

Request for an Exception for Faculty Qualifications

To: **Lynne S. Crosby, Vice Provost and Associate Vice President for Academic Affairs**
Maria Cronley, Provost and Senior Vice President for Academic Affairs

From: _____ **Department:** _____

Date: _____

I request a temporary exception for _____ (semester/term) _____ (year) or a permanent exception beginning in _____ (semester/term) _____ (year) for _____ (full name) to teach (course prefix, number and title) _____.

1. An exception to the APSU Faculty Qualifications Matrix should be granted on the basis of (check all that apply):

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

2. Attach a detailed justification on letterhead addressed to the Dean of College (and if applicable, Dean, College of Graduate Studies) for each item checked above.

3. Please attach a) current CV, b) unofficial transcript, c) other relevant documents for the reason(s) checked above, and d) copy of course description of the APSU course.

Required Approvals:

Department Chair	Date	Approved	Not Approved
Associate Dean (if part-time instructor)	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.