**Letter of Exception (LOE) Template**

***\*FOR ADJUNCTS ONLY\****

DATE: Enter Date

FROM: Enter Name and Title of Dean or Program Administrator

VIA: Enter Name and Title of Supervising Dean

Enter Name of Associate Provost/V.P./A.V.P.

RE: Letter of Exception to Faculty Credential Requirements for *Enter Name of Faculty Member*

It is my recommendation that the college approve an exception to the credential requirements for *Enter Name of Faculty Member* for the following course(s) based upon the following information for *Enter Term.*

***(Typically LOE’s will only be granted for ONE TERM but maybe extended if documentation is provided to verify that sufficient attempts have been made to attract/hire qualified faculty; the labor market circumstances for these specific credential requirements in concert with our institutional goal of student access; and/or there is a limited availability of interested qualified faculty to teach this course(s). Additionally, if the adjunct faculty member is pursuing a degree, certification, etc. that will qualify him/her within the Minimum Qualification or the Alternative Credentials of the Credentialing Matrix, as applicable, a plan should also be included. The plan should specify what is being pursued, the anticipated date of completion and each LOE thereafter should include documentation of the progress being made towards completion.)***

*List courses, include Course prefix and title*

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| --- | --- | --- | --- |
| Course Prefix: | Title: | Course Prefix: | Title: |
| *ACG2021* | *Financial Accounting* |  |  |
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I have attached *Enter Name of Faculty Member* *resume, work experience verifications, industry certificates, official transcripts* (ensure any documents listed are attached) for your review and consideration. *Enter Name of Faculty Member* has *X* years of professional full-time experience in *Specify the area(s) as it relates to the teaching field* at *List the employer(s)* where they gained the work experience. He/she holds a *Degree level(s) and major(s)* as well as *Industry Certificate/Professional License* (ensure certificate/license is valid and has not expired) and has also successfully taught *List Course(s)* at *List Institute(s)* as an *adjunct/full-time* instructor for *X* years.

Based upon the SACS guidelines for exceptions, the following applies:

*ONLY INCLUDE THOSE THAT APPLY*

1. “The institution demonstrates that it has made sufficient attempts to hire qualified faculty.”
   1. *Specify the attempts that have been made to attract individuals with the required credentials.*
2. “The institution demonstrates appropriate competence and experience for all faculty teaching courses for which they do not meet credentialing requirements.”
   1. *Enter Name of Faculty Member* has over *X* years of professional experience in *Specify the area(s) as it relates to the teaching field*.
   2. *Enter Name of Faculty Member* has extensive experience in *List job duties/responsibilities as they relate to the teaching field*.
   3. *Enter Name of Faculty Member* has obtained *List industry certificates and/or professional licenses’* (ensure certificate/license is valid and has not expired).
   4. *Enter Name of Faculty Member* holds a *List degree information*.
   5. Please refer to his resume for a more detailed listing of his capabilities.

□ APPROVED □ NOT APPROVED

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Sherri Litt, AP Baccalaureate & Career Tech Education

**OR**

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Ian Neuhard, AP Liberal Arts & Sciences

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sonja Cross, Director of Talent Acquisition