

D. MINIMUM QUALIFICATIONS FOR APPOINTMENT FOR NON-TEACHING PROFESSIONAL POSITION GRADES

The following are the approved non-teaching professional titles with the corresponding appointment grades.

Grade 9

Librarian

Education - Min. master's degree in library science or information science
Experience - eight (8) years professional college library

Grade 7

Director of Admissions
Director of Financial Aid
Director of Learning Skills
Director of Facility Operations & Campus Safety

Education - Min. master's degree
Experience - five (5) years appropriate professional experience

Grade 5

Assistant Librarian
Counselor
Director of Career Planning & Placement
Director of Community Services
Director of Student Activities & Cultural Affairs
Instructional Technology Specialist

Education - Min. master's degree
Experience - four (4) years appropriate professional experience

Grade 3

Accountant
Assistant Director of Admissions
Financial Aid
Assistant Counselor
Assistant Director of Facility Operations
Bursar
College Registrar
Continuing Education Coordinator
Director of Financial Operations
Learning Skills Specialist
Network Manager
Off Campus Coordinator

Education - Min. bachelor's degree
Experience - three (3) years appropriate professional experience

Grade 1

Assistant College Registrar Education - Associate's Degree
Assistant Counselor of Financial Aid
Assistant Director of Student
 Activities & Cultural Affairs
Microcomputer Applications Specialist
Technical Specialist

**E. MINIMUM QUALIFICATIONS FOR PROMOTIONAL
 CONSIDERATION FOR NON-TEACHING PROFESSIONAL STAFF**

With the exception of the Librarian, each non-teaching professional title can advance from the appointment grade for the title to the next higher grade by promotion. Non-teaching professionals will be eligible to be considered for promotion if the following criteria are met:

1. Individuals have all of the minimum qualifications for appointment to their current grade and title.

AND

2. Individuals have five years of service at Jefferson Community College in their current grade and title.

The qualifications for promotion listed above are minimal requirements, and it should be understood that the simple achievement of these qualifications will not, in and of itself, assure promotion to the next grade. Promotions will be based on the factors as identified in the Professional Staff Handbook.

F. WAIVER OF REQUIREMENTS

1. The Trustees, upon recommendation of the President, may waive minimum requirements heretofore described.
2. If the Trustees waive the minimum requirements, the President of the College shall notify the President of the Faculty Association, in writing, of the decision and the reason(s) therefore.
3. Non-teaching professionals in their title and grade as of September 1, 1985, are not required to meet the minimum qualifications to maintain and keep their current title and grade.
4. Non-teaching professionals hired before September 1, 1985, will not be required to meet the new minimum qualifications established to be eligible for promotion. If a non-teaching professional has less than the new minimum qualifications for the title, the individual will be considered for promotion if the following are met:

A. Attainment of an advanced degree beyond what is held as of September 1, 1985;

OR

B. Attainment of professional certification;

OR

C. Completion of thirty (30) credit hours beyond the degree held as of September 1, 1985.