

### **Faculty Credentialing Exceptions (updated 8/12/2018)**

1. All continuing and newly appointed faculty must meet credentialing guidelines as stated in the Faculty Credentialing Policy (#2035). This policy allows for exceptions under limited circumstances. Exceptions should be extremely rare in most departments.
2. To request an exception, an exception packet must be completed by the Chair/Dean and forwarded to the Office of the Provost.

#### **The exception packet must include ALL of the following:**

- a. Exception Request Form Cover Sheet
  - i. If appropriate, syllabi for specific course(s) to be taught at WSU for which the exception applies.
- b. Transcript verification form
- c. Letter from Program Head communicating why the exception is requested and appropriate.
- d. Copy of the candidate's academic transcript
- e. Copy of the candidate's CV
- f. **Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.** This may require multiple documents. Verifiable expertise is typically not based exclusively on years of teaching experience.
  - i. Examples of **verifiable** documents for faculty exceptions:
    - A letter from a source external to the program that verifies a minimum of three years in the field and outlines why and in what field the candidate is an expert.
    - Evidence of verifiable scholarly works in the field in which the exception is requested.
    - Copies of credentials relevant to the exception including expiration dates if appropriate.

#### **The Approval Process**

1. Send the complete exception packet to the Office of the Provost. (250 University Hall)
  - a. The packet will be logged and reviewed to ensure all necessary materials are present.
  - b. Original transcript will be taken to HR. A copy will be put with the packet.
2. The packet will be given to the appropriate program Curriculum Committee for faculty review.
  - a. The committee should direct any credentialing questions to the Associate Provost Office.
  - b. The committee will review to make sure the exception meets HLC criteria and University policy.
    - i. Additional accreditation criteria should be considered as required on a per program basis.
3. The faculty committee will submit the packet back to the Associate Provost Office with one of the following decisions:
  - i. Exception accepted and for what length of time

- ii. More information needed (specify what is needed)
  - iii. Exception denied
- 4. The Associate Provost Office in conjunction with the Provost will review the faculty committee's decision and take one of the following actions.
  - i. Accept the faculty committee's recommendation, or
  - ii. Return to the appropriate program Curriculum Committee with the additional requested information.
  - iii. Request a second opinion from a Faculty body constituted by the Faculty Senate Executive Committee. The decision of this body is the final recommendation to the Provost.
- 5. If approved, the exception letter and supporting documentation will sent to HR and placed in the faculty members confidential personnel file.
  - a. An approved copy will be sent back to the originating department/college.
  - b. The HR transcript sheet will reflect the approved exception.
- 6. In situations where a continuing faculty member's credentials no longer qualify them, the Provost Office will contact the Chair/Dean to discuss next steps.

NOTE: Exceptions may be done for a limited time and are subject to future reviews. Any exception approved prior to 8/1/2018 must reapply to comply with the most recent University policy.