

**MINIMUM QUALIFICATION EXCEPTION
VERIFICATION/TRACKING FORM**

Individuals assigned to perform faculty work shall meet the system established minimum qualifications as determined by Board Policy 3.32.

Faculty Name: _____ Date of Hire: _____

Academic Term: _____ Credential Field: _____

Dean Requesting Exception: _____

Employment Condition: Adjunct Part-Time Temporary Full-Time Temporary

Emergency Staffing Situation*:

- Illness, accident, or death of a faculty member resulting in a faculty member being unable to finish teaching the course.
- A failed search for a faculty position, if the position has been advertised at least twice.
- Resignation of a faculty member immediately prior to the start of a term.
- Addition of course sections immediately prior to the start of a term.
- Immediate deployment in the armed services.

Pending Credentials*:

College/University _____

Major _____ Anticipated Completion Date _____

*** An individual may be hired for no more than two consecutive semesters under these exceptions.**

Special Expertise: The individual possesses the following special expertise which qualifies the individual to teach in the assigned credential field.

Renowned Qualifications: The individual has achieved exceptional status or recognition which qualifies the individual to teach in the assigned credential field.

Emerging Fields: The individual has achieved exceptional status or recognition which qualifies the individual to teach in the assigned credential field.

AUTHORIZED SIGNATURES:

Reviewed by:

Vice President of Instruction

Date

Approved by:

College President or Designee

Date

Cc: Human Resources