



ADJUNCT FACULTY MINIMUM QUALIFICATIONS EXCEPTION FORM

This request for exception to the minimum hiring qualifications is for Semester: _____

College requesting exception: _____

Name of adjunct faculty member: _____

Name of course to be taught: _____

Summary of adjunct faculty member's credentials and/or work experience that would make this person a viable instructor for the class:

Summary of the circumstances which currently require the college to make an exception to the minimum hiring qualifications:

Division/Department Chair Signature

Date

Dean of Instruction Signature

Date

Denied

Vice President's Signature

Date

President Signature

Date

**This form must be completed with all signatures and in the adjunct faculty personnel file prior to the adjunct faculty being assigned.*