

Minimum Teaching Qualifications Exception Form

To be hired to teach courses at UCA, an instructor must have at least eighteen (18) graduate level credits in a relevant area of expertise as determined by the hiring department, school, or college, and at minimum a master's degree. An instructor must also possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees. In terminal or doctoral degree programs, an instructor must possess the same level of degree. See the Faculty Handbook Ch. 3, Section II.E.

The department chair / school director (or equivalent) is requesting an exception to these minimum qualifications for the following reason:

Progress toward academic credentials: The candidate is making demonstrable, current, and consistent progress toward the minimum qualifications noted above. In the space below, describe the progress made and the expected date when the credential will be earned. Approval is contingent upon the receipt of a current transcript from an accredited institution of higher education demonstrating that the candidate is currently enrolled and making consistent progress towards the minimum qualifications. *By signing below, the dean verifies that the candidate is on track to meet the minimum qualifications by the expected date. If the candidate fails to meet the minimum qualifications by the expected date, approval of this exception will be revoked and the candidate will no longer be qualified to teach at UCA.*

Equivalent experience: The candidate has experience commensurate with the achievement of academic credentials that qualifies them for the instruction. The department and/or college must have criteria for evaluating equivalent experience housed in the office of the dean. Attach the criteria to this form and explain in the space below how the experience of the candidate meets the criteria. *By signing below, the dean verifies that the candidate meets the criteria for equivalent experience.*

Signatures:

Department Chair / School Director (or equivalent)

Date

Dean

Date

Attach this form and any supporting documentation to the hiring PAF. The provost will not approve the PAF unless the dean has signed.