



Fast Forward Instructor Qualifications

<http://www2.sunybroome.edu/ffec/teach-a-new-course>

Note that the listed below qualifications for each department may only be the minimum, as some courses may need additional expertise, licensures, certification, etc. in order to qualify to teach.

Art:

- Masters in Fine Arts or Arts specific to the discipline they intend to teach, i.e. Masters of Arts in Illustration, Masters of Fine Arts in Painting/Drawing, Sculpture, etc.

OR

- Masters in Art Education with the right combination of professional credentials (i.e. shows, galleries, collections, time working as a professional artist in the field, etc.)

AND Each Prospective Applicant must include with their application:

- 20 personal works
- 20 examples of student work
- Per student work examples, include respective project criteria / description, assessment parameters and learning outcomes

Biology:

- Master's in Biology or related field, with relevant teaching experience
- MAT/MST acceptable with relevant teaching experience

Business:

- Master's Degree in the subject area (e.g. Accounting)

OR

- Master's Degree in Business Administration (MBA)

OR

- Bachelors in the specific subject area (e.g. accounting) with experience in the subject area. Masters also required, but in any discipline
- For BUS 122: Self-Management, require SUNY Broome Blackboard training (after instructor approval, but before teaching of course)

Business Information Technology:

- BS in related field of Business, Business Education, Computer Science, Graphic Arts, Communications or Math. Masters preferred
- Faculty must have demonstrated teaching experience and completed coursework or certification in the area of expertise for any specific course
- If faculty meet core education requirements but have not taken formal coursework in the specific course area, then training can be obtained by taking BIT courses on campus, online, or through registered Independent Study

Chemistry:

- B.S. in chemistry or chemical engineering and an M.S. in chemistry, chemical engineering, or a related field

- The fast forward instructor would also be required to use a SUNY Broome chemistry department approved syllabus, exams, book, and experiments

Civil Engineering Technology:

- BS in appropriate technical field. MA or MS preferred
- Demonstrated teaching experience with board drafting and AutoCAD

Clinical Laboratory Technologies:

- ASCP Certification or NYS Licensure as a Clinical (Medical) Laboratory Technician or Technologist or a Histological Technician
- Bachelor's degree in relevant subject area required, Master's degree in relevant subject area preferred
- For CLT 110 only: The Fast Forward Instructor would also be required to use the web materials provided by the department.

Communications & Media Arts:

- For theory based classes, a master's in the appropriate subject is req., PhD. preferred.
- For production based classes, the minimum requirement is a bachelor's degree in the relevant subject area, and appropriate master's degree (for example, a master's in education would be acceptable provided the candidate had an acceptable undergraduate degree related to the production field they wish to teach in).

Computer Science:

- Minimum education requirement is a BS in Computer Science with a MS preferred.
- Where appropriate, demonstrated teaching experience with all aspects and current versions of Microsoft Office, Visual Studio.NET C#/C++, Java, A+, Multisim 10
- Current Microsoft Windows Operating System

Criminal Justice & Emergency Services:

- Bachelor's degree in related field plus a minimum of 3 years' direct work experience in the CJES field directly related to subject material (approval to be made by the CJES Department).
- If Bachelor's degree is in an unrelated field, a minimum of 5 years' direct work experience in the CJES field, directly related to subject material (approval to be made by the CJES Department).
- Minimum of one year teaching experience required.
- FF instructor would be required to use a department approved syllabus, textbook, and exams.

Engineering Science:

- Master's degree preferred, (MAT acceptable).
- Due to variety of courses offered by our department, instructor would need to show adequate coursework and/or professional development in area(s) of proposed course(s).

