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.

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

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**AUTHORIZED SIGNATURES:**

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<td>Vice President of Instruction</td>
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<td>College President or Designee</td>
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Cc: Human Resources