

EKU Justification for Faculty Academic Credentials

Per ECU Academic Regulation: 4.6.1ACR Determining Qualifications for Faculty Teaching Credit-Bearing Courses:

Under exceptional circumstances, the University may desire to employ faculty members who do not hold academic credentials at the typical standard of one degree level above the course being taught. Justifications may be made for faculty who may have other documented competencies. All such justifications must be approved by the College Dean and the Provost prior to the faculty member teaching relevant courses.

This form is to be completed at the time of hire and updated as necessary, such as when the instructor is assigned to a different course or acquires a new credential. It is helpful to list all courses the instructor might be assigned to teach with this initial form, even if that does not reflect the instructor's initial assignments.

Justifications must be submitted and approved before this instructor teaches the course. If this request is not approved, the individual may not teach the course(s).

After approval, a copy of the completed form will be sent to the college for the Faculty Personnel File. If denied, the Provost's office will send the completed form to the Dean of the College and include the reason for denial.

Approval for faculty qualification justifications requested for (full name):

Department/School:

College:

Date:

Courses:

Include course prefix, number, title (e.g., ANT 201 Introduction to Biological Anthropology), and refer to the program's course qualifications table. Note if a course is required in an accredited program and provide verbatim text for the accrediting body's faculty qualifications requirements.

See ECU Academic Regulation 4.6.1ACR: Determining Qualifications for Faculty Teaching Credit-Bearing Courses for more information:

<https://www.eku.edu/in/policies/determining-qualifications-for-faculty-teaching-credit-bearing-courses/>

Exceptions to ECU's Faculty Credentials and Qualifications Matrix Minimum Academic Credentials should be based on one or more of the following:

- Relevant work experience in the discipline or relevant to the course content
- Professional licensure and/or certification in the discipline or related to course content
- Honors and awards in the discipline or relevant to course content
- Continuous documented excellence in teaching in the discipline or relevant to the course content
- Other demonstrated competencies & achievements contributing to effective teaching & student learning outcomes in the discipline or relevant to course content

This form must be submitted with the following:

1. The requested faculty member's current CV
2. The requested faculty member's official or unofficial transcript
3. A thorough justification explaining the reason(s) for the requested exception. Use the following page and address the justification to the dean of the appropriate college. (Note: please do not exceed a page per course. It is acceptable to use bullet lists.
4. Attach additional relevant documents for the reason(s) noted in the exception justification letter (such as a copy of current professional licensure or certification, course evaluation results, etc.)

Required Approvals (signatures indicate approval)

Approve/Disapprove	Department Chair Signature	Name	Date
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Approve/Disapprove	Dean of College Signature	Name	Date
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Approve/Disapprove	Dean of Graduate School (if grad course) Signature	Name
	Date	

Approve/Disapprove	Provost Signature	Name	Date
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If any party above disapproves, justify the denial in the space below: