

Request for an Exception for Faculty Qualifications

To: **Senior Vice Provost and Senior Associate Vice President for Faculty Affairs**
Provost and Vice President for Academic Affairs

From: _____ **Department:** _____ **Date:** _____

I request an exception for faculty qualifications for _____ (full name) to teach
_____ (course prefix, number and title, such as PSY 1010 General Psychology).

This request is for an exception for _____ (semester/term) _____ (year).

This form must be submitted with a current CV and unofficial transcript (and other documents mentioned below). Also include a Request to Hire Part-Time Instructor form for all requests pertaining to part-time instructors.

The following required documents must be attached:

- ✓ detailed justification explaining each reason for exception. Use letterhead and address to Dean of College.
- ✓ other relevant documents for the reason(s) noted in the exception justification letter (such as copy of current professional licensure or certification, course evaluation results, etc.)
- ✓ copy of the APSU course description

Exceptions to the APSU Faculty Qualifications Matrix should be based on one or more of the following, but not limited to:

- Related work experience in the field
- Professional licensure and certifications
- Honors and awards
- Continuous documented excellence in teaching
- Other demonstrated competencies & achievements contributing to effective teaching & student learning outcomes

Required Approvals:

_____	_____	Approved	Not Approved
Department Chair	Date		
_____	_____	Approved	Not Approved
Associate Dean (if part-time instructor or GTA)	Date		
_____	_____	Approved	Not Approved
Dean of College	Date		
_____	_____	Approved	Not Approved
Dean of College of Graduate Studies (if graduate course)	Date		
_____	_____	Approved	Not Approved
Senior Vice Provost	Date		
_____	_____	Approved	Not Approved
Provost	Date		

Reason for denial (if applicable): _____

Exception requests must be submitted and approved prior to assigning this instructor to teach the class. If this request is not approved, the above individual may not teach. After approval, a copy of the completed form will be sent to Human Resources. If denied, the Provost's office will send the completed form to the Department Chair and Associate Dean and include the reason for denial. Exception requests must be submitted every academic year. This includes previously approved requests.