

FACULTY CREDENTIAL EXCEPTION FORM

Directions: Each faculty member who does not meet the SACS Criteria 4.8.2.1 (See back of form for a description of the Criteria.) must have related experiences and demonstrated contributions in the teaching discipline. This form must be completed to document the exceptional experiences and contributions. **Either the Vice President for Academic Affairs (VPAA) or Vice President for Technical Education (VPTE) must approve the exception(s) prior to making the teaching assignment. Faculty pay may be delayed until HR has an approved form. If an emergency teaching assignment is needed, the exception form must be completed by the campus and faxed to HR and the appropriate VP. The appropriate VP prior to the next session must approve the exception form with complete documentation.**

Name: _____

Campus: _____ Department: _____ Program: _____

Type of Exception: ___AA, ___AS-transfer, ___AS non-transfer/AAS; ___Diploma/Certificate;
___College prep

Course(s) requested for exception (include course prefix, number, and title):

Rationale for Exception: List degrees, related experiences and demonstrated contributions to the teaching discipline as defined in the Criteria. Please attach supporting documentation such as resume, transcript, letters documenting work/related experience, and certificates, license, etc.

Degrees and discipline major: _____

Certificates/license: _____

Work Experience: (attach employer letters documenting work experience) _____

Recommendation Signatures:

Immediate supervisor: _____ date: _____

Academic dean: _____ yes ___/no ___/provide following additional information for request to be reconsidered _____

_____ /date: _____

Provost: _____ yes ___/no ___/provide following additional information for request to be reconsidered _____

_____ /date: _____

VPAA/VPTE _____ approve ___/provide following additional information for request to be reconsidered _____

_____ /date: _____

disapprove _____ reason: _____

Recommended rank: rank III ___ Rank II ___ Rank I _____

SACS Criteria 4.8.2.1

Associate of Arts Faculty: Each full-time and part-time faculty member teaching credit courses in the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics **must** have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Such cases **must** be justified by the institution on an individual basis.

Associate of Science Faculty: Each full-time and part-time faculty member teaching courses in professional, occupational and technical areas other than physical activity courses that are components of associate degree programs designed for college transfer or from which substantial numbers of students transfer to senior institutions, **must** have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Such cases **must** be justified by the institution on an individual basis.

Associate of Science-non-transfer/Associate of Applied Science Faculty: Each full-time and part-time faculty member teaching courses in professional, occupational and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students in senior institutions **must** possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas **must** be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the about areas. Such cases **must** be justified by the institution on an individual basis.

Non-Degree Diploma and Certificate Occupational Courses Faculty: Diploma and technical courses are typically taught by faculty with some college or specialized training, but with emphasis on competence gained through work experience. In all cases faculty members **must** have special competence in the fields in which they teach. It is **the responsibility** of the institution to keep on file documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

College Prep Faculty: Faculty members who teach in remedial programs **must** hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.