English:

- Master's Degree in English or a related field—Comparative or Romance Literature, for example (MAT may not suffice)

Foreign Languages:

- Master's Degree in the subject area (e.g. Spanish or French), or
- Master's Degree in the Comparative Literature (in e.g. Spanish or French), or
- Native speakers of the foreign language (e.g. Spanish or French) with a BA Degree or higher

Health Information Technology/Health Studies:

- Bachelors in related field, MA or MS preferred
- The Fast Forward Instructor would also be required to use the SUNY Broome HST/HIT department approved syllabus, exams, and textbook.
- Demonstrated teaching experience
- Required SUNY Broome Blackboard training (after instructor approval, but before teaching of course)
- *For MDA 114L, First Aid, Course:* professional level certification in CPR and First Aid is required; training can be provided locally via the American Heart Association and coordinated by SUNY Broome.

History, Philosophy & Social Sciences:

- Instructors in Fast Forward courses must as a minimum have a Master's degree in the subject area they intend to teach (i.e.: Master's in Anthropology to teach ANT 111). Master's degrees in teaching or in social studies education are *not* acceptable. *Current instructors are grandfathered.*
- Proposed instructors in Fast Forward courses must be interviewed by the SUNY Broome Department chair prior to any approval of course offerings.

Hospitality Programs:

- 1) One undergraduate degree specifically in Culinary Arts, Hospitality, Food Service Administration, Restaurant Management, Event Management; Casino Management or a similar degree as applicable given specific area of industry to be taught. A master's in the hospitality field would suffice if hospitality undergraduate work is not present, but in almost all cases a degree in the hospitality field is required. An exception is made for highly specialized, difficult to locate skill sets for which a specific degree may be waived (eg: CAS 200 – Casino Games). Degrees in Family Consumer Sciences are not equivalent and are not considered.
- 2) At least three years experience in a commercial kitchen...restaurant, hotel, catering hall, hospital food service, dietary manager, casino, wedding planning, etc.
- 3) A Master's degree. Either a Master's degree in Hotel/Restaurant Administration, Hospitality Administration, Resorts Management or the like, or an MBA with a Hospitality Concentration. Again they come in a variety of names. If the master's is in a related field a candidate, candidate must have an undergraduate degree in a hospitality concentration. Certifications needed may include but not be limited to: Certified Secondary Culinary Educator (CSCE) or a Certified Culinary Educator (CCE) through the American Culinary Federation (ACF). You can find the designations here: <http://www.acfchefs.org/AM/Template.cfm?Section=Levels&Template=/CM/HTMLDisplay.cfm&ContentID=23641>, Certified Professional of Catering and Events through NACE; ServSafe; TIPS; CPR and Heartsaver, first aid, etc.

Learning Assistance:

- Master's Degree required with a specialization in Education, Reading/Literacy, or other related field.
- One year of teaching experience required

Mathematics:

- A Master's degree in Mathematics

OR

- Three years' experience teaching the material (calculus for MAT 181 and MAT 182, statistics for MAT 124, etc.)

OR

- One semester teaching the course for the Math Department on campus

Mechanical Engineering Technology:

- BS in appropriate technical field. MA or MS preferred
- Demonstrated teaching experience with board drafting and AutoCAD

Music:

- Master's Degree
- Graduate Level Music Theory coursework required

Physical Education and Sport Studies:

- 4-year degree in Physical Education or related field is required.
- Master's degree in Physical Education or related field is required, or is in progress.
- Minimum of 4 years teaching experience in Physical Education or Health Sciences
- 4 years coaching experience

Physical Sciences:

- Master's degree preferred, (MAT acceptable).
- Successful completion of a minimum 30 graduate credits in the Sciences, specifically in the area of Science applicant is applying to teach

Physics:

- BS in Physics or closely related field plus commensurate experience; MA or MS preferred

Teacher/Early Childhood Education:

- Master's degree required in education or a liberal arts discipline. Undergraduate or graduate degree must include early childhood education coursework.
- Three years teaching experience or appropriate combination of teaching, relevant work experience and scholarly activity necessary.
- To specifically teach an Early Childhood course, must have experience teaching early childhood (infants through grade 2) and college teaching preferred.