created effective May 1, 1993; chapter VTAE 3 was renumbered chapter TCS 3 under s. 13.93 (2m) (b) 1., [Stats., Register, June, 1994, No. 462](#). Chapter TCS 3 was repealed and recreated [Register June 2015 No. 174](#), eff. 7–1–15.

**TCS 3.01 Purpose and application.** (1) **PURPOSE.** The purpose of this chapter is to establish standards and procedures pursuant to s. 38.04 (4) (a), [Stats.](#), for the approval of minimum requirements for district educational personnel who provide instruction in courses that apply to a degree or adult basic education.

(2) **APPLICABILITY.** This chapter applies to all district instructors teaching courses that apply to a degree or adult basic education. It does not apply to instructors teaching adult continuing education or community service/avocational courses listed under aid code 42, 47, or 60, as defined in the Wisconsin technical college system educational services manual as follows: aid code 42 applies to general adult educational offerings that contribute to basic education, citizenship, and community safety for the general public; aid code 47 occupational adult applies to educational offerings with a definite vocational/technical objective designed to either provide future employment or upgrade individuals in their present occupations; and aid code 60 applies to educational offerings that are leisure–time, self–enrichment activities including arts, crafts, games, hobbies, sports, recreation, and foreign language conversation.

**History:** [CR14–022](#); [cr. Register June 2015 No. 174](#), eff. 7–1–15.

**TCS 3.02 Definitions.** In this chapter:

(1) “Academic instructor” means a person teaching one or more courses in academic subjects such as mathematics, social science, English, communications, and science where the knowledge and skills taught are obtained by the instructor through collegiate preparation.

(2) “Accredited” means official recognition as a public or private educational institution by an accrediting agency recognized by the U.S. department of education.

(3) “Board” means the Wisconsin technical college system board.

(4) “Currency” means ongoing engagement in assigned occupational or academic area or areas that ensure instructors meet the most recent standards of practice for professions associated with their assigned content areas.

(5) “Director” means the person appointed as the system president by the board under s. 38.04 (2), [Stats.](#)

(6) “District” means a technical college district established under ch. 38, [Stats.](#)

(7) “District board” means the district board in charge of the technical colleges of a district.

(8) “District director” means the person employed by a district board under s. 38.12 (3) (a) 1., [Stats.](#)

(9) “Employed full–time” means employed by a district as an academic or occupational instructor in a position that qualifies as full–time according to district policy or standards.

(10) “Employed part–time” means employed by a district as an academic or occupational instructor in a position that qualifies as part–time according to district policy or standards.

(11) “Faculty Quality Assurance System” means the system used to ensure compliance under this chapter.

(12) “Higher Learning Commission” means the independent corporation that accredits degree–granting post–secondary educational institutions in the north central region, thereby granting accredited institutions membership in the commission and in the north central association.

(13) “Occupational instructor” means a person employed by a district to teach one or more courses that are vocational, technical, or apprentice–related in nature and that apply toward a degree.

(14) “Postsecondary degree granting institution” means a public or private educational institution awarding an associate, baccalaureate, or graduate degree.

(15) “Required occupational experience” means occupational experience that is documented by a district director’s or designee’s reference check.

(16) “Subject matter expert” means an individual with scientific, technical, or other specialized knowledge in a specific subject matter, profession, or field of study exhibited by or obtained through knowledge, skill, experience, training, education, or a combination thereof.

**History:** [CR14–022](#); [cr. Register June 2015 No. 174](#), eff. 7–1–15.

**TCS 3.03 District documentation of instructor credentials.** Prior to being assigned to teach any course, a person employed by a district as an academic or occupational instructor shall provide all of the following to the district director or designee.

(1) Official transcripts of undergraduate and graduate credits from accredited postsecondary degree granting institutions to document compliance with educational requirements under this chapter.

(2) Copies of professional or occupational licenses required by a state or federal agency for employment in the occupation or profession.

