



Bureau for Private Postsecondary Education
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FACULTY MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with minimum requirements related to faculty of the institution.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write “N/A” next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

Return this completed document, along with the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than ____ / ____ / ____.

- 1. For institutions with an educational program leading to a degree, please provide a copy of your institution’s policy and procedure relative to employing a sufficient number of duly qualified faculty.**

5 CCR §71720(a)(1) An Educational Program Leading to a Degree. An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered.

- 2. For institutions with an educational program leading to a degree, please provide a copy of your institution’s written policy and procedure that provides for faculty participation relative to 5 CCR §71720(a)(2) below.**

5 CCR §71720(a)(2) An Educational Program Leading to a Degree. Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution’s mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.

- 3. For institutions with an educational program leading to a degree, please provide a copy of your institution’s written policy that addresses the faculty requirements listed in 5 CCR §71720(a)(3) below.**

5 CCR §71720(a)(3) An Educational Program Leading to a Degree. In determining the number of faculty sufficient to satisfy subdivision (a)(1) of this section and to implement the policies established pursuant to subdivision (a)(2) of this section, the institution shall base its faculty requirements on all of the following factors:

- (A) The educational level and number of students;
- (B) The number of hours needed for direct interaction between students and faculty per course, quarter, semester, or other term;
- (C) The number of hours needed to be spent on evaluating written materials prepared by students, such as distance education, papers, and examinations, per course, quarter, semester or other term;
- (D) The number of group meetings per course, quarter, semester, or other term;
- (E) The faculty duties established by the institution as required under subdivision (a)(2) of this section; and
- (F) The number of hours per week or units per term considered full-time for faculty in the institution.

4. For institutions with an educational program leading to a degree, please provide a copy of your institution's policy and procedure for contracting for educational services.

5 CCR §71720(a)(6) An Educational Program Leading to a Degree. When contracting for educational services, the institution shall maintain control of, and responsibility for, all academic matters, and shall assure that the instruction and faculty satisfy the standards established by the Ed. Code and this chapter.

5. For institutions with an educational program leading to a degree, please provide a copy of your institution's Academic Freedom Policy.

5 CCR §71720(a)(8) An Educational Program Leading to a Degree. Each institution shall have a written Academic Freedom Policy which describes the latitude the institution allows faculty in the classroom so faculty will not inadvertently violate the principles of academic freedom. These policies shall be made available to any person upon request. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy.

6. For institutions with an educational program NOT leading to a degree, please provide a copy of your institution's policy for instructors maintaining their knowledge.

5 CCR §71720(b)(2) Instructors in an Educational Program Not Leading to a Degree. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other course related to teaching.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title