

## Justification and Documentation

### For Exception to the SACSCOC Faculty Credentials Guidelines

Faculty Member's Name: \_\_\_\_\_

Rank/Title: \_\_\_\_\_

Department/College: \_\_\_\_\_

Teaching Discipline: \_\_\_\_\_

Course Assignment for Justification: \_\_\_\_\_

Term/Year	Course Prefix & Number	Course Title	Sections

Post-Secondary Education Obtained:

Degree	Institution	Year	Major Field	Transcript on file?

Justification for Exception Possible considerations include proven record of successful and highly competent college teaching; successful work experience in field outside of academe; certifications or licensures in field; exceptional or outstanding achievement, expertise, scholarship (presentations/publications), or creative activity in field. Clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course assigned to the faculty member.

Official Documentation Supporting Exception: List below (with dates of specific activity), then attach supporting documents to this form.

Transcripts on file in the VSU Human Resources Office.

Limitations on Faculty Member: State here whether faculty member will only teach undergraduate or lower division courses, whether s/he will be supervised by a tenured or ~~tenure~~ faculty member, whether s/he will be undertaking further training or graduate coursework, etc.

Approvals

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Graduate Dean (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

VPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Email completed form to the Faculty Credentials Coordinator [sacs@valdosta.edu](mailto:sacs@valdosta.edu)