

Request for an Exception for Faculty Qualifications

To: Tucker Brown, Interim Vice Provost and Associate Vice President for Academic Affairs
Maria Cronley, Provost and Senior 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).

See this webpage for more information: <https://www.apsu.edu/academic-affairs/faculty/faculty-qualifications.php>

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:

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
Vice Provost/AVPAA	Date	Approved	Not Approved
Provost/SVPAA	Date	Approved	Not Approved

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.