(3) Verification from accredited postsecondary degree granting institutions of appropriate teaching experience.

(4) Verification of required occupational experience for occupational instructors.

**History:** [CR14–022](#); [cr. Register June 2015 No. 174](#), eff. 7–1–15.

**TCS 3.04 Instructor requirements.** (1) Each academic and occupational instructor shall meet applicable requirements established by the higher learning commission and federal and state licensing requirements.

(2) Each occupational instructor shall have a minimum of 2 years (4,000 hours) of occupational experience in a target job for the program or programs being taught, of which at least 1 year (2,000 hours) shall be within 5 years prior to the date of appointment. One year (2,000 hours) of related occupational experience may be waived if the occupational instructor has at least 2 years of post–secondary teaching experience in the appropriate occupational field within 5 years prior to the date of appointment. Two

years of post–secondary teaching experience means 8 semesters of part–time teaching or 4 semesters of full–time teaching at an accredited post–secondary degree granting institution.

(3) An exception to the occupational experience requirements under sub. (2) may be granted by the district director or designee for any of the following:

- (a) Emergency staffing situations.
- (b) Pending credentials.
- (c) Specialized expertise or renowned qualifications of candidate.
- (d) Emerging fields.
- (e) Lack of candidate availability.

(4) An occupational experience exception under sub. (3) shall only be allowed if a plan is approved by the district director or designee to ensure the occupational instructor granted the exception complies with occupational experience requirements within the time period specified pursuant to s. TCS 3.05 (2).

**History:** CR14–022: cr. Register June 2015 No. 174, eff. 7–1–15; correction in (3) (a) to (d) made under s. 35.17 Register June 2015 No. 174.

**TCS 3.05 Faculty Quality Assurance System.** Each district shall provide annual reports as required by the director on its activities to maintain a faculty quality assurance system that includes all of the following:

(1) District recruitment and hiring procedures for academic and occupational instructor positions that include all of the following:

- (a) Demonstrate efforts to achieve a diverse instructor population.
- (b) Include subject matter expert participation in the development of each new instructor position.
- (c) Comply with all state and federal laws.
- (d) Comply with board policy on criminal background checks.
- (e) Verify prospective employee qualifications.
- (f) Address onboarding for new employees through providing a district employee handbook or standard operating practice and

the Wisconsin technical college system mission, vision and strategic direction.

(2) Professional development plans for each academic and occupational instructor that include all of the following:

- (a) Identifies how the instructor will complete all director–approved competencies within 3 years of the date of employment if employed full–time or within 5 years of the date of employment if employed part–time.
- (b) Ensures the instructor maintains currency in his or her assigned content areas. The district director or designee shall establish a process to maintain currency of academic and occupational instructors.
- (c) Fulfills occupational experience requirements within the time period specified by the district director or designee for an occupational instructor hired pursuant an occupational experience exception under s. TCS 3.04 (3).
- (d) Complies with all other requirements and policies set forth by the Wisconsin technical college system state board or director.

(3) A performance evaluation system for each full–time academic or occupational instructor that includes all of the following:

- (a) Documentation that the instructor and the instructor’s supervisor discussed and set instructor goals.
- (b) Data measures that will be used to assess instructor performance.
- (c) An employee development or performance improvement plan.
- (4) A process for evaluating academic and occupational instructors who are less than full–time.
- (5) A plan that provides peer coaching or mentoring for all academic and occupational instructors.

**History:** CR14–022: cr. Register June 2015 No. 174, eff. 7–1–15; correction in (1) (a) to (e), (2) to (5) made under s. 35.17 Register June 2015 No. 174.

**TCS 3.06 Review of district compliance.** The director or designee shall review district compliance with the requirements established in this chapter under ss. TCS 3.03, 3.04, and 3.05 at least once every 3 years.

**History:** CR14–022: cr. Register June 2015 No. 174, eff. 7–1–15.