



# 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:

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

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\_\_\_\_\_  
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